



## **ACCT 3305-120, Governmental Accounting**

**Fall 2020**

Texas A&M University-Central Texas

### **COURSE DATES, MODALITY, AND LOCATION**

August 24, 2020 – December 11, 2020

Synchronously Online

Per Texas A&M University – Central Texas 11.99.99.D0.02, this course is an online course. This course meets synchronously on Mondays and Wednesdays, 12:30pm - 1:45pm, with supplemental materials made available online through the A&M-Central Texas Canvas Learning Management System [<https://tamuct.instructure.com/>].

### **INSTRUCTOR AND CONTACT INFORMATION**

**Instructor: Dr. Ankita Singhvi**

**Office: 323 Founder's Hall**

**Phone: 254-501-5933**

**Email: [a.singhvi@tamuct.edu](mailto:a.singhvi@tamuct.edu), [preferred mail](#) – Canvas Inbox**

### **Office Hours**

Online via WebEx or Zoom. I'm available on Wednesdays 3-4pm or by appointment at a mutually agreeable time.

### **Student-instructor interaction**

I will respond to emails within 36 hours on weekdays and up to 48 hours on weekends.

**You will set up a “How's it going” meeting with me every month to do a quick chat about your progress in the course and discuss steps to ensure success in the course.**

### **WARRIOR SHIELD**

#### **Emergency Warning System for Texas A&M University-Central Texas**

Warrior Shield is an emergency notification service that gives Texas A&M University-Central Texas the ability to communicate health and safety emergency information quickly via email, text message, and social media. All students are automatically enrolled in Warrior Shield through their myCT email account.

Connect to Warrior Shield by [911Cellular](https://portal.publicsafetycloud.net/Account/Login) [<https://portal.publicsafetycloud.net/Account/Login>] to change where you receive your alerts or to opt out. By staying enrolled in Warrior Shield, university officials can quickly pass on safety-related information, regardless of your location.

## **COURSE INFORMATION**

### **Course Objectives**

#### **Student Learning Outcomes**

After completing this course, you should be able to do the following:

1. Appreciate and understand the unique accounting environment for state and local Governmental organizations.
2. Discuss and assess the performance of a governmental organization.
3. Describe and evaluate the information provided in a governmental organization's Comprehensive Annual Financial Report (CAFR).
4. Record typical transactions that governmental organizations are involved in.
5. Explain the major differences between the financial accounting and reporting Requirements for governmental organizations and for-profit organizations.
6. Identify the appropriate fund for recording typical transactions that governmental Organizations are involved in.
7. Describe governmental budgetary procedures and related accounting practices.
8. Describe the unique environment, concepts, and procedures of financial accounting and Reporting for nongovernmental not-for-profit organizations.
9. Discuss and explain the major similarities and differences of the financial accounting and Reporting requirements for nongovernmental not-for-profit organizations, governmental Organizations, and for-profit organizations.
10. Assess the performance of a nongovernmental not-for-profit organization relative to its mission.
11. Prepare basic financial statements for nongovernmental not-for-profit organizations.
12. Record transactions that commonly occur in nongovernmental not-for-profit organizations.

Competency Goals Statements (certification or standards):

#### **Competency Goals Statements (certification or standards)**

Excerpt from "Content and Skill Specifications for the Uniform CPA Examination" – AICPA effective January 1, 2016

Financial Accounting and Reporting (FAR)

1. Governmental Accounting and Reporting (8% - 12%)
2. Governmental Accounting Concepts
3. Measurement focus and basis of accounting
4. Fund accounting concepts and applications
5. Budgetary accounting
6. Format and Content of Comprehensive Annual Financial Report (CAFR)
7. Government-wide financial statements
8. Governmental funds financial statements
9. Proprietary funds financial statements
10. Fiduciary funds financial statements
11. Notes to financial statements
12. Management's discussion and analysis
13. Required supplementary information (RSI) other than Management's Discussion and Analysis
14. Combining statements and individual fund statements and schedules

