Introduction to Financial Accounting  
Course number: BUS ADM-201  
Lecture sections: 401 and 402  
Fall 2018

Instructor: Sean McCarthy, PhD  
Office: Lubar N329 (mailbox on 4th floor)

Telephone: 414-229-5005  
E-mail: mccarth@uwm.edu

Office Hours: Mondays and Wednesdays 11:00am to 12:00pm and 3:30pm to 4:30pm ***

***Note you do not need an appointment to see the professor during office hours. In addition, the professor is usually in his office just before lectures and he will be willing to talk to you just after lectures in most cases.

<table>
<thead>
<tr>
<th>TA</th>
<th>Office # (Lubar)</th>
<th>Office Hours**</th>
<th>Office Phone</th>
<th>E-mail</th>
<th>DS Sections</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nicole Brusewitz</td>
<td>N323</td>
<td>Tu 1:00-2:00</td>
<td>414-229-4036</td>
<td><a href="mailto:bruesew9@uwm.edu">bruesew9@uwm.edu</a></td>
<td>605, 606</td>
</tr>
<tr>
<td>Savannah Huettl</td>
<td>N322</td>
<td>Tu 3:45-5:15</td>
<td>414-229-2548</td>
<td><a href="mailto:hennes28@uwm.edu">hennes28@uwm.edu</a></td>
<td>601, 604, 609</td>
</tr>
<tr>
<td>Kelsey Kawula</td>
<td>N322</td>
<td>M 3:30-5:15</td>
<td>414-229-2548</td>
<td><a href="mailto:krkawula@uwm.edu">krkawula@uwm.edu</a></td>
<td>610, 611</td>
</tr>
<tr>
<td>Ryan Miller</td>
<td>N322</td>
<td>Tu 10:00-1:00</td>
<td>414-229-2548</td>
<td><a href="mailto:mille896@uwm.edu">mille896@uwm.edu</a></td>
<td>612, 613, 614, 616</td>
</tr>
<tr>
<td>Autumn Morrissey</td>
<td>N311</td>
<td>Tu 2:00-3:30</td>
<td>414-229-3003</td>
<td><a href="mailto:morrise4@uwm.edu">morrise4@uwm.edu</a></td>
<td>602, 603, 615</td>
</tr>
<tr>
<td>Emily Senger</td>
<td>N323</td>
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<td>414-229-4036</td>
<td><a href="mailto:easenger@uwm.edu">easenger@uwm.edu</a></td>
<td>608, 617</td>
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**Attempt to utilize your TA office hours; however, you can see any TA during their office hours.

Syllabus and Canvas Syllabus: This document is the syllabus. On the Canvas website, there is a syllabus tab. DO NOT USE THIS TAB as the syllabus. Canvas creates this tab based on what is populated in Canvas and DOES NOT reflect all assignments and due dates.

Office Hours Policy: If you have questions on administrative items, such as extra time for exams or make-up exams, contact Professor McCarthy. If you have questions on class content (accounting questions) contact your TA or a TA with office hours that you can attend. You are ONLY to bring content questions to Professor McCarthy if you have already gone to a TA and your TA has notified Professor McCarthy that you will be elevating your question to him.

**The TAs are experts on the content of this class and are more immediately familiar with the assignments.**

Grading Policy: There are a possible 1,000 regular points earned as follows:

- **Exams** (non-cumulative): 250 points each x 3 = 750 points total.
- **Homework** (WileyPlus): 210 points.
- **Discussion Assignments and Quizzes**: 40 points.

A traditional grading scale (A 90%, B 80%, C 70%, and D 60%) will be used as a starting point, however, it will be modified as determined necessary by the instructor based on class performance.

(For example, last semester, it took 900 points for an A, 800 points for a B, 560 points for a C.)

Extra Credit (EC): Every week, up to 2 EC points are available in ORION adaptive learning (in WileyPlus). These are due each Sunday night by 11:59pm. There are also 3 extra credit comprehensive projects (one due after each exam) that are worth 15 points each. Note: Templates will be provided through Canvas for each project. Each project must be handwritten using the provided templates and turned in hard copy. Your TA will accept projects via mailbox (located on the fourth floor), or at the end of discussion.
**EXAMS**: No access to memory storage, Wi-Fi, or photographic devices (Palm, blackberry, computer, cell phone, storage calculator) is allowed during exams. Students must bring their student ID or a picture ID to the exams.

