

ACCT2203:503-Principles of Management Accounting
Spring, 2016, January 11-May 6, 2016
Spears School of Business
Oklahoma State University

Instructor:

Dr. Maryanne Mowen, School of Accounting

Contact Information:

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Course Site: Desire2Learn (Online Classroom): <http://oc.okstate.edu>

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Overview of the Course

Management Accounting is a vital and interesting subject. You'll soon see that knowing these concepts will be useful to you in your later business life as well as your personal life. This course is designed to give you an overview of managerial accounting principles. Meant for both accounting majors and non-majors, it introduces the use of accounting data in planning, control and decision making. The use of financial and non-financial data will be presented in the context of decision making models.

Course Prerequisites

ACCT 2103, ENGL 1113, and MATH 1513 or equivalent

Course Goals

- To give students an understanding and appreciation of the role of the management accountant in the organization.
- To help students understand and apply the concepts and tools of management accounting to basic business problems.
- To help students improve their critical thinking skills by giving them practice in addressing both structured and unstructured problems.

Learning Objectives: BSBA Program Goals

By the end of the course, the students are expected to be able to:

- Prepare product costing statements for planning and control: Business Knowledge and Competency
- Analyze financial information for decision support: Critical Thinking
- Apply a wide variety of management accounting models: Critical Thinking
- Compare and contrast basic methods of cost allocation: Business Knowledge and Competency
- Compare and contrast basic methods of product and service costing and income statement preparation: Business Knowledge and Competency
- Determine relevant costs for management decision making: Critical Thinking.

Texts and Supplementary Materials

Required Text and Homework Access Code

Mowen, Hansen and Heitger, *Cornerstones of Managerial Accounting*, 6e, with the CNOW course pack. You must get the access code for Cengage NOW v2 (our computerized homework software). Options for getting your textbook/CNOW password are as follows.

(1) drop by the bookstore on the Stillwater campus and get a package (text and CNOW password) for ACCT2203:503. (While we are using the same materials as the on-campus classes, some may not come with the access code. Be sure to look for the textbook package for our section – ACCT2203:503. This must be the 6th edition.)

(2) or follow the instructions on page 9 of this syllabus to purchase the textbook and the CengageNOW access code. This does include the e-book. (While you can print out the e-book, it is not in a paper format now.) This is the least expensive option.

QUESTIONS? Please email me – I'll be happy to help you with this.

Grading Policy

The grades in this class break down as follows:

Homework on CNOW (10 at 20 pts. each)	200 points
Online quizzes (7 at 20 pts. each)	140 points
Exams (3 exams at 220 pts. each)	<u>660 points</u>
Total Points	<u>1,000 points</u>

Letter grades will be assigned according to the following point-based scale.

900 – 1,000	= A
800 – 899	= B
650 - 799	= C
500 - 649	= D
0 - 499	= F

Description of Course Requirements

Video Modules

There are 20 videotaped module sets for this class and they can be found under the “Content” tab of our d2l course. A list of chapters in the textbook and their associated modules are given on this syllabus. In these modules there are: a lecture video and two or more exercise videos. Your assignment is to watch all of the videos. (I broke them into separate videos so they would be shorter, easier for you to watch, and easier for you to locate material you need to review multiple times.) The lecture videos explain the material we are covering and work sample problems to apply the concepts. On the exercise videos I work through exercises that are similar to your homework and test questions. The purpose is to show you how to set up the problems and solve for answers. (A word file with all extra exercises and solutions can be found on your d2l home page under the “Welcome” post.) Please watch every assigned module carefully, making sure you understand the material, the examples, and extra exercises. The modules vary in length. To keep each at a manageable amount of time, there may be more than one module per chapter. This should also make it easier for you to locate and review a module that might be more difficult for you.

Module 20, Time Value of Money, is an optional module that accompanies Module 19 – Capital Investment Decision Making. If you are familiar with time value of money concepts, and can calculate present and future values using the present value tables given in the text, you can skip this module.

CengageNOW Homework Assignments

These are homework exercises assigned on the “Assignment Schedule” page of this syllabus. The exercises noted for CengageNOW (abbreviated CNOW) must be completed and turned in online by the due date for the assignment. Instructions for registering for CNOW are given on page 9 of this syllabus.