15. Deriving government-wide financial statements and reconciliation requirements
  16. Financial Reporting Entity, Including Blended and Discrete Component Units
  17. Typical Items and Specific Types of Transactions and Events: Recognition, Measurement, Valuation, Calculation, and Presentation in Governmental Entity Financial Statements
  18. Net position and components thereof
  19. Fund balances and components thereof
  20. Capital assets and infrastructure assets
  21. General long-term liabilities
  22. Interfund activity, including transfers
  23. Nonexchange revenue transactions
  24. Expenditures
  25. Special items
  26. Encumbrances
  27. Accounting and Reporting for Governmental Not-for-Profit Organizations
- Not-for-Profit (Nongovernmental) Accounting and Reporting (8% - 12%)
1. Financial Statements
  2. Statement of financial position
  3. Statement of activities
  4. Statement of cash flows
  5. Statement of functional expenses
  6. Typical Items and Specific Types of Transactions and Events: Recognition, Measurement, Valuation, Calculation, and Presentation in Financial Statements of Not-for-Profit Organizations
  7. Support, revenues, and contributions
  8. Types of restrictions on resources
  9. Types of net assets
  10. Expenses, including depreciation and functional expenses
  11. Investments

### **Required Reading and Textbook(s)**

Accounting for Governmental and Nonprofit Entities, 18/e

**Jacqueline L. Reck, U. of South Florida**

**Suzanne L. Lowensohn, Colorado State U.**

McGraw-Hill Connect access code card ( ISBN# 9781259294921) or buy direct from website McGraw Hill Connect © (REQUIRED) All homework will be done on McGraw Hill Connect©. In addition to homework assignments, there will be SmartBook © assignments that must be completed in McGraw Hill Connect ©

Additional Readings and other resources announced on Canvas

<https://www.wsj.com/>

<https://www.cpajournal.com/>

<https://www.gasb.org/home>

<https://www.sec.gov/>

<https://pcaobus.org//Pages/default.aspx>

## **COURSE REQUIREMENTS**

### **Connect Homework**

Practicing problems prepares you for the exams and for the CPA exam. In order to incentivize you to do your homework I have made it part of your grade. McGraw Hill Connect allows you to get feedback in a timely manner. All homework assignments are done in McGraw Hill connect. Each assignment has three attempts. After each attempt you will receive feedback. You will only receive answers to the questions after the third attempt/ after you turn the homework in.

The homework is graded for accuracy. This means you should not just skip through the first and second attempts in order to get the answer since whatever your score is based on your best scoring attempt. Try your best at all three attempts. Also, I have included three "check your work" within each attempt so that should help as well.

### **LearnSmart Reading Homework**

Each chapter has a reading assignment that I have customized for you. This is a Smart Book assignment in Connect that will help you with the course. These will be graded and will contribute to your homework grade. This needs to be completed BEFORE the chapter is covered for the first time in class.

### **Class Participation**

Students are expected to participate in class discussions where appropriate and/or when called on. Further, students are expected to conduct themselves at all times in a professional manner.

Participation/Professionalism points are earned via active, meaningful, and consistent contributions to class discussions. Each new chapter and class session, we will discuss current/hot topics in the world that relate to the content. I will call on you to present or discuss news articles that are related to the chapter content. The resources for these are listed with course readings, Newspapers, magazines, etc.

Your grade will be assigned based on my evaluation of how consistently and effectively you contribute to the learning environment. These points are generally earned daily and constitute 13% of your total grade.

### **Discussion Board**

There is a need for regular preparation, and a significant portion of your careers will be spent contributing orally in various settings, a portion of your performance will be rated on the quality of your contributions to classroom discussions. These contributions can come in a variety of ways: (1) a good question about the material, (2) understanding key analyses of (as opposed to restating factual points in) a topic, (3) helping to move the discussion forward, or (4) making comments that bridge discussion points in the material thereby integrating the learning process and helping to make it more coherent.

In considering the discussion contribution portion of your grade in the course, please keep this very important factor in mind:

- A comment in the ‘A’ category does not have to be long, nor is one expected to make lots of ‘A’ comments during any given discussion. One or two short but thoughtful comments during a given discussion are perfectly adequate. Also, to earn a grade of ‘A’, I do expect *regular* participation of this sort.

Participation/Professionalism points are earned via active, meaningful, and consistent contributions to class discussions and completing activities. Your grade will be assigned based on my evaluation of how consistently and effectively you contribute to the learning environment. These points are generally earned daily and constitute towards 7% of your total grade.