<table>
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<tr>
<th>LECTURE</th>
<th>Day (9:30am, 2:00pm) Classes</th>
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<tr>
<td>Exam 1 *</td>
<td>LC 401, 402 Wednesday, Oct 10</td>
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<td>Exam 2 *</td>
<td>LC 401, 402 Wednesday, Nov 14</td>
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<tr>
<td>Exam 3 (Final) *</td>
<td>All Lectures Saturday, December 15 3:00 - 5:00 pm, location TBA</td>
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*Due to large class size (over 500), make-up exams are extremely difficult to arrange and are generally given only for documented medical emergencies! In the event that a student has an excused absence from one of the exams, a make-up exam will be given at the end of the semester (probably Saturday 12/22), location and time to be announced.

You cannot be excused with an email unless told otherwise. Generally, you must personally meet with Dr. McCarthy during office hours. If an emergency occurs, first send an email as soon as possible and then see the professor as soon as you can.

**Discussion (DS) and Homework Assignments (25% of your grade):**

WileyPLUS (See Course Materials below) problems are submitted electronically. You will be allowed to submit 2 times, allowing for one correction of errors before final grading. If a problem has multiple parts (part a, part b, etc.), you are allowed 2 submits for each part. Graded problems MUST be submitted by the due date to earn course points.

No Extensions: If you have personal, work, computer, internet or any other kind of problems, you will not be allowed an extended due date. To accommodate unforeseen and any other reasons causing you to miss a due date, we are providing many extra credit opportunities (see prior page) set up for you to make up missed points.

Answers to WileyPLUS assignments are provided by Wiley after you finish each part of each question. After each question, a Show Answer button will be made available. Click on it and the answer is given. For complex problems, a Show Solution button will also be provided to show detailed calculations. There are 4 types of assignments:

- **Pre**: Before Lecture - These are due Sunday nights at 11:59pm and are worth 3 points per week.
- **Post**: After Lecture - These are due Saturday nights at 11:59pm and are worth 14 points per week.
- **Practice**: Optional practice - Attempt at your discretion. No points, no due date.
- **Extra credit including ORION**: Optional points. Not available after problem due dates.

In your discussion section, there will be graded quizzes given during some discussion sections. Late assignments will not be accepted.

**Course Materials:**

Required: You will be required to complete and submit most homework on-line. (A few graded problems must be prepared manually.) You must purchase access to our on-line homework problems called WileyPLUS directly from the publisher. Alternatively, if you purchase a new text from the UWM bookstore, WileyPLUS access is included at no extra charge. WileyPLUS also includes a complete on-line version of our textbook titled:


*** For more details on WileyPLUS, See pages 9 and 10 of this syllabus.***
Additional Materials:
Items will be available for download are:
(1) Professor McCarthy’s lecture slides prepared in Microsoft Power Point (*.pptx) format,
(2) Exam review packets will be provided through Canvas. TAs will lead exam reviews on each Friday before exams,
(3) Other course information, such as this syllabus and course handouts. Find these on Canvas.

Email Policy:
• You should contact your TA with homework questions, not the professor. Include our course number "201" in the subject line of your email for a quicker response.
• Contact Professor McCarthy for emergencies. For missed exam emergencies, email as soon as possible AND you must see him in person to be formally excused. Also see the “*” footnote under EXAMS on the previous page regarding missing exams.
• If you have any request for advice, favors, detailed questions, special treatment, excuse to miss an exam, etc., PLEASE see the professor in person! Email will not work for this.

Cheating:
Cheating on exams will result in failing the course. Cheating on any extra credit results in zero points for all extra credit for the semester. Cheating includes working with others.

Course description and objectives:
This course provides an introduction to accounting and financial reporting concepts for business students. It covers the basics of accounting and reporting methods, with an emphasis on the use of financial statements by non-accountants. The course counts as a repeat of BUS ADM 207. A grade of at least B is a prerequisite to continue to the next required course for accounting majors, BUS ADM 301.