- Be sure to register for CNOW by the first week of class. Even if you haven’t bought an access code (through the bookstore or online), CNOW will give you full access to our class to read the electronic textbook and do homework assignments for a couple of weeks. (How long is the “free trial period”? I really don’t know, but you do have some time.)
- The Intro to CNOW assignment, due Jan. 23, is worth 10 extra credit points. You have an unlimited number of takes during the time period. Once the due date has passed, this assignment is no longer available.
- There are 13 CNOW assignments, each is worth 20 points.
- *The three lowest CNOW assignments will be dropped when figuring your final course grade. Only the top ten CNOW assignments count.*
- You can complete any of the first twelve assignments late (until the due date for the very last assignment) for a 50% grading penalty. In other words, if you take the assignment late and make 20 points; you will receive 10 points after the late penalty. **Important note:** If you submit an assignment on time and get at least 10 points, *do not try to redo it late*. At that point, you will only be able to get a maximum of 10 points.
- *Do you feel lucky?* Then you can submit your assignments by the last minute of the final due date time. Otherwise, it’s a good idea to get your CNOW assignments finished and submitted ahead of time – you never know when a computer will crash, a server will go down, you’ll get sick or busy with other things, etc.
- CNOW assignments are due on Saturdays by 5 pm. However, CNOW has been programmed to allow you to submit them up to 11 pm or so. Think of these as “grace minutes” – the assignments still get full credit as long as they are submitted by the final CNOW deadline. (Hint: Check CNOW to see what it thinks your deadline is. There may be different ones depending on the time zone you are in.) The last week’s CNOW assignment is due on Saturday, April 30. This is the final due date for all late CNOW assignments, as well.

Once you’ve registered with CNOW, you can log in each time at:

<http://login.cengage.com>

Quizzes

There are eight 20-point quizzes scheduled throughout the semester.

- You have as long as 60 minutes to take each quiz.
- You have 5 attempts to take each quiz. (That is, if you don’t score well the first time, you can take the quiz up to 4 more times. Your highest score will be recorded.)
- The top seven quiz grades will count toward your final grade.
- These quizzes can be taken using any computer of your choice.
- The Respondus Lockdown Browser must be used. (One objective of the quizzes is to give you practice using a lock-down browser on d2l. Complete instructions on how to access the quizzes are given in a word file on your d2l home page.)
- You may use books, notes, etc. to take the quizzes. (This is unlike the exams which must be taken at approved testing centers and for which you cannot use any books or notes.)
- All quiz assignments are due on Saturdays by 5 pm. However, I’ve programmed d2l to allow you to submit them up to 11 pm or so. Think of these as “grace minutes” – the quizzes still get full credit as long as they are submitted by the final deadline.
- Once the quiz due date has passed, it cannot be accessed again. So if you want to study from the quizzes, be sure to save them or print them out.

There is an extra credit (10 points) Written Communication Quiz on d2l. You have an unlimited number of attempts to take it by **Saturday, April 30**. This quiz is designed to highlight common written communication problems encountered by our students. Please take the quiz as often as you need to. Be sure to check for feedback after you complete each attempt.

Exams

There are *three proctored exams* during this semester. The exams are scheduled on the “Assignment Schedule” page of the syllabus. Test in this course should be taken under one of three conditions:

1. A certified testing center in the United States (testing centers outside the U.S. are not allowed other than military testing centers);
2. Proctored by ProctorU; or
3. A military testing center (military students only).

See pages 10-11 of this syllabus for information on testing centers and ProctorU. Be sure to make your appointments to take your exams ahead of time. Slots fill up quickly.

You may choose to take the exams on any day of the scheduled testing window. You may not take the exam after its last scheduled date. Notice that Exams 1 and 2 are scheduled for either a Thursday, Friday, Monday, Tuesday, or Wednesday; Exam 3 is scheduled for the Monday through Friday of the last week. You can choose to take the exam on any of those days. (Basically, you have a one-week testing window. I am assuming that your Testing Center is not open on a Saturday or Sunday, but if it is, no problem. You can still take the exams during their testing windows.)

TESTING CENTER FOR EXAMS: Upon enrolling each semester, complete the appropriate proctor form(s) located on the Spears School of Business Distance Learning website:

<http://spears.okstate.edu/distance/forms/>. Contact the Spears School Distance Learning office at spearsdistance@okstate.edu, or call (405) 744-4048 if you have any questions regarding the proctoring process. You may also visit <http://spears.okstate.edu/distance/guide>.

Let the Spears Distance Learning Office know your testing center plans as soon as possible so they can send your exams to your proctor. Please contact the Distance Learning Office for any questions on finding testing centers or setting up exams. (Their contact information is at the top of the first page of this syllabus.) If you change your testing center during the semester, you **MUST** notify the Spears School of Business Distance Learning Office of your new testing center.

The exam content will be largely based on video lectures and readings. Quizzes, Multiple Choice Exercises at the end of each textbook chapter (answers in word file on our D2L home page under the Welcome post), and CNOW Cornerstone Exercises are excellent practice for the exams. The exams are objective – consisting of all multiple choice questions. ***The exams are taken online using the lockdown browser in d2l.*** (To give you practice with the lockdown browser and online exam format, all the quizzes will also use this format – BUT the quizzes can be taken on a computer of your choosing. You do NOT need to use a testing center for the quizzes.)

