SURVEY OF ACCOUNTING
ACCOUNTING 203 online class
Spring 2019, Revision 3.

Instructor: Massood Yahya Zadeh Ph.D., CPA
Office: 102 Enterprise Hall
Phone: 703-993-2141
Fax: 703-993-1867
E-mail: mzadeh@gmu.edu
Office Hours: Monday and Wednesday 1:30PM – 2:30PM and by appointment

Course website: Basic information, grades, and certain announcement will be on Blackboard.
Extensive online learning material, homework and quizzes will be on WileyPLUS webpage. The link to WileyPLUS webpage is on Blackboard.

Course Description
This is an introductory course in financial and managerial accounting which emphasizes the use of accounting information. Topics include: transactions analysis; the accounting cycle; financial statement analysis; revenue recognition and cost measurement, job costs accounting; analyzing cost-volume-profit relationships, standard costs, variances and ethical decision-making.

Course Objectives
- Understand and interpret financial statements of a business entity for the purpose of making an informed judgment about that entity.
- Understand the role of accounting information in the management planning and control of a business organization. This includes basic understanding of cost and cost structures, budgeting, and business decision making.
- Learn how to think effectively about business problems and how to go about solving them. Develop critical thinking skills. (See #3 below.)
- Understand the consequences of management decisions on the stakeholders of a business organization.
- Learn to develop an ethical framework for thinking about and for making business decision (See #1 below.)
- Learn to be responsible for your own learning and performance.

Course Prerequisites: C or higher in ECON 103. Students who do not have this pre-requisite can be dropped from the course at any point during the semester.

The Business School has established the following goals for its undergraduate students:
Goal 1: Our students will demonstrate an understanding of the social, global, ethical, and legal contexts of business and will be able to reflect on the role of the individual in business.

Goal 2: Our students will demonstrate an understanding of and the ability to apply knowledge of professional skills necessary for success in business including effective business writing.

Goal 3: Our students will demonstrate technical and analytic skills appropriate for success in business.

Goal 4: Our students will demonstrate an understanding of and the ability to apply knowledge of core business disciplines including accounting, finance, information systems, management, marketing, and operations management.

Goal 5: Our students will demonstrate knowledge and skills appropriate for specialization in their majors.

Goal 6: Our students will demonstrate an understanding of how research in the business disciplines contributes to knowledge and how such research is conducted.

Required Course Textbook:


The publisher of the above textbook has created WileyPLUS with extensive study material for this textbook. To ensure the lowest price, use the website link that is on blackboard to purchase the Wiley package. Also see the files I have posted on Blackboard about WileyPLUS and textbook purchase options. You have three different options for purchasing the book on the WileyPLUS webpage. Recommended option is the basic option ($150) and you can later add downloadable e-text for an additional $18. (Prices are subject to change).

When you go into the site, you will find: “I’m not ready to buy, I’d like to use the 14 day Grace Period.” You can select that option if you want to try it without paying. Start reading the text. All of the work completed under the free trial will count.

Please see the bottom of this file for additional guide on WileyPLUS.

Online Study Material, Homework, Quizzes:

Course syllabus and certain introductory files will be on Blackboard. All other material are available on WileyPLUS which can be linked to via Blackboard.

WileyPLUS offers extensive online learning material. You will find short videos by textbook author on each topic and short problem walk-through videos. You need to familiarize yourself with Blackboard and with the WileyPLUS webpage. Browse through its various parts such as “Read, Study and Practice” and “Assignments”. For each chapter start by reading the textbook and watching short videos. Then study interactive homework problems. There will be at least one homework and one quiz assigned for each chapter. **You need to follow the strict schedule for submitting course homework and quizzes. No exceptions will be made and no extensions will be granted.**

Technical Support

For help on Blackboard tools please refer to courses support or tutorials for additional information. If you encounter any difficulties accessing Blackboard or your course you can reach the Technical Help Desk at the following email: courses@gmu.edu
If you experience difficulty with WileyPlus, select Technical Support on that webpage. There will be a Live Chat link.

Examinations

There will be three midterm exams and a final. Final will not be cumulative. The first midterm will be taken online and midterm exams 2 and 3 and final exam will be given on campus. Dates and locations of these tests will be announced later. You should make arrangements with your employers to be able to attend on campus exams on specified dates and times. **Mason ID cards need to be shown during exams.**

You will need a Scantron for all exams. You may use a basic, **non-programmable**, calculator. Graphing and financial calculators are NOT permitted. Cellphones or Internet accessible instruments are not permitted to be used or to be on desks during tests. Students are not permitted to share calculators during the test. Students found using any of these will be in violation of the honor code, and will receive a 0. Scantrons can only have name, subject, version, class, lab number and date written on it. There cannot be any written information outside of the information box. This can be considered an Honor Code violation.