Course Prerequisite:
Sophomore standing or consent of instructor.

Course Schedule:
For lecture and discussion rooms and times for our class, BUS ADM 201, please refer to the schedule of classes. It is on the UWM website at https://www4.uwm.edu/schedule/index.cfm?a1=subject_details&subject=BUS%20ADM&strm=2189

EXAMS and Course Conduct:
Lecture: Students arriving late and leaving early are a distraction to all in the room. The professor considers these occurrences as inconsiderate and unprofessional. Conversing, texting, using laptop computers for non-class activities in class are also rude and unprofessional. You may be subject to the professor’s wrath if you participate in such activities.

Accounting Majors
Students who plan to take Intermediate Accounting course BUS ADM 301 (required for accounting majors and recommended for finance majors) should complete the extra credit problems. These will reinforce knowledge necessary for success in 301. Note that a grade of at least a B in our course is a prerequisite for BUS ADM 301 and a B or better is needed in 301 to continue as an accounting major. In addition, there may be grade point requirements implemented if demand for 301 exceeds the available capacity.

Students who plan to take the Intermediate Accounting course BUS ADM 301 should STRONGLY consider purchasing a hardcopy of the textbook for this class. Accounting builds upon itself, so you will use your Introduction to Accounting text as long as you are an accountant.

Professors in 301 have indicated that there is a much higher success rate for students who have mastered the concepts addressed in the extra credit problems.
Suggested weekly study timetable to achieve success in this class:

- Over the **week-end** before class:
  - Read the text chapter and scan the professor’s lecture notes.

- Next, complete the assigned Pre-lecture problems on WileyPLUS. Do your best. These are due each Sunday by 11:59 pm. On the weekend, if possible, and during the week, work through Post-lecture problems. You can save partially completed work. These are due Saturday by 11:59 pm. The sooner you try them, the more time you will have to identify your weaknesses and seek help. By preparing in advance, you will learn much more from lectures on Mondays and Wednesdays.

- By the time you attend your discussion section, you should have your problems almost completed. You will now be prepared to ask specific questions of your TA to get a perfect score on homework. **DO NOT wait until Saturday to start problems.**

- Study for exams by going over completed homework. Note that WileyPLUS provides a button to click after each problem for complete answers and some more complex problems provide detailed solution calculations. This button appears only after the problems are completed and graded by the system. *(This occurs after you “submit” twice.)*

- Also prepare for exams by going over the Ungraded Practice Problems in WileyPLUS. Work through the sample exam available on Canvas and review the text and lecture notes. Use the online tutorials, study guides, and other aides.

- Do not forget to complete the extra credit problems, especially if you plan to be an accounting major. All of these problems are intended to enhance your knowledge of course material.