NOTE: For ACCT2203, only **nonprogrammable** calculators may be used on exams. Using a programmable calculator (a calculator with the ability to input and store text) on an exam is considered blatant cheating and is considered sufficient cause for assigning “F!” to that student for the overall course grade. *A programmable (forbidden) calculator is defined as one that has the 26 letters of the alphabet on it. If your calculator has those – it cannot be used for any of the exams. Smart phones cannot be used for any reason.* If your calculator has some letters, but not all, it is fine. If you show up at the testing center without an approved calculator, no problem. You can easily do the math by hand (i.e. without a calculator).

Make-up Policy

Students are expected to take each exam on the dates given and submit each assignment in a timely

manner. If for any reason a student cannot do that, the comprehensive final exam will serve as the makeup for any *one* missed exam. There are no make-ups for a missed homework assignment. Instead, the three lowest homework assignment grades will be dropped. There are no make-ups for missed quizzes. However, the lowest quiz grade will be dropped in computing your final grade.

University Policy

Drop Policy Information about university drop policy and dates is at: <http://registrar.okstate.edu/> Click on “academic calendar,” the related semester, then “details.” To drop this course, contact the Registrar’s office, (405) 744-6876, or drop through SIS (Student Information Services).

Academic Integrity Oklahoma State University is committed to the maintenance of the highest standards of integrity and ethical conduct of its members. This level of ethical behavior and integrity will be maintained in this course. Participating in a behavior that violates academic integrity (e.g., unauthorized collaboration, plagiarism, multiple submissions, cheating on examinations, fabricating information, helping another person cheat, unauthorized advance access to examinations, altering or destroying the work of others, and fraudulently altering academic records) will result in your being sanctioned. Violations may subject you to disciplinary action including the following: receiving a failing grade on an assignment, examination or course, receiving a notation of a violation of academic integrity on your transcript (F!), and being suspended from the University. You have the right to appeal the charge. Contact the Office of Academic Affairs, 101 Whitehurst, 405-744-5627, <http://academicintegrity.okstate.edu/>.

Accessibility and OSU Student Disability Services Any student in this course who has a disability that may prevent him or her from fully demonstrating his or her abilities should contact the instructor as soon as possible, so we can discuss accommodations necessary to ensure full participation and facilitate your educational opportunity. For more information please go to: <http://sds.okstate.edu>.

Gateway Exam

The Accounting Gateway Exam is a prerequisite for ACCT 3013, 3103, 3203 and 3603, if you intend on taking any of these courses at OSU you will need to pass the Gateway Exam PRIOR to enrolling in the above course. The Gateway Exam covers concepts taught in ACCT 2103 and ACCT 2203 and we suggest you take the Exam immediately after completing ACCT 2203. You can find information about the gateway exam at <http://spears.okstate.edu/accounting/degrees/undergrad/gateway/> please email Monika Turek at gatewayexam@okstate.edu with any additional questions.

Internet Netiquette Guidelines

A melding of the words "network" and "etiquette," **netiquette** refers to the manner in which communication is conveyed in an electronic environment. Here are some guidelines for communication within this course:

- REFRAIN FROM USING ALL CAPS. It is considered SHOUTING when communicating online.
- Do not post or forward offensive or racially insensitive jokes or comments.
- Be careful with humor and sarcasm.
- Don’t respond to personal attacks: Contact the instructor for action and referral.
- Always add in the subject line a concise statement describing the email or discussion post.
- Respect others' opinions. If you disagree with what another has said, post your thoughts in an objective, respectful manner. Do not make remarks that can be taken personally.
- Reflect upon the text you have entered before posting.
- Keep the discussion within the scope of the course material.
- Communication should be grammatically correct. Adhere to correct sentence structure, grammar, and spelling conventions. Proofread for errors before posting a message.
- Before you respond to a threaded message, read all the messages related to that message that have been previously posted.
- Send out an email to a group using the blind carbon copy field – BCC does not allow your recipients to view who was sent the email.