Make-up for exams:

You are expected to be present for all examinations. If a last minute family or medical emergency arises that will prevent you from taking an examination, get in touch with me as soon as possible (send an email or call). Unexcused exams count as a zero. If you miss midterm 1 and the absence is excused, midterm 2 will count for 45%. If midterm 2 is missed and the absence is excused, the third exam will count for 45%. If midterm 3 is missed and the absence is excused, final exam will count as 45%. Grade for a test missed without an acceptable reason will be zero. Exam time will not be extended if you arrive late to the exam session.

Grading and Grade Components:

<table>
<thead>
<tr>
<th></th>
<th>% of grade</th>
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<tbody>
<tr>
<td>Exams 1</td>
<td>21</td>
</tr>
<tr>
<td>Exam 2</td>
<td>24</td>
</tr>
<tr>
<td>Exam 3</td>
<td>21</td>
</tr>
<tr>
<td>Final exam</td>
<td>24</td>
</tr>
<tr>
<td>Online quizzes and homework (WileyPLUS)</td>
<td>10</td>
</tr>
<tr>
<td>Total</td>
<td>100</td>
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<tr>
<td>Lack of professionalism</td>
<td>-4%</td>
</tr>
</tbody>
</table>

Final Grade determined by following percentage:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100%</td>
</tr>
<tr>
<td>B</td>
<td>80-89%</td>
</tr>
<tr>
<td>C</td>
<td>70-79%</td>
</tr>
<tr>
<td>D</td>
<td>60-69%</td>
</tr>
<tr>
<td>F</td>
<td>59% and below</td>
</tr>
</tbody>
</table>

All issues concerning test grades need to be resolved within fourteen days of the test date. Grades will be assigned on the basis of the absolute number of points you earn during the semester. Grades are not released over the phone or by e-mail. If you have questions about any grade during the semester or at the end, please set up an appointment to discuss your questions. One online homework grade and one online quiz grade will be dropped. This is to be utilized for your lowest grade or if you miss an assignment for ANY reason. The reasons may be: having internet problems, scheduling problems or anything else that impacts your completion of a homework or quiz. During the semester, your homework and quiz grades will be shown on WileyPLUS. Your exam and final grades will be posted on Blackboard. Final course grade will be posted on Blackboard and submitted to the Registrar.

Disclaimers
Any changes to assignments or course schedule will be announced on Blackboard and/or via e-mail. Inability to access the course webpage or failure to read e-mails cannot be an excuse for late submissions or non-completion of assignments.

## SUMMARY SCHEDULE OF COURSE ACTIVITIES

<table>
<thead>
<tr>
<th>Week of</th>
<th>What to study?</th>
<th>Homework is due on</th>
<th>Quiz is due on:</th>
<th>Test dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan 22-Jan 27</td>
<td>Chapter 1: Introduction to financial accounting and statements</td>
<td>Feb. 2</td>
<td>Feb. 2</td>
<td></td>
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<tr>
<td>Jan 28-Feb 3</td>
<td>Chapter 2</td>
<td>Feb. 3</td>
<td>Feb. 3</td>
<td></td>
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<tr>
<td>Feb 4-Feb 10</td>
<td>Chapter 3</td>
<td>Feb 9</td>
<td>Feb 10</td>
<td></td>
</tr>
<tr>
<td>Feb 11-Feb 17</td>
<td>Review above chapters and the study guide for test 1. Take test 1 online. This test will close on Feb 17 at 11pm. You need to start the test no later than 9pm on that day.</td>
<td></td>
<td>Test 1: From Feb 16 at 8am to Feb 17, 11pm. Test 1 will be available on WileyPLUS on above dates. It is a timed test.</td>
<td></td>
</tr>
<tr>
<td>Feb 18-Feb 24</td>
<td>Chapter 4</td>
<td>Feb 23</td>
<td>Feb 24</td>
<td></td>
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<tr>
<td>Feb 25-Mar 3</td>
<td>Chapter 5</td>
<td>Mar 2</td>
<td>Mar 3</td>
<td></td>
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<tr>
<td>Mar 4-Mar 10</td>
<td>Chapter 7</td>
<td>Mar 9</td>
<td>Mar 10</td>
<td></td>
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<tr>
<td>Mar 11-Mar 17</td>
<td>Spring Break.</td>
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<tr>
<td>Mar 18- Mar 22</td>
<td>Review chapters 3, 4, 5, 7, and the study guide for test 2. Take test 2 on campus.</td>
<td></td>
<td>Test 2: Friday March 22. 8am-9:15 am on Campus. It will be in Robinson B104. Exam time 75 minutes.</td>
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</tr>
<tr>
<td>Mar 25-Mar 31</td>
<td>Chapter 8</td>
<td>Mar 30</td>
<td>Mar 31</td>
<td></td>
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<tr>
<td>Apr 1-Apr 7</td>
<td>Chapter 14 (Managerial accounting)</td>
<td>Apr 6</td>
<td>Apr 7</td>
<td></td>
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<tr>
<td>Apr 8-Apr 14</td>
<td>Chapter 15</td>
<td>Apr 13</td>
<td>Apr 14</td>
<td></td>
</tr>
<tr>
<td>Apr 15-Apr 19</td>
<td>Review chapters 8, 4, 15, and the study guide for test 3. Take test 3 on campus.</td>
<td></td>
<td>Test 3: Wednesday April 17, 8am-9:15 am on campus. Exam will be in Sandbridge Hall, 107, Classroom (TDC).</td>
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</tr>
<tr>
<td>Apr 22-Apr 28</td>
<td>Chapter 18</td>
<td>Apr 27</td>
<td>Apr 28</td>
<td></td>
</tr>
<tr>
<td>Apr 29-May 5</td>
<td>Chapter 23</td>
<td>May 4</td>
<td>May 5</td>
<td></td>
</tr>
<tr>
<td>Saturday May 11</td>
<td>Review chapters 14, 15, 18, 23 and study guide for final exam. Take final exam on campus</td>
<td></td>
<td>Final Exam. Saturday May 11, 8:30-10:30AM on campus. Room: EXPL L004.</td>
<td></td>
</tr>
</tbody>
</table>