- **Average workload:** This course meets for 200 minutes weekly, or a total of approximately 50 hours during the semester. You should expect to take at least 70 hours over the course of the semester reading the textbook and other required materials. There are also weekly homework assignments that you should expect will require between 6 and 7 hours each. Reserve at least 10 hours to study for and take the final exam. All told, this class is likely to take approximately 200 hours of your time.
<table>
<thead>
<tr>
<th>Week of:</th>
<th>Lectures, Readings and Topics</th>
<th>Discussion (DS) and Assignments: Due dates and times are listed by each assignment. No exceptions. Some problems must be created on paper and handed in at DS</th>
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<tbody>
<tr>
<td>9/3</td>
<td>Ch. 1 Introduction to Financial Statements</td>
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</table>
|  |  | **Note:** Chapter 1 due dates below reflect extensions to regular days & times. 
|  | 01-Pre is due 9/15 (No later than 11:59pm) 
|  | 01-Post is due 9/15 (No later than 11:59pm) 
|  | Ch 01 ORION extra credit is due Sunday 9/16 (No later than 11:59pm) 
|  | In discussion section FRIDAY, meet Teaching Assistant (TA), cover chapter 1, discuss homework points, course points, discussion points and other syllabus items. |
| 9/10 | Ch. 2: A Further Look at Financial Statements | 02-Pre is due 9/15 (No later than 11:59pm). 
|  | 02-Post is due 9/15 (No later than 11:59pm) 
|  | Ch 02 ORION extra credit is due 9/16 (No later than 11:59pm) |
| 9/17 | Ch. 3: The Accounting Information System | 
|  |  | **** 03-Pre due 9/16 SUNDAY 11:59PM **** 
|  | 03-Post due 9/22 SATURDAY (11:59pm)  Regular Sun/Sat due dates from Now On! 
|  | Ch 03 ORION extra credit is due 9/23 (Now always Sunday by 11:59pm) |
| 9/24 | Ch. 4: Accrual Accounting Concepts | 04-Pre due 9/23 SUNDAY 
|  | 04-Post due 9/29 
|  | Ch 04 ORION extra credit is due 9/30 |
| 10/1 | Ch. 5 Merchandising Operations | 05-Pre due 9/30 SUNDAY 
|  | 05-Post due 10/6 
|  | Ch 05 ORION extra credit is due 10/7 |
| 10/8 | No lecture this week. **Exam #1: Chapters 1–5.** 
|  | Exam On Wednesday for LC 401 (9:30am), 402 (2:00pm) | No DS this week. 
|  |  | No WileyPLUS homework is due for Sunday 10/7 or Saturday 10/13. |
| 10/15 | Ch. 6 & appendix A, B: Reporting and Analyzing Inventory | 06-Pre due 10/14 SUNDAY 
|  | 06-Post due 10/20 
|  | Ch 06 ORION extra credit is due 10/21 
|  | Extra credit project 1 (15 points) is due 10/20 by 11:59pm |
| 10/22 | Ch. 7 & Appendix: Internal Control and Cash | 07-Pre due 10/21 SUNDAY 
|  | 07-Post due 10/27 
|  | Ch 07 ORION extra credit is due 10/28 |
| 10/29 | Ch. 8: Reporting and Analyzing Receivables | 08-Pre due 10/28 SUNDAY 
|  | 08-Post due 11/3 
<p>|  | Ch 08 ORION extra credit is due 11/4 |</p>
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<tr>
<th>Week of:</th>
<th>Lectures, Readings and Topics</th>
<th>Discussion (DS) and Assignments: Due dates and times are listed by each assignment. No exceptions. Some problems must be created on paper and handed in at DS.</th>
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</table>
| 11/5    | Ch. 9 & appendix: Reporting and Analyzing Long-Lived Assets | 09-Pre due 11/4 SUNDAY  
09-Post due 11/10  
Ch 09 ORION extra credit is due 11/11 |
| 11/12   | No lecture this week. Exam #2: Chapters 6-9. - Exam On Wednesday for LC 401 (9:30am), 402 (2:00pm) | No DS this week.  
No WileyPLUS homework is due for Sunday 11/11 or Saturday 11/17. |
| 11/19   | Ch. 10 & appendices A, C: Reporting and Analyzing Liabilities Skip appendix B Lecture Monday only! | 10-Pre due 11/18 SUNDAY  
10-Post due 12/1  
Ch 10 ORION extra credit is due 11/29  
Extra credit 2 (15 points) is due 12/1 by 11:59pm |
| 11/26   | Ch. 12: Statement of Cash Flows: Indirect Method only (skip both appendix 12A on direct method and 12B) | 12-Pre due 11/25 SUNDAY  
12-Post due 12/1  
Ch 12 ORION extra credit is due 12/2 |
| 12/3    | Ch. 11 & appendix: Reporting and Analyzing Stockholders’ Equity | 11-Pre due 12/2  
11-Post due 12/8  
Ch 11 ORION extra credit is due 12/9  
This is the last week of Discussion section meetings! |
| 12/10   | Ch. 13: Financial Analysis: The Big Picture Lecture Monday only! | 13-Post due 12/15 (No Pre, only Post this week. 6 points total)  
No DS this week  
No ORION extra credit |
| Final Exam Day 12/15 | | FINAL EXAM (#3): Chapters 10 - 13  
All lectures on SATURDAY December 15 at 3:00-5:00 pm, Locations to be announced.  
Extra credit 3 (15 points) is due 12/15 by 11:59pm (Hand in to TA after exam or in TA’s mailbox) |
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<thead>
<tr>
<th>Week</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
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<td>1</td>
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<td>4</td>
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<td>15 EXAM III (Final) Post 13 EXTRA 3</td>
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With WileyPLUS you get:

- A complete online version of your text & other audio and visual learning aides and resources
- Instant grading and feedback on homework. (This course **REQUIRES** that you purchase and use WileyPLUS internet access for submitting homework. A paper copy only of the text is not adequate since you **must buy electronic access** to submit homework!)