**ACCT2203: Management Accounting
Video Course Through SPEARS DISTANCE LEARNING
Chapter and Module List**

- Chapter 1 Module 1, Introduction to Management Accounting
- Chapter 2 Module 2, Basic Concepts and Terms
 Module 3, Basic COGM, COGS, and Income Statements
- Chapter 3 Module 4, Cost behavior basics
 Module 4B, Scatterplot method, Regression
- Chapter 4 Module 5A, Cost-Volume-Profit Analysis
 Module 5B, Margin of safety and Leverage
- Chapter 5 Module 6, Basic Overhead and ABC Overhead
 Module 7, Basic Job-Order Costing
- Chapter 6 Module 8, Basic Process Costing
- Chapter 7 Module 9, Activity-Based Costing
 Module 10, Activity-Based Management
- Chapter 8 Module 11, Variable Costing and Absorption Costing
 Module 12, Inventory management and EOQ
- Chapter 9 Module 13A, Budgeting, Part I
 Module 13B, Budgeting, Part II
- Chapter 10 Module 15, Standard Costing: DM and DL variances
- Chapter 11 Module 14, Flexible budgeting
- Chapter 12 Module 16, ROI, Residual income, EVA
 Module 17, Transfer Pricing
- Chapter 13 Module 18A, Relevant Costing and Short Run Decision-Making, Part I
 Module 18B, Relevant Costing and Short Run Decision-Making, Part II
 Module 18C Relevant Costing and Short Run Decision-Making, Part III
- Chapter 14 Module 19, Capital Investment Decisions
 Module 20, Time Value of Money

Tentative Schedule

Week	Topic	Read/Watch	CNOW Assignments Due Saturdays by 5 pm.
Jan. 10	Introduction, Cost terminology, COGM, COGS, Income Statements,	Text Chs. 1 & 2 Modules 1, 2, & 3	Jan. 16: <i>Hwk-Ch02-33, 34, 35, 37, 39 & 40</i>
Jan. 17	Cost behavior	Text. Ch. 3 Modules 4 & 4B	Jan. 23: <i>Hwk-Ch03-23, 24, 30, 35, 36, 37</i> Quiz 1
Jan. 24	Cost-Volume-Profit Analysis;	Text Chs. 4 Modules 5A & 5B	Jan. 30: <i>Hwk-Ch04-24, 26, 27, 28, 29, 32, 36</i> Quiz 2
Jan. 31	Overhead application, Job order costing	Text Ch. 5 Modules 6 & 7	Feb. 6: <i>Hwk-Ch05-31, 32, 33, 36, 38, 39</i> Quiz 3
Feb. 4-10 (your choice)	Exam 1- Proctored, taken at your Testing Center	<i>Covers:</i> Chapters 1-5 Modules 1-7	No books or notes. Only nonprogrammable calculator.
Feb. 7	Process costing	Text Ch. 6 Module 8	Feb. 13: <i>Hwk-Ch06-33, 34, 35, 36, 37, 39</i>
Feb. 14	Activity-based costing, Activity-based management	Text Ch. 7 Modules 9 & 10	Feb. 20: <i>Hwk-Ch07-37, 38, 39, 40, 42, 47</i> Quiz 4
Feb. 21	Variable & Absorption Costing, Inventory	Text Ch. 8 Modules 11 & 12	Feb. 27: <i>Hwk-Ch08-22, 23, 25, 26, 31, 32, 33</i> Quiz 5
Feb. 28	Profit Planning (Budgeting), and Flexible Budgeting	Text Ch. 9 Modules 13A & 13B	Mar. 5: <i>Hwk-Ch09-36, 37, 38, 39, 42, 43, 45</i>
Mar. 6	Flexible Budgeting	Text Ch. 11 (pp. 476-484 & 494-499) Module 14	Mar. 12: <i>Hwk-Ch11-30, 31, 32, 33</i> Quiz 6
SPRING BREAK MARCH 14-18			
Mar. 17-23 (your choice)	Exam 2- Proctored, taken at your Testing Center	<i>Covers:</i> Chapters 6-9 & 11 Modules 8-14	No books or notes. Only nonprogrammable calculator.
Mar. 20	Standard costing	Text Ch. 10 Module 15	Mar. 26: <i>Hwk-Ch10-28, 29, 30, 33, 35</i>
Mar. 27	Performance evaluation, ROI, Residual income,	Text Ch. 12 Module 16	

Apr. 3	Transfer pricing	Text Ch. 12 Module 17	Apr. 9: <i>Hwk-Ch12-20, 21, 22, 23, 24, 27, 28</i> Quiz 7
Apr. 10	Relevant Costing for short-run decision making	Text Ch. 13 Modules 18A, 18B, & 18C	
Apr. 17	Relevant Costing for short-run decision making	Text Ch. 13 Modules 18A, 18B, & 18C	Apr. 23: <i>Hwk-Ch13-24, 26, 28, 31, 32, 35, 36, 37, 38</i> Quiz 8
Apr. 24	Capital investment decision making, time value of money	Text Ch. 14 Modules 19 & 20	April 30: <i>Hwk-Ch14-26, 27, 28, 29, 30, 31</i>

Feb. 4-10	Exam 1 –Thursday, Friday, Monday, Tuesday or Wednesday	Chapters 1 - 5 Video modules 1 - 7
Mar. 17-23	Exam 2 – Thursday, Friday, Monday, Tuesday or Wednesday	Chapters 6 - 9, and 11 (pp. 446-453 & 463-466) Video modules 8 - 14
May 2-6	Exam 3 – Monday, Tuesday, Wednesday, Thursday, or Friday	Comprehensive (primary emphasis on Chapters 10 and 12 – 14)

How to access your CengageNOWv2 course

ACCT2203-16wk-2016 Spring

Instructor(s): Maryannemowen(Administrator) Maryannemowen(Administrator)

Start Date: 01/04/2016

What is CengageNOWv2?