**Exams**

The exams are listed on the schedule of dates. Exams combine objective questions (e.g. multiple choice) and problem-solving. More details on the exams and what they would look like will be discussed in class. **Exam schedules cannot be changed. There are no make up examinations. An unexcused absence from any test results in a zero.**

**Grading**

Connect HW(Includes LearnSmart Reading)	200
Class Participation	100
Discussion Board	50
Exams	400
	<b>750</b>

- 90% and above=A
- 80% and above=B
- 70% and above=C
- 60% and above=D
- Below 60=F

**Late assignments are not accepted/graded**

**Posting of Grades**

- Grades will be posted to the Canvas gradebook*
- Homework is auto-graded in Connect.*

**COURSE OUTLINE AND CALENDAR**

## Complete Course

Monday, August 24, 2020	Introduction to Course and Welcome to Class!
Wednesday, August 26, 2020	Chapter 1
Monday, August 31, 2020	Chapter 1
Wednesday, September 2, 2020	Chapter 2
Monday, September 7, 2020	Labor Day - University Closed
Wednesday, September 9, 2020	Chapter 2
Monday, September 14, 2020	Chapter 3
Wednesday, September 16, 2020	Chapter 3
Monday, September 21, 2020	<b>Exam Review</b>
Wednesday, September 23, 2020	<b>Exam- 1 [ Ch. 1,2,3 ]</b>
Monday, September 28, 2020	Chapter 4
Wednesday, September 30, 2020	Chapter 4
Monday, October 5, 2020	Chapter 5
Wednesday, October 7, 2020	Chapter 5
Monday, October 12, 2020	Chapter 6
Wednesday, October 14, 2020	Chapter 6
Monday, October 19, 2020	<b>Exam Review</b>
Wednesday, October 21, 2020	<b>Exam- 2 [Ch. 4,5,6]</b>
Monday, October 26, 2020	Chapter 7
Wednesday, October 28, 2020	Chapter 7
Monday, November 2, 2020	Chapter 8
Wednesday, November 4, 2020	Chapter 8
Monday, November 9, 2020	Chapter 9
Wednesday, November 11, 2020	Veteran's Day - University Closed
Monday, November 16, 2020	Chapter 9
Wednesday, November 18, 2020	<b>Exam Review</b>
Monday, November 23, 2020	<b>Exam - 3 [Ch. 7,8,9]</b>
Wednesday, November 25, 2020	Chapter 10
Monday, November 30, 2020	Chapter 10
Wednesday, December 2, 2020	Chapter 14
Monday, December 7, 2020	Chapter 14
Wednesday, December 9, 2020	<b>Exam- 4 [Ch. 10,14]</b>

## COURSE OUTLINE AND CALENDAR

### Important University Dates

The following calendar is proposed and **scheduled to change** without notice.

<b>Date</b>	<b>Description</b>
August 24, 2020	Classes Begin for Fall Semester
August 26, 2020	Deadline for Add, Drop, and Late Registration for 16-and First 8-Week Classes
August 31, 2020	Deadline to Drop First 8-week Classes with No Record
September 7, 2020	Labor Day (University Closed)
September 9, 2020	Deadline to drop 16-week Classes with No Record 2020
October 1, 2020	Deadline for Teacher Education Program Applications
October 2, 2020	Deadline to Drop First 8-week Classes with a Quit (Q) or Withdraw (W)
October 15, 2020	Deadline for Clinical Teaching/Practicum Applications
October 16, 2020	Classes End for First 8-week Session
October 16, 2020	Deadline to Withdraw from University for First 8-Week Classes (WF)
October 19, 2020	Add, Drop, and Late Registration Begins for Second 8-Week Classes \$25 Fee assessed for late registrants
October 19, 2020	Classes Begin for Second 8-Week Session
October 20, 2020	Deadline for Faculty Submission of First 8-Week Class Final Grades (due by 3pm)
October 21, 2020	Deadline for Add, Drop, and Late Registration for Second 8-Week Classes
October 26, 2020	Deadline to Drop Second 8-Week Classes with No Record
October 30, 2020	Deadline for Graduation Application for Fall Ceremony Participation
November 1, 2020	Deadline for GRE/GMAT Scores to Graduate School Office
November 2, 2020	Registration Opens for Spring Semester
November 6, 2020	Deadline to Drop 16-Week Classes with a Quit (Q) or Withdraw (W)
November 11, 2020	Veteran's Day (University Closed)
November 20, 2020	Deadline for Final Committee-Edited Theses Fall Semester with Committee Approval Signatures to Graduate School Office
November 26-27, 2020	Thanksgiving (University Closed)
November 27, 2020	Deadline to Drop Second 8-Week Classes with a Quit (Q) or Withdraw (W)
December 11, 2020	Deadline to Withdraw from University for 16- and Second 8-Week Classes
December 11, 2020	Fall Semester Ends 2020
December 11, 2020	Deadline for Applications for Tuition Rebate for Fall Graduation (5pm)
December 11, 2020	Deadline for Fall Degree Conferral Applications to the Registrar's Office \$20 Late Application Fee
December 11, 2020	Fall Commencement Ceremony Bell County Expo 7 pm
December 15, 2020	Deadline for Faculty Submission of 16-Week and Second 8-Week Final Class Grades (due by 3pm)
December 15, 2020	Deadline for Theses to Clear Graduate School Office for Fall Semester