### Other Things to Pay Attention to

**Honor Code**

*To promote a stronger sense of mutual responsibility, respect, trust, and fairness among all members of the George Mason University community and with the desire for greater academic and personal achievement, we, the student members of the University Community have set forth this:*

Student members of the George Mason University community pledge not to cheat, plagiarize, steal, or lie in matters related to academic work.

The paragraph on below is excerpted from the George Mason Honor Code. It shall be a violation of this Honor Code to Lie, Cheat or Steal. The following list is illustrative of Honor Code violations but is not exhaustive:
1. Assignments (including examinations) are to be the sole work of the student unless specifically authorized otherwise by the professor.

2. To give, receive, or utilize unauthorized assistance in preparation for or during an assignment is a violation of this Honor Code.

3. To continue working on an assignment or an examination beyond the allotted time period.

4. To plagiarize.

5. To fail to report a suspected violation when a student has reasonable cause to believe that an Honor Code violation has occurred.

Check the above link for the list of potential violations.

For excellent examples of on-line plagiarism and related matters, see http://mason.gmu.edu/~montecin/plagiarism.htm

I encourage you to work with other students to help one another understand the material. However, all graded work such as online homework, quizzes and tests are expected to be original work.

School of Business Standards of Behavior: The mission of the School of Business at George Mason University is to create and deliver high quality educational programs and research. Students, faculty, staff, and alumni who participate in these educational programs contribute to the well-being of society. High quality educational programs require an environment of trust and mutual respect, free expression and inquiry, and a commitment to truth, excellence, and lifelong learning. Students, program participants, faculty, staff, and alumni accept these principles when they join the School of Business community. In doing so, they agree to abide by the following standards of behavior:

- **Respect** for the rights, differences, and dignity of others
- **Honesty** and integrity in dealing with all members of the community
- **Accountability** for personal behavior

Integrity is an essential ingredient of a successful learning community. Ethical standards of behavior help promote a safe and productive community environment, and ensure every member the opportunity to pursue excellence. School of Business can and should be a living model of these behavioral standards. To this end, community members have a personal responsibility to integrate these standards into every aspect of their experience at the School of Business. Through our personal commitment to these Community Standards of Behavior, we can create an environment in which all can achieve their full potential.

**STUDENT PRIVACY**

Mason Student privacy is governed by the Family Educational Rights and Privacy Act of 1974 (FERPA) gives protection to student educational records and provides students with certain rights. George Mason University strives to fully comply with FERPA by protecting the privacy of student records and judiciously evaluating requests for release of information from those records. For further information on FERPA and student privacy, please see the dedicated page provided by the Office of the University Registrar http://registrar.gmu.edu/students/privacy/

**DISABILITY STATEMENT**

Students with disabilities who require special accommodation should contact the Office of Disability Services (http://ods.gmu.edu/) to request accommodations. Please also inform the instructor of their needs so it can be taken into consideration. Please take care of this during the first two weeks of the semester.