CengageNOWv2 is a powerful resource for Success!

CengageNOWv2 includes a variety of tools--all combined in one easy-to-use resource designed to improve your grades. Some resources get you prepared for class and help you succeed on homework, and others show you specific areas where you can work to improve. Get Started Today!

Registration

1. Connect to <https://login.cengagebrain.com/course/E-Y84E2BR5DJJ8R>
2. Follow the prompts to register your CengageNOWv2 course.

Payment

After registering for your course, you will need to pay for access using one of the options below

Online: You can pay online using a credit or debit card, or PayPal.

Bookstore: You may be able to purchase access to CengageNOWv2 at your bookstore. Check with the bookstore to find out what they offer for your course.

Free Trial: If you are unable to pay at the start of the semester you may choose to access CengageNOWv2 during your free trial. After the free trial ends you will be required to pay for access.

Please note: At the end of the free trial period, your course access will be suspended until your payment has been made. All your scores and course activity will be saved and will be available to you after you pay for access.

If you already registered an access code or bought CengageNOWv2 online, the course key to register for this course is: **E-Y84E2BR5DJJ8R**

ARRANGEMENTS FOR TAKING YOUR EXAMS

Tests in this course should be taken under one of three conditions:

1. A certified testing center in the U.S. (testing centers outside the U.S. are not allowed other than military testing centers);
2. Proctored by ProctorU; or
3. A military testing center (military students only).

More information is provided below with respect to these options. At the beginning of the semester, students should fill out the ***Distance Learning Student Information Form*** at <https://spears.okstate.edu/distance/forms/studentform/>. If you will be taking your tests at any location other than the Wes Watkins Center, UAT, the OSU-Tulsa testing center, the OSU-OKC testing center, or ProctorU, then you should also complete a ***Proctor Agreement Form***. There is a link to the Proctor Agreement Form on the bottom of the webpage at <http://spears.okstate.edu/distance/forms/>.

If you have an unusual situation that may require an exception, please discuss with Christy Story (Christy.Story@okstate.edu) in the Distance Learning Office.

Using Testing Centers

You may take your exam at a university, certified, or military testing center. If you use a testing center, you will be limited to taking the exam during normal university or military testing center hours and to available time slots. If you wait too late to make your appointment, there may not be available slots. The cost will probably not exceed \$20 per test and may be free in some instances, but be sure to check with the testing center.

Students who live in the Stillwater area can schedule exams with the Wes Watkins Testing Center (405-744-6390) or University Testing Services (405-744-5958). If you live in the Tulsa vicinity, you can take your exam at the testing center at OSU-Tulsa (918-594-8232). If you live outside Stillwater or Tulsa, you may be able to locate an appropriate testing center using this site: <http://spears.okstate.edu/distance/guide/centers/>. If you need help locating a testing center, please contact the Spears Distance Learning office at spearsdistance@okstate.edu.

To schedule an exam, you should call your chosen testing center at least one to two weeks ahead of time to set up an appointment. Testing centers fill up quickly, and students who wait too late to make an appointment may not be able to get a slot and will likely need to use ProctorU instead. Make sure you find out when the testing center closes, and don't schedule a two-hour exam at 4 p.m. if the testing center closes at 5 p.m.

Using ProctorU:

ProctorU is a remote proctoring service that allows you to take your exam any time of day or night during the testing period. You may take the test in your own home (needs to be private surroundings). Most hardware and software will work with ProctorU; however, there are some limitations. If you use ProctorU, the proctoring company will be able to access your computer, so you should consider any concerns you may have about privacy. To determine whether you have an appropriate configuration to use ProctorU, please go to the following website:

<http://www.proctoru.com/tech.php>

On the right side of the screen, click on the ***Click Here to Test Your Equipment*** link (see red arrow below) to ascertain whether there are any problems with the use of ProctorU with your hardware, software, and Internet configuration. This test will check your web camera, microphone, ports, bandwidth, flash software, and operating system. It's also a good idea to scroll down on the test page and at least scan the list of frequently asked questions.

Need higher security? Ask about our new Secure Browser option. Call us at 855-772-8678 [Login](#)

ProctorU
Real People. Real Proctoring.