**Student Ambassador:**
Taylor Collins, WileyPLUS student ambassador from UWM, may offer additional tech support. If you are having questions registering for the class or for the site itself, please contact Taylor at colli287@uwm.edu.

**Technical Support:**
If you run into technical difficulties, please contact Wiley Support at [www.wileyplus.com/support](http://www.wileyplus.com/support).

**Here’s the deal:**
The first time you try to access your WileyPLUS course you will need to enter a Registration Code. The registration code is **included at no extra cost** with a copy of your textbook bought at the UWM bookstore, or the code can be purchased online. Once you register and set your password, you can use it to access your specific WileyPLUS course. You can access your UWM WileyPLUS using the URL as noted below in **Registering**.

**Your three purchase options are:**

1. UWM Virtual Bookstore: Textbook in three-hole loose-leaf form **plus** the **required** WileyPLUS code for access. Cost new = $187.20 + sales tax.

2. Buy from Wiley on-line. 3 options. A) Buy just the code for internet access to text and homework for $130.00 + tax, B) Buy code plus a loose leaf hard copy for $195.00 + tax. C) Buy code plus a permanent download of the eBook for $150.00 + tax.

   **GRACE PERIOD:** Wiley will give you **free** temporary complete access for 14 days.

3. Be careful for this 3rd option: Buy the WileyPLUS code from **someplace other than Wiley** (like Amazon or eBay). I cannot guarantee this works. If it does, you can save a lot of $$!

**Registering a code (and buying online):**

**REGISTER AS FOLLOWS:**
- Open your web browser and enter: [www.wileyplus.com](http://www.wileyplus.com)
- Under REGISTER FOR A NEW CLASS put in **Course ID** A98544
  
  **You should see a WileyPLUS screen and Class Details our course:**
  
  BUS ADM 201, McCarthy/Konkol, Fall 2018
  
  Kimmel, Financial Accounting, 8e
  
  If not, retype and try again.

- Do not click the Login button yet unless you have used WileyPLUS in a previous class. If you previously used WileyPLUS for another course, the system will recognize you. If not, you must click on the **Create Account** button.

- After you click on “Create Account”, click on “I agree to these terms” and then “Continue”, then:
  - a) Enter your registration code that you received if you purchased a text from the bookstore (as noted in option 1 above) and then click “Continue” **OR**
  - b) Click “I want to purchase” (See purchase option 2 above) **OR**
  - c) Click “I’m not ready to buy” and get 14 day free access

- Enter your name, **UWM** email address (type carefully), password (write it down!) and credit card information if you are purchasing access and click “Continue”.

- **Note:** Once you enter the code, you should have complete access. You should see your name next to the UWM logo. From now on, enter WileyPLUS.com and login to gain access to your account.
Tips for Success in Wiley PLUS:

1. Once you get logged in, you will see a module for each chapter, and each module will contain 4 major elements (content, practice, assignments, and ORION).
   a. The Content sections link to the text for the chapter. There are also numerous other resources such as problem walk through tutorial videos, animated Power Point chapter reviews, study guides, study aides like flashcards and crossword puzzles, Excel problem templates, and IPD tutorial videos. Click on a content section to see all that is available.
   b. The Practice sections have practice problems to provide an additional resource to master the content. These are not grade and are for your own benefit.
   c. The Assignments sections have the Pre-lecture and Post-lecture problems. Pre-lecture and Post-lecture assignments are graded.
   d. The ORION section is where you will complete ORION extra credit assignments. There is an ORION extra credit assignment for each chapter. To complete these assignments, you must do 20 questions for the system to calibrate to your ability, and then at least another 20 questions. Credit is assigned based on your proficiency.

2. The left margin of the WileyPLUS home page has links to the e-textbook and gradebook. The other items in the menu bar will not be used.