## TECHNOLOGY REQUIREMENTS AND SUPPORT

### Technology Requirements

This course will use the A&M-Central Texas Instructure Canvas learning management system. Logon to A&M-Central Texas Canvas [<https://tamuct.instructure.com/>] or access Canvas through the TAMUCT Online link in myCT [<https://tamuct.onecampus.com/>]. You will log in through our Microsoft portal.

Username: Your MyCT email address. Password: Your MyCT password

### Canvas Support

Use the Canvas Help link, located at the bottom of the left-hand menu, for issues with Canvas. You can select “Chat with Canvas Support,” submit a support request through “Report a Problem,” or call the Canvas support line: 1-844-757-0953.

For issues related to course content and requirements, contact your instructor.

### Other Technology Support

For log-in problems, students should contact Help Desk Central 24 hours a day, 7 days a week

Email: [helpdesk@tamu.edu](mailto:helpdesk@tamu.edu)

Phone: (254) 519-5466

[Web Chat](http://hdc.tamu.edu): [<http://hdc.tamu.edu>]

*Please let the support technician know you are an A&M-Central Texas student.*

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## UNIVERSITY RESOURCES, PROCEDURES, AND GUIDELINES

### Drop Policy

If you discover that you need to drop this class, you must complete a [Drop Request Form](https://www.tamuct.edu/registrar/docs/Drop_Request_Form.pdf) [[https://www.tamuct.edu/registrar/docs/Drop\\_Request\\_Form.pdf](https://www.tamuct.edu/registrar/docs/Drop_Request_Form.pdf)].

Professors cannot drop students; this is always the responsibility of the student. The Registrar’s Office will provide a deadline on the Academic Calendar for which the form must be completed, signed and returned. Once you return the signed form to the Registrar’s Office, you must go into Warrior Web and confirm that you are no longer enrolled. If you still show as enrolled, FOLLOW-UP with the Registrar’s Office immediately. You are to attend class until the procedure is complete to avoid penalty for absence. Should you miss the drop deadline or fail to follow the procedure, you will receive an F in the course, which may affect your financial aid and/or VA educational benefits.

### Academic Integrity

Texas A&M University -Central Texas values the integrity of the academic enterprise and strives for the highest standards of academic conduct. A&M-Central Texas expects its students, faculty, and staff to support the adherence to high standards of personal and scholarly conduct to preserve the honor and integrity of the creative community. Academic integrity is defined as a commitment to honesty, trust, fairness, respect, and responsibility. Any deviation by students from this expectation may result in a failing grade for the

assignment and potentially a failing grade for the course. Academic misconduct is any act that improperly affects a true and honest evaluation of a student's academic performance and includes, but is not limited to, cheating on an examination or other academic work, plagiarism and improper citation of sources, using another student's work, collusion, and the abuse of resource materials. All academic misconduct concerns will be reported to the university's Office of Student Conduct. Ignorance of the university's standards and expectations is never an excuse to act with a lack of integrity. When in doubt on collaboration, citation, or any issue, please contact your instructor before taking a course of action.

For more [information regarding the Student Conduct process](https://www.tamuct.edu/student-affairs/student-conduct.html),  
[https://www.tamuct.edu/student-affairs/student-conduct.html].  
If you know of potential honor violations by other students, you may [submit a report](https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout_id=0),  
[https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout\_id=0  
].

### **Academic Accommodations**

At Texas A&M University-Central Texas, we value an inclusive learning environment where every student has an equal chance to succeed and has the right to a barrier-free education. The Office of Access and Inclusion is responsible for ensuring that students with a disability receive equal access to the university's programs, services and activities. If you believe you have a disability requiring reasonable accommodations please contact the Office of Access and Inclusion, WH-212; or call (254) 501-5836. Any information you provide is private and confidential and will be treated as such.