[Online Proctoring](#) [Ucard & Identity Management](#) [Partner Institutions](#) [Technical Requirements](#)

Technical Requirements			Equipment Test
	Minimum	Recommended	
Web Camera	640x480 resolution	1280x720 resolution	 Click Here to Test Your Equipment
PC Users	Windows XP	Windows 8	
Mac Users	Mac OS X or higher	Mac OS X 10.9 Mavericks	Help Online Proctoring Tips and FAQ
Internet Download Speed	.768 Mbps	1.5Mbps	
Internet Upload Speed	.384 Mbps	1.5Mbps	
RAM	1024MB	2GB	

For purposes of testing with ProctorU, you will need the items or conditions listed below:

- Your computer needs to be in working order; and your webcam, microphone, and speakers should be installed and working correctly.
- You need your photo ID at the time you test.
- You will need a mirror. In a pinch, you can use a CD or DVD disk with a reflective surface.
- You will need a well-lit, quiet, private room in which to take the test. The lighting must be of daylight quality. Overhead lighting is preferred. If you are not using overhead lighting, your light source cannot be directly behind you.

Exam costs for ProctorU are listed below and are based on the amount of time you schedule for the exam. (Note: These costs are subject to change by ProctorU.) If you do not make your appointment at least 3 days (72 hours) in advance, there will be an extra \$5 charge. If you must take the exam immediately because you didn't make an appointment, there is an extra charge of \$8.75 that applies instead of the \$5 charge.

You will pay with a credit or debit card when you make your exam appointment. If you do not have a credit card, you can purchase a prepaid card at WalMart or another local retailer.

Exam Length	Cost
30 minutes or less	\$ 8.75
31-60 minutes	\$15.00
61-120 minutes	\$19.75
121-180 minutes	\$25.00
Over 180 minutes	\$30.00

Surcharges:

If you don't make your appointment at least 3 days ahead of time - \$5

If you take your test at the very last minute - \$8.75 (instead of the extra \$5, not in addition to)

Getting Set Up and Making Exam Appointments in ProctorU

In order to set up an account for ProctorU, you should navigate to www.proctoru.com and complete a profile. Once you have completed your profile, your subsequent logins will take you to a **My Exams** page. Tests that are available to be scheduled will appear on this page. If no tests appear, click on **Schedule New Exam**; and you will have menus to indicate the institution (Oklahoma State University), the exam term, and the specific exam. If your exam does not appear, contact the distance learning office (spearsdistance@okstate.edu).



OKLAHOMA STATE UNIVERSITY SYLLABUS ATTACHMENT Spring 2016

<http://academicaffairs.okstate.edu/>

*YOUR SUCCESS AS A STUDENT IS OUR TOP PRIORITY.
THIS INFORMATION IS PROVIDED TO ANSWER QUESTIONS MOST OFTEN ASKED BY STUDENTS.*

IMPORTANT DATES

Last day to add a class (without instructor permission)	1/19/2016
Last day to drop a course with no grade and 100% refund	1/19/2016
Last day to add a class (requires instructor & advisor permission)	1/22/2016
Last day to drop a course or withdraw from the University with an automatic "W" and receive a partial refund (requires advisor signature)	1/22/2016
Last day to post 6 week grades	2/23/2016
Last day to file diploma application (for name to appear in Fall Commencement program)	4/1/2016
Last day to drop a class or withdraw from the University with an automatic "W"	4/8/2016
Last day to withdraw from all OSU classes with an assigned grade of "W" or "F"	4/22/2016
Pre-Finals week	4/25-4/29/2016
Final examinations	5/2-5/6/2016

Note: Outreach, Internet, and short courses have unique drop/add and refund deadlines; lookup the specific deadlines for these courses on the Short, Internet and Outreach Class Schedules page of the Registrar's website <http://registrar.okstate.edu/SIO-Schedule>.

Spring Semester Holidays

University Holiday	1/18/2016
Students' Spring Break	3/14-3/18/2016

DROPPING A COURSE AND WITHDRAWING FROM THE UNIVERSITY. students often confuse these terms.

Dropping a Course (or courses) may occur during the first twelve weeks of the semester. This means, however, that you are still enrolled in at least one other OSU course. Exceptions to the deadlines above may only be considered by petition due to documented extraordinary circumstances and committee approval. The Retroactive Drop/Withdraw Petition and the Petition for a Refund of Tuition and Fees forms are available on the Registrar's website <http://registrar.okstate.edu/Forms>.