3. DO NOT use your browser Back button to go to a prior screen. It won’t work most of the time. Depending on what screen you are on, sometimes a BACK button appears. That is OK, but it doesn’t go all the way back at times. The best way I found to maneuver back is clicking on links that appear just below the gray bar towards the top. They have >> just after them.

4. WARNING: The program has an inactive time out feature that logs you off and doesn’t save your work! I suggest that you click save often. It will save the frustration of inputting info and having the system erase your work. You will be warned of inactivity prior to a system logoff. I also highly suggest that you print out the homework problems and complete them on paper first. Then input your answers.

5. At the start of each assignment set, there is a screen with general question policies. You can see the points that you can earn for each problem by clicking on Review Score located in the left margin.

6. ► Assignments are saved and graded when you click SUBMIT. I have allowed you to SUBMIT each graded PRE and POST problem 2 times. (You can click Save as often as you wish.) Your grade will be based on your last recorded submit. There is a big bonus advantage here. After your first submit, the system corrects your assignment and you will be able to see what you did correctly and incorrectly. Before your second submit, you will be allowed to fix what you got wrong! Don’t waste your submits.

7. Once you hit the allowed maximum 2 submits for a problem, you cannot submit any more corrections. In addition, you cannot submit after the due date and time (not even 1 second after).

   ****IMPORTANT STUDY NOTE: ANSWERS TO ALL PROBLEMS are available after your second submit. You can access each problem, but you cannot change it. There will also be a new button to click titled "show answer". For complex problems, a button titled "show solution" will also be made available. At that point, you can access correct solutions to each problem.<<<<**********
   Note this!!

8. Some more notes on the assignments screen:
   a. When completing an assignment, the input area is small and you have to keep scrolling all the time. To make it bigger, you can do two things. Click FULL SCREEN. This helps a lot. In addition, you can resize the box on the left. It’s tricky, you have to get your cursor just on the edge so a resize arrow like this ↔ appears. To go back to another problem or access other parts of the program, you must click on STANDARD VIEW.
   b. STRONGLY RECOMMENDED: I suggest that you print out a paper copy of the problems, solve off line, and then input your answers. For me, there is nothing worse than inputting a solution and then have some sort of computer, web or power glitch obliterate my unsaved work.
      At the start of each assignment set, there is a screen with general question policies. At the bottom, you can print a blank copy of the entire problem set. This is the way to go. Alternatively, click on the box called PRINTER VERSION. This creates a pop up window with a print compatible version of each screen. You will have to print out each problem individually if you do it this way.
   c. For some reason, weekly assignments aren’t always displayed in order. You can put them in order by clicking on a symbol “►” at the top of any column. If you do this on the first column, the 4 types of assignments for each week are displayed in correct order. Unfortunately, you have to re-click each time you come back to this screen.
   d. WARNING: Read directions VERY carefully on format for inputting your answers. You must input exactly as directed.

9. EXTRA WARNING AGAIN! BE CAREFUL ON INPUTTING YOUR ANSWERS. The computer will mark your answers wrong if the format and order isn’t EXACTLY as requested. Look out for the correct number decimal places and ordering of lists. In addition, you must input something in each field, even if it is 0. If you are directed to input the largest dollar amount first of several items, you must do so or it will be marked incorrect. READ DIRECTIONS VERY, VERY CAREFULLY!
1. **Students with disabilities.** Notice to these students should appear prominently in the syllabus so that special accommodations are provided in a timely manner. [http://uwm.edu/arc/](http://uwm.edu/arc/)

2. **Religious observances.** Accommodations for absences due to religious observance should be noted. [http://www4.uwm.edu/secu/docs/other/S1.5.htm](http://www4.uwm.edu/secu/docs/other/S1.5.htm)

3. **Students called to active military duty.** Accommodations for absences due to call-up of reserves to active military duty should be noted.
   - **Students:** [http://uwm.edu/active-duty-military/](http://uwm.edu/active-duty-military/)
   - **Employees:** [https://www.wisconsin.edu/hrwd/download/policies/ops/bn9.pdf](https://www.wisconsin.edu/hrwd/download/policies/ops/bn9.pdf)