**DIVERSITY**
George Mason University promotes a living and learning environment for outstanding growth and productivity among its students, faculty and staff. Through its curriculum, programs, policies, procedures, services and resources, Mason strives to maintain a quality environment for work, study and personal growth. These goals apply to online learning at George Mason University equally as it does to classroom learning.

An emphasis upon diversity and inclusion throughout the campus community is essential to achieve these goals. Diversity is broadly defined to include such characteristics as, but not limited to, race, ethnicity, gender, religion, age, disability, and sexual orientation. Diversity also entails different viewpoints, philosophies, and perspectives. Attention to these aspects of diversity will help promote a culture of inclusion and belonging, and an environment where diverse opinions, backgrounds and practices have the opportunity to be voiced, heard and respected. For further information, please see the Office of Diversity, Inclusion and Multicultural Education (https://odime.gmu.edu/). This is the link to the Mason University Life religious holiday calendar http://ulife.gmu.edu/calendar/religious-holiday-calendar/. It is the obligation of students, within the first two weeks of the semester, to provide faculty members with the dates of major religious holidays on which they will be absent due to religious observances.

**Reporting of sexual assault, interpersonal violence, and stalking:** As a faculty member, I am designated as a “Responsible Employee,” and must report all disclosures of sexual assault, interpersonal violence, and stalking to Mason’s Title IX Coordinator per University Policy 1412. You may seek assistance from Mason’s Title IX Coordinator, Ms. Jennifer Hammat, by calling 703-993-8730 or emailing her at cde@gmu.edu. If you wish to speak with someone confidentially, please contact one of Mason’s confidential resources, such as Student Support and Advocacy Center (SSAC) at 703-993-3686 or Counseling and Psychology Services (CAPS) at 703-993-2380. The 24-hour Sexual and Intimate Partner Violence Crisis Line for Mason is 703-380-1434.”

**RESOURCES AND SUPPORT**

For help on Blackboard tools please refer to courses support or tutorials for additional information. If you encounter any difficulties accessing Blackboard or your course you can reach the Technical Help Desk at the following email: courses@gmu.edu

If you experience difficulty with WileyPlus, select Technical Support on that webpage. There will be a Live Chat link.

The Libraries at George Mason University strive to provide the best possible collections of research resources and scholarly materials in all formats for our users throughout the university community, supporting the University’s goals of learning, teaching, and research. The School of Business has a dedicated librarian liaison and more information is available at library resources. The University Libraries also provides resources specifically for distance students, including the ability to e-reserve materials. For more information on these services and the process to e-reserve texts, see http://library.gmu.edu/distance.

The George Mason University Writing Center is committed to supporting writers in the Mason community and offers free writing support to Mason students. You can now sign up for an Online Writing Lab (OWL) session just as you would sign up for a face-to-face session in the Writing Center, which means you set the date and time of the appointment! Learn more about the Online Writing Lab (OWL).

**Student services:** If you are a student with a disability and you need academic accommodations, please see me and contact the Office of Disability Services (ODS) at 993-2474. All academic accommodations must be arranged through the ODS.

Mason offers counseling and psychological services that can provide assistance if you find yourself overwhelmed by life, want training in academic or life skills, or the like.

**University policies:** The University Catalog is the central resource for university policies affecting student, faculty and staff conduct in university affairs.

Information regarding weather related changes in the University’s schedule (e.g., closing or late opening) will be provided on the GMU website and via MasonAlert. Changes to schedule or deliverable due dates, if any, will be communicated via email and on Blackboard.
**Copyright:** Any audio or visual recording of lectures, reuse or remix of course materials, or further dissemination of course content is not permitted without prior written consent of the course instructor and George Mason University unless the recording is part of an approved accommodation plan.

**INCLEMENT WEATHER**

Contact the Mason website or campus phone number, 703-993-1000, for information on university closings, delays or cancelations due to inclement weather or other issues. Check blackboard for assignments that will make up for the missed class. If at all possible, the class will still follow the syllabus schedule.

**STRATEGIES FOR ONLINE LEARNING**

**Be realistic.**
Do you dream of online courses allowing you an abundance of down time and freedom from instructors, group projects, and demanding deadlines? If so, please read about the Mason Online Experience on the FAQs page so that you are not surprised when your class starts.

- Plan on doing the same amount of work as is required for a face-to-face class.
- Adhere to the deadlines and rubric that your instructor has outlined in the syllabus.
- Interact with other students.
- Occasionally participate in a “synchronous” component that requires a specific log-in time.