Withdrawing from the university means dropping *all* courses and you *are no longer enrolled for the current semester*. This may occur until the Friday before pre-finals week. The withdrawal process is initiated with your academic advisor. For additional information and dates, go to: [HTTP://ACADEMICAFFAIRS.OKSTATE.EDU/CONTENT/ADDING-DROPPING-AND-WITHDRAWING-COURSES](http://ACADEMICAFFAIRS.OKSTATE.EDU/CONTENT/ADDING-DROPPING-AND-WITHDRAWING-COURSES)

ALERTS AND RESCHEDULING

If the OSU campus officially closes due to inclement weather or other emergencies, alerts are provided to local news media and posted on the OSU website. Missed exams, classes, or assignments may be rescheduled at times outside the normal meeting schedule. If valid, documented circumstances prohibit students from attending the rescheduled classes, instructors should provide reasonable alternative means for makeup.

SEEK ANSWERS TO YOUR QUESTIONS

The OSU faculty and staff want you to be successful in your educational pursuits. If you have questions or concerns, seek help EARLY. We are here to assist you.

ACADEMIC INTEGRITY

101 Whitehurst, 405-744-5627

<http://academicintegrity.okstate.edu>

OSU is committed to maintaining the highest standards of integrity and ethical conduct. This level of ethical behavior and integrity will be maintained in this course. Participating in a behavior that violates academic integrity (e.g., unauthorized collaboration, plagiarism, multiple submissions, cheating on examinations, fabricating information, helping another person cheat, unauthorized advance access to examinations, altering or destroying the work of others, and sanction. Violations may subject you to an assignment, examination or course, transcript, and being suspended from the



altering academic records) will result in an official academic disciplinary action including the following: receiving a failing grade receiving a notation of a violation of academic integrity on your University. You have the right to appeal the charge.

COPYRIGHT & FAIR USE POLICY OF

Course materials may not be published, leased,

COURSE MATERIALS

sold to others, or used for any purpose other than appropriate OSU-

related individual or group study without the written permission of the faculty member in charge of the course and other copyright holders. This paragraph grants you a limited license giving you access to materials for this course, including PowerPoint slides, audio/video recordings, written, or other materials, for appropriate OSU-related educational use only. Lectures should not be recorded without permission from the faculty member and must not be further disseminated or shared.

CLASS ATTENDANCE

Class attendance is a critical component of learning; therefore, you are expected to attend and participate fully in all scheduled class meetings. Many instructors consider attendance so essential that your grade may be affected by your absence. *SOME DEPARTMENTS AND PROFESSORS HAVE MANDATORY ATTENDANCE POLICIES.* If no written attendance policy is provided before the last day to add a class without instructor permission, no penalty may be assessed for class absences although you may not be permitted to make up certain in-class activities. If you are required to participate in official university-sponsored activities or military training, you should receive an excused absence unless the written course attendance policy indicates otherwise. If you will be absent from class for sponsored activities, you must provide prior notification of the planned absence to the instructor. You may be required to submit assignments or take examinations before the planned absence.

PRE-FINALS WEEK POLICY

Final examinations are scheduled at the end of each semester and are preceded by pre-finals week, which begins seven days prior to the first day of finals. During pre-finals week, all normal class activities will continue; however, no assignment, test, or examination accounting for more than 5% of the course grade may be given; and no activity or field trip may be scheduled that conflicts with another class. This excludes makeup and laboratory examinations, out-of-class assignments (or projects) made prior to pre-finals week and independent study courses. No student or campus organization may hold meetings, banquets, receptions, or may sponsor or participate in any activity, program, or related function that requires student participation. For additional information, contact the Office of Academic Affairs, 405-744-5627, 101 Whitehurst.

FINAL EXAM OVERLOAD POLICY

In the event you have three or more final exams scheduled for a single day, you are entitled to arrange with the instructor of the highest numbered course (4 digit course number) or two highest, if you have four finals on one day, to re-schedule that examination(s) at a time and place of mutual convenience during final exam week. If the final exam overload includes a common final exam, the common final exam is excluded from rescheduling unless multiple common exams are scheduled at the same time. You should submit this request in writing, with a copy of your class schedule, at least two weeks prior to the beginning of final exam week. The instructor has one week prior to the beginning of final exam week to arrange a mutually convenient time and place for administration of the final exam. After one week, if an agreement cannot be reached, take the request to the department head.

INFORMATION TECHNOLOGY

Student Email - OSU uses your OKSTATE.EDU email address as a primary form of communication. Students are expected to check their OSU email on a frequent and consistent basis to remain informed of their official university business. If you do not use the OSU email system you must redirect your okstate.edu email using the Orange-Key System (www.okey.okstate.edu). Failure to maintain an accurate email address may result in missed or lost university communications. For email assistance contact the IT Helpdesk at 405-744-HELP (4357).