4. **Incompletes.** A notation of "incomplete" may be given in lieu of a final grade to a student who has carried a subject successfully until the end of a semester but who, because of illness or other unusual and substantiated cause beyond the student's control, has been unable to take or complete the final examination or to complete some limited amount of term work. [https://www4.uwm.edu/secu/docs/other/S_31_INCOMPLETE_GRADES.pdf](https://www4.uwm.edu/secu/docs/other/S_31_INCOMPLETE_GRADES.pdf)

5. **Discriminatory conduct.** Discriminatory conduct will not be tolerated by the University. It poisons the work and learning environment of the University and threatens the careers, educational experience, and well-being of students, faculty, and staff. [https://www4.uwm.edu/secu/docs/other/S_47_Discrimina_duct_Policy.pdf](https://www4.uwm.edu/secu/docs/other/S_47_Discrimina_duct_Policy.pdf)

6. **Title IX/Sexual Violence.** Title IX is a federal law that prohibits sex discrimination in education program or activities, and UWM policy prohibits such conduct (see Discriminatory Conduct, above). This includes sexual violence, which may include sexual harassment, sexual assault, relationship violence, and/or stalking in all educational programs and education-related areas. UWM strongly encourages its students to report any instance of sex discrimination to UWM’s Title IX Coordinator (titleix@uwm.edu). Whether or not a student wishes to report an incident of sexual violence, the Title IX Coordinator can connect students to resources at UWM and/or in the community including, but not limited to, victim advocacy, medical and counseling services, and/or law enforcement.

   For more information, please visit: [https://uwm.edu/sexual-assault/](https://uwm.edu/sexual-assault/).

7. **Academic misconduct.** Cheating on exams or plagiarism are violations of the academic honor code and carry severe sanctions, including failing a course or even suspension or dismissal from the University. Chapter UWS 14, entitled “Student Academic Disciplinary Procedures,” of the Wisconsin Administrative Code contains rules enacted by the University of Wisconsin Board of Regents that apply to all University of Wisconsin-Milwaukee students. Section 14.01 states, “The Board of Regents administrators, faculty, academic staff and students of the University of Wisconsin System believe that academic honesty and integrity are fundamental to the mission of higher education and of the University of Wisconsin System. The University has a responsibility to promote academic honesty and integrity and to develop procedures to deal effectively with instances of academic dishonesty. … Student who violate these standards must be confronted and must accept the consequences of their actions.” [http://uwm.edu/academicaffairs/facultystaff/policies/academic-misconduct/](http://uwm.edu/academicaffairs/facultystaff/policies/academic-misconduct/)

8. **Complaint procedures.** Students may direct complaints to the head of the academic unit or department in which the complaint occurs. If the complaint allegedly violates a specific university policy, it may be directed to the head of the department or academic unit in which the complaint occurred or to the appropriate university office responsible for enforcing the policy. [https://www4.uwm.edu/secu/docs/other/S_47_Discrimina_duct_Policy.pdf](https://www4.uwm.edu/secu/docs/other/S_47_Discrimina_duct_Policy.pdf)

9. **Grade appeal procedures.** A student may appeal a grade on the grounds that it is based on a capricious or arbitrary decision of the course instructor. Such an appeal shall follow the established procedures adopted by the department, college, or school in which the course resides or in the case of graduate students, the Graduate School. These procedures are available in writing from the respective department chairperson or the Academic Dean of the College/School. [http://www4.uwm.edu/secu/docs/other/S28.htm](http://www4.uwm.edu/secu/docs/other/S28.htm)

10. **LGBT+ resources.** Faculty and staff can find resources to support inclusivity of students who identify as LGBT+ in the learning environment. [http://uwm.edu/lgbtrc/](http://uwm.edu/lgbtrc/)

11. **Other.** The final exam requirement, the final exam date requirement, etc. [http://www4.uwm.edu/secu/docs/other/S22.htm](http://www4.uwm.edu/secu/docs/other/S22.htm)

12. **Course Drop/Withdrawal Deadlines.** Students may find information regarding important dates for withdrawing from a course by contacting Undergraduate Student Services or by viewing the following website: [http://uwm.edu/onestop/dates-and-deadlines/interactive-adddrop-calendar/](http://uwm.edu/onestop/dates-and-deadlines/interactive-adddrop-calendar/)