**Take responsibility for your own learning.**
The freedom and flexibility offered by online learning comes with important responsibilities for you.

- Develop self-discipline.
- Resist procrastination temptations or distractions.
- Embrace new technology.
- Participate in the group and avoid isolation.
- Improve your written communication skills.

**Stay linked in with Mason.**
Deadlines, policies, and services are the same for online and on-campus students. Mason will occasionally email your MasonLive account with critical reminders, but it is ultimately your responsibility to stay informed.

**Deadlines and policies**
- Academic Integrity
- Honor Code
- Important Dates and Deadlines
- Responsible Use of Computing

Check the Student Resources page for more information on available services and resources.

**Know the syllabus.**
Your course syllabus is the key to successful time management. Read it carefully to keep track of important items, like those listed below.

- Desired learner outcomes of the course
- Necessary textbooks
- Course assignments and required deliverables
- Grading policies
- Standards for assignment evaluation
- The course schedule (deadlines for readings, discussion posts, quizzes, discussion board postings, etc.)
- Times and dates of possible “synchronous” class meetings which require you to log-in at a specific time

**Organize your time.**
Online learning is not just an answer to scheduling problems. Even with a more flexible schedule, online courses still require the same amount of time as face-to-face courses.

- Log-in to each online class a minimum of 4 days per week.
- Block out 8 to 12 hours per week for each online class.
- Schedule more time during the first few weeks of class to orient yourself to the online environment.
- Break big tasks into manageable parts.
- Use tools like the Blackboard Mobile app to make organization easier.

**Create a study space.**
Will you be studying in your office after work, at home, or at the public library? Wherever it may be, look for a study space that is quiet with a door that closes, has adequate lighting and electrical outlets, and offers limited distractions.

**Check your technology.**
Before your online class starts, be prepared and check these key technical requirements.

**Stay connected.**
Make the most of your course and communicate regularly with your instructor and peers. This will help you gain exposure to a variety of perspectives, practice articulating your ideas, receive feedback on your thoughts, and avoid isolation. Actively stay connected using discussion boards, small group work, research sharing, or peer reviews.

**Consider the rules of Netiquette.**
Craft your messages carefully to avoid misinterpretation. Keep these online communication strategies in mind.
- Avoid vague words, jargons, and sarcasm.
- Limit or eliminate the use of exclamation points, bolding, capital letters, and emoticons.
- Change subject lines of email chains regularly.
- Plan carefully who to CC on messages.
- Edit meticulously.
See Virginia Shea’s book *Netiquette* for other ideas

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**Additional information about WILEYPLUS**

You will be required to have access to WileyPLUS throughout the course for online homework, quizzes as well as study resources. To purchase the textbook, access WileyPLUS from your Blackboard screen for ACCT 203. You will be given three purchase options and a free 14-day trial option.

**Other Sources for help:**

**Wiley Technical Support**
Technical Support is available online at https://hub.wiley.com/community/support/wileyplus
*Live Chat is available 24/7*

**Additional Resources**
www.wileyplus.com
www.wileyplus.com/resources

https://www.youtube.com/user/WileyPLUSVideos
# School of Business Recommendations for Honor Code Violations

**Approved May 2016**

## UG-Freshman Students

<table>
<thead>
<tr>
<th>Type of Violation</th>
<th>First Offense</th>
<th>Second Offense</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Plagiarism</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Failure to cite/attribute sources</td>
<td>A 10% reduction in the final course grade; referral to the Writing Center; and Academic Integrity Seminar completion</td>
<td>An F in the class; referral to the Writing Center; and Academic Integrity Seminar completion</td>
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<td>2. Representing someone else’s work as the student’s own (e.g., copying and pasting)</td>
<td>An F in the class; referral to the Writing Center; and Academic Integrity Seminar completion</td>
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<td><strong>Cheating</strong></td>
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<td></td>
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<td>1. On a minor assignment (e.g., homework, quizzes)</td>
<td>A 10% reduction in the final course grade; and Academic Integrity Seminar completion</td>
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<td>2. Cheating on a major assignment or exam, submitting coursework from another course as original work</td>
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<td><strong>Lying (e.g., providing fraudulent excuse documents, falsifying data)</strong></td>
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<td><strong>Egregious Violation (e.g., stealing an exam; submitting coursework from another class as original work across multiple courses; lying to an employer about academic performance, false identification or posing as another, in person or online)</strong></td>
<td>An F in the Class; Academic Integrity Seminar completion; termination from the School of Business; and at least one semester suspension</td>
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