For more information please visit our [Access & Inclusion](https://tamuct.instructure.com/courses/717) Canvas page (log-in required) [https://tamuct.instructure.com/courses/717]

### **Important information for Pregnant and/or Parenting Students**

Texas A&M University-Central Texas supports students who are pregnant and/or parenting. In accordance with requirements of Title IX and related guidance from US Department of Education's Office of Civil Rights, the Dean of Student Affairs' Office can assist students who are pregnant and/or parenting in seeking accommodations related to pregnancy and/or parenting. Students should seek out assistance as early in the pregnancy as possible. For more information, please visit [Student Affairs](https://www.tamuct.edu/student-affairs/index.html)  
[https://www.tamuct.edu/student-affairs/index.html]. Students may also contact the institution's Title IX Coordinator. If you would like to read more about these [requirements and guidelines](http://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.pdf) online, please visit the website  
[http://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.pdf].

Title IX of the Education Amendments Act of 1972 prohibits discrimination on the basis of sex and gender—including pregnancy, parenting, and all related conditions. A&M-Central Texas is able to provide flexible and individualized reasonable accommodation to pregnant

and parenting students. All pregnant and parenting students should contact the Associate Dean in the Division of Student Affairs at (254) 501-5909 to seek out assistance. Students may also contact the University's Title IX Coordinator.

## **Tutoring**

Tutoring is available to all A&M-Central Texas students, on a remote online basis. Visit the Academic Support Community in Canvas to view schedules and contact information. Subjects tutored on campus include Accounting, Advanced Math, Biology, Finance, Statistics, Mathematics, and Study Skills. Tutors will return at the Tutoring Center in Warrior Hall, Suite 111 in the Fall 2020. Student success coaching is available online upon request.

If you have a question regarding tutor schedules, need to schedule a tutoring session, are interested in becoming a tutor, success coaching, or have any other question, contact Academic Support Programs at (254) 501-5836, visit the Office of Student Success at 212F Warrior Hall, or by emailing [studentsuccess@tamuct.edu](mailto:studentsuccess@tamuct.edu).

Chat live with a tutor 24/7 for almost any subject from on your computer! Tutor.com is an online tutoring platform that enables A&M-Central Texas students to log in and receive online tutoring support at no additional cost. This tool provides tutoring in over 40 subject areas except writing support. Access Tutor.com through Canvas.

## **University Writing Center**

The University Writing Center (UWC) at Texas A&M University–Central Texas (TAMUCT) is a free service open to all TAMUCT students. For the Fall 2020 semester, all services will be online as a result of the COVID-19 pandemic. The hours of operation are from 10:00 a.m.-5:00 p.m. Monday thru Thursday with satellite hours online Monday thru Thursday from 6:00-9:00 p.m. The UWC is also offering hours from 12:00-3:00 p.m. on Saturdays.

Tutors are prepared to help writers of all levels and abilities at any stage of the writing process. By providing a practice audience for students' ideas and writing, our tutors highlight the ways in which they read and interpret students' texts, offering guidance and support throughout the various stages of the writing process. While tutors will not write, edit, or grade papers, they will assist students in developing more effective composing practices. Whether you need help brainstorming ideas, organizing an essay, proofreading, understanding proper citation practices, or just want a quiet place to work, the UWC is here to help!

Students may arrange a one-to-one session with a trained and experienced writing tutor by making an appointment via WConline [<https://tamuct.mywconline.com/>]. In addition, you can email Dr. Bruce Bowles Jr. at [bruce.bowles@tamuct.edu](mailto:bruce.bowles@tamuct.edu) if you have any questions about the UWC and/or need any assistance with scheduling.

## **University Library**

The University Library provides many services in support of research across campus and at a distance. We offer over 200 electronic databases containing approximately 250,000 eBooks and

82,000 journals, in addition to the 85,000 items in our print collection, which can be mailed to students who live more than 50 miles from campus. Research guides for each subject taught at A&M-Central Texas are available through our website to help students navigate these resources. On campus, the library offers technology including cameras, laptops, microphones, webcams, and digital sound recorders.

Research assistance from a librarian is also available 24 hours a day through our online chat service, and at the reference desk when the library is open. Research sessions can be scheduled for more comprehensive assistance, and may take place on Skype or in-person at the library. Assistance may cover many topics, including how to find articles in peer-reviewed journals, how to cite resources, and how to piece together research for written assignments.