Computer Labs - A complete description of computer labs and hours of operations are available at their website:

<https://it.sharepoint.okstate.edu/TechnologySupport/DeskSide/default.aspx>. Lab information is also available by calling the Information Technology Help Desk, 405-744-HELP (4357).

EDMON LOW LIBRARY HOURS

405-744-9775 or 405-744-9741

www.library.okstate.edu

Text 405-592-4128

Monday-Thursday

7:00 a.m. – 2:00 a.m.

Friday

7:00 a.m. – 10:00 p.m.

Saturday

9:00 a.m. – 10:00 p.m.

Saturday and Sunday

9:00 a.m. – 2:00 a.m.

*For holiday and intersession hours, check <http://www.library.okstate.edu/services/hours.htm>

*Contact the following for information on hours of operation:

Architecture Library 405-744-6047

Curriculum Materials Library 405-744-6310

Veterinary Medicine Library 405-744-6655

GENERAL EXPECTATIONS OF STUDENTS

By enrolling at Oklahoma State University, you accept responsibility for complying with all University policies and contracts, and for local, state and federal laws on- or off-campus that relate to the University's mission. **The Student Rights and Responsibilities Governing Student Behavior** document explains the standards of behavior expected of you, processes in place for enforcing the rules, and the University's response to violations <http://studentconduct.okstate.edu/>

In general, the University expects you to respect the rights of others and authorities, represent yourself truthfully and accurately at all times, respect private and public property, and take responsibility for your own actions and the actions of your guests. Call 405-744-5470 for more information.

WHERE TO GO FOR HELP

Instructor - If you have questions regarding your class, talk to your instructor. Faculty members usually include their office hours and/or phone number in the class syllabus. If you cannot locate this information, set a time to meet with your instructor by speaking with

him/her prior to or immediately following your class session or check with the departmental office on when the instructor may be available.

Academic Advisor - All students will benefit by conferring with an advisor on a regular basis. If you do not know your advisor, or are unhappy with your advisor, talk to the Student Academic Services Director for your college.

Academic911.okstate.edu - Your online resource for academic and personal success, sponsored by Student Affairs.

Mathematics Learning Success Center

5th Floor, Edmon Low Library/405-744-5818 <http://www.math.okstate.edu/>

Tutors are available to answer questions for classes ranging from Beginning Algebra through Calculus II. Tutoring for Differential Equations and Linear Algebra is offered at specific times.

Writing Center

440 Student Union/405-744-6671 <http://osuwritingcenter.okstate.edu>

The Writing Center helps writers throughout the composing process; you should plan to visit early and often throughout the semester, not just the day before an assignment is due. Tutors will work with you to improve your brainstorming, organizational, and composing techniques.

Learning & Student Success Opportunity (LASSO) Tutoring Center

021 Classroom Building/405-744-3309 <https://lasso.okstate.edu/>

LASSO offers free individual tutoring for a variety of courses.

University Counseling Services

320 Student Union/405-744-5472 or 405-744-7007 <http://ucs.okstate.edu/>

Professional counselors offer confidential personal and/or career counseling.

Office of Student Disability Services (SDS)

315 Student Union/405-744-7116 <http://sds.okstate.edu/>

According to the Americans with Disabilities Act, each student with a disability is responsible for notifying the University of his/her disability and requesting accommodations. If you think you have a qualified disability and need special accommodations, you should notify the instructor and request verification of eligibility for accommodations from the Office of SDS. Please advise the instructor of your disability as soon as possible, and contact Student Disability Services, to ensure timely implementation of appropriate accommodations. Faculty has an obligation to respond when they receive official notice of a disability but are under no obligation to provide retroactive accommodations. To receive services, you must submit appropriate documentation and complete an intake process to verify the existence of a qualified disability and identify reasonable accommodations.

Office of Equal Opportunity

408 Whitehurst/405-744-9153

OSU is committed to maintaining a learning environment that is free from discriminatory conduct based on race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age or protected veteran status. OSU does not discriminate on the basis of sex in its educational programs and activities. Examples of sexual misconduct and/or sex discrimination include: sexual violence, sexual harassment, sexual assault, domestic and intimate partner violence, stalking, or gender-based discrimination. OSU encourages any student who thinks that he or she may have been a victim of sexual misconduct or sexual discrimination to immediately report the incident to the Title IX Coordinator (405-744-9153) or Deputy Title IX Coordinator (405-744-5470). Students may also report incidents of sexual misconduct or sex discrimination to a faculty or staff member, who is then required by federal law (Title IX) to notify the Title IX or Deputy Title IX Coordinator. If a reporting student would like to keep the details confidential, the student may speak with staff in the Student Counseling Center (405-744-5472) or the University's Victim Advocate (Suzanne Burks: 405-744-5458). For more information regarding Title IX violations, go to: <https://tis2many.okstate.edu/>.