Our 27,000-square-foot facility on the A&M-Central Texas main campus includes student lounges, private study rooms, group work spaces, computer labs, family areas suitable for all ages, and many other features. Services such as interlibrary loan, TexShare, binding, and laminating are available. The library frequently offers workshops, tours, readings, and other events. For more information, please visit our Library website [<http://tamuct.libguides.com/index>].

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For Fall 2020, all reference service will be conducted virtually. Please go to our Library website [<http://tamuct.libguides.com/index>] to access our virtual reference help and our current hours.

## **OPTIONAL POLICY STATEMENTS**

### **A Note about Sexual Violence at A&M-Central Texas**

Sexual violence is a serious safety, social justice, and public health issue. The university offers support for anyone struggling with these issues. University faculty are mandated reporters, so if someone discloses that they were sexually assaulted (or a victim of Domestic/Dating Violence or Stalking) while a student at TAMUCT, faculty members are required to inform the Title IX Office. If you want to discuss any of these issues confidentially, you can do so through Student Counseling (254-501-5955) located on the second floor of Warrior Hall (207L).

Sexual violence can occur on our campus because predators often feel emboldened, and victims often feel silenced or shamed. It is incumbent on ALL of us to find ways to actively create environments that tell predators we don't agree with their behaviors and tell survivors we will support them. Your actions matter. Don't be a bystander; be an agent of change. For additional information on campus policy and resources visit the [Title IX webpage](https://www.tamuct.edu/departments/compliance/titleix.php) [<https://www.tamuct.edu/departments/compliance/titleix.php>].

### **Behavioral Intervention**

Texas A&M University-Central Texas cares about the safety, health, and well-being of its students, faculty, staff, and community. If you are aware of individuals for whom you have a concern, please make a referral to the Behavioral Intervention Team. Referring your concern shows you care. You can complete the [referral](https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout_id=2) online [[https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout\\_id=2](https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout_id=2)].

Anonymous referrals are accepted. Please see the [Behavioral Intervention Team](https://www.tamuct.edu/student-affairs/bat.html) website for more information [https://www.tamuct.edu/student-affairs/bat.html]. If a person's behavior poses an imminent threat to you or another, contact 911 or A&M-Central Texas University Police at 254-501-5800.

## **INSTRUCTOR POLICIES**

Professional level writing and communication are critical skills in the business world. This standard should be displayed in all assignments for this class. All communications, both to the Professor and student colleagues should be kept professional, including Discussion Board postings and email correspondence. For written assignments, all work should be proofread, free of grammatical errors, include proper citations, and be by American Psychological Association (APA) standards.

**NOTE #1:** There are NO EXTRA CREDIT assignments available for this course.

**NOTE #2:** Requests for Incomplete Grades- Incompletes will only be given in emergency or other extreme circumstances. The professor must approve any request for an incomplete grade in this course before the last week of classes. Where possible, requests should be submitted in written form and must include an address and telephone number where you may be contacted throughout the following semester. For a request for an incomplete grade to be considered, at least two-thirds of the coursework has to be completed. Finally, approval of an incomplete is up to the department chair.

**NOTE #3:** Questions concerning one's grade on a particular task (e.g., test, case) This should be resolved within one week after receiving the graded material. There will not be reviewing of previously graded material at the end of the semester.

**NOTE #4:** Late Submissions/Resubmissions - Make sure to plan your time wisely and avoid last minute submissions since no late assignments will be accepted. All assignments must be turned in by the due date unless an extension has been granted. **EXTENSIONS ON ASSIGNMENTS WILL BE CONSIDERED ONLY IF THEY ARE REQUESTED AT LEAST 48 HOURS BEFORE THE DUE DATE OF THE ASSIGNMENT UNDER QUESTION.** After the fact, extensions will not be granted, so if you are sick and you know you will not be able to take a test or submit an assignment on the set due date, make sure to contact me at least 48 hours in advance.

**NOTE #5:** Changes to Syllabus - A syllabus serves as an instructional and study planning document for both faculty and students. Although every effort will be taken to complete the semester according to the syllabus, it may become necessary to make specific changes to facilitate the academic environment better. In such an event, changes will be notified via an announcement in the course. Changes may be made within the last two weeks of the semester only in exceptional circumstances.

**Copyright Notice.**

Students should assume that all course material is copyrighted by the respective author(s). Reproduction of course material is prohibited without consent by the author and course instructor. Violation of copyright is against the law and Texas A&M University-Central Texas' Code of Academic Honesty. All alleged violations will be reported to the Office of Student Conduct.

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