

Southeastern Oklahoma State University
John Massey School of Business



ACCT 3513 W1 MANAGERIAL COST ACCOUNTING

All sections

Fall, 2018

Internet

Syllabus

Instructor: Dr. Linda A. Bressler, C.I.A., C.F.E.
lbressler@se.edu

Office hours: On Campus - Tuesday 9:30 am to 1:00 pm
Office R207 Wednesday 9:00 to 10:30 am

Virtual - Monday 9:00 am to 12:30 pm
Via email or Skype Thursday 9:00 to 10:30 am

Or by appointment

Telephone: (580) 745-2570
Fax: (580) 745-7485

Email is the BEST contact method or come see me during office hours

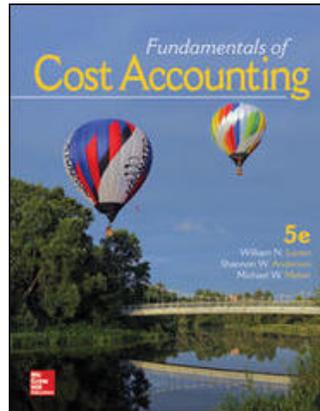
Office hours as per schedule, appointments preferred, but if my door is open, just ask if I am available. Although this is an Internet class, students are strongly encouraged to visit office hours with any questions or for assistance.

Course description: Cost management theory and practices: product costing, organizational planning and control, performance measurement, cost-volume-profit analysis, and managerial decision making. (Prerequisite:) (Previously listed as MANAGERIAL COST ACCOUNTING)

Prerequisite: ACCT 2203

Location: online via Blackboard.

Required Materials: Fundamentals of Cost Accounting by Lanen, Anderson & Maher, 5th edition, Irwin-McGraw-Hill Publishing. ISBN-13: 9781259728860 (this has Connect and ebook and is required.)



Optional Materials: none.

TECHNICAL REQUIREMENTS: Available through the Southeastern Online Learning website or [Technical Requirements](#)

LIBRARY AND INFORMATION RESOURCES: Available through the Southeastern Online Learning website or [Library](#) . Students are encouraged to use the library at the main campus in Durant (or in Ardmore, if an Ardmore student) for assistance in completing any research projects/assignments. In addition, other university resources including financial aid, academic advising, tutoring, etc. are available. Also, students should be in regular contact with the instructor and have a good understanding of their course progress. Please see Disabilities Act and student Services listing below.

OTHER RESOURCES AND LOCATION: NONE.

Technical Requirements: Internet access for Blackboard discussion and assignments. Students will be required to complete research assignment(s) either through library databases or with their own computer access.

Course objectives:

- ✓ *Demonstrate how cost accounting information is used for decision-making and performance evaluation in organizations.*
- ✓ *Develop production and cost budgets*
- ✓ *Apply costs to products utilizing various techniques.*

Course requirements and responsibilities:

Instructions for all practices, homework, and other assignments can be found in your BB Course Content. Assignments include, but are not limited to the following:

Graded Homework

Connect Chapter Videos

PowerPoint/Research Article Project

Please note that for all Connect activities: students are required to register for Connect, complete all practices, graded homework, Chapter videos, Chapter Exams, & Comprehensive Final Exam in BB (details under Registration and Enrollment Information below.)

It is strongly suggested students order the e-text. Students have several options ordering **this text *Fundamentals of Cost Accounting*** by Lanen, Anderson & Maher, 5th edition,

Online Program: CONNECT Plus by MCGRAW-HILL.

Purchasing Options:

- a) Students need to register for the CONNECT Plus setup. Connect Plus access code for Accounting will have the textbook in the form of E-book available within the CONNECT Plus environment and can register as noted below (**or described in the Introductory Video**):

1. Through the Bookstore:

Connect Code (e-text included – Not hard copy) Fundamentals of Cost Accounting by Lanen, Anderson & Maher, 5th edition, Physical access code that store would order: ISBN-13: 9781259728860 - \$137.5 (approx.) net to the bookstore (but could include a mark-up fee).

2. Students can purchase e-text and Connect code through their Blackboard Learn course under the McGraw-Hill section.
3. If students wish to borrow a used text or purchase a used text, they will still need to pay the \$137.50 to access McGraw-Hill's Connect where they would complete all their practices, homework and quizzes.

Registration and enrollment Information:

Students are required to register for Connect through their BB Course under: CONNECT ASSIGNMENTS and should begin the process by clicking on a non-graded video. This will bring them to the registration section (whether they plan to purchase the code/e-text or are using the code purchased through the SE Bookstore. Do NOT complete any Connect Activity via the Connect website link as your grades will not be updated in your BB course for the final grading period.

Registration for Connect Accounting course activity will be open starting August 20, 2018 and you have until September 3, 2018 at midnight to register.

Individual Responsibilities:

This is a sample syllabus. Please see Course Schedule for overview

Individual Assignments:

There will be three required homework assignment groups covering assigned chapters on McGraw-Hill Connect via BB. The purpose of the graded homework assignments and the non-graded practices is to familiarize the students with the important theoretical concepts and analytical tools. Students are required to complete each assignment during its specific required period. Each assignment will be worth 1 point per question and in total will equal 33% of the final grade. That would be 33 graded homework questions * 10 points each or 330 points.

All Exams will be administered using McGraw-Hill Connect via BB (see syllabus for specific week). The 3 chapter exams will be open from the first day of class and will become unavailable at the specific exam due date and time. The final exam will be given during the final exam date assigned by SE and details can be found on all exam due dates on the syllabus. Students will have 180 minutes to take each exam (including the Comprehensive Final Exam). Each chapter exam can be only taken one time and will be worth 330 points. The Comprehensive Final Exam will be worth 270 points. Of the 4 Chapter Exams, the lowest Chapter Exam grade will be dropped. All students will take the final exam.

The final exam will be administered online using Connect Plus via BB in Week 7 on the scheduled final exam day(s).

Please see the detailed exam schedule below

Make-up Exams: There will be NO MAKE-UP exams for this course.

Mode of Instruction: Online

Although this is an online course, it is not self-paced. Students are expected to read the assigned chapters and work the assigned questions and problems. **Success in an online class requires strong self-discipline and time management skills.** Personal issues or technology problems do not excuse you, so plan accordingly. Please feel free to ask for any kind of help!

In this course, we will use the online homework management system Connect Plus from McGraw-Hill. When you register to Connect Plus, you will receive the E-book version of the textbook along with your access to the homework management system. The E-book is the full textbook in online format.

The final exam will be comprehensive and will be taken in BB where chapter exams were previously taken.

Students will be provided with narrated videos covering each chapter in their Connect class. In addition, for every chapter covered in the course, there is a set of practice questions and problems in Connect Plus. You are required to study those problems carefully after reading the chapter in the textbook. Connect Plus provides you with feedback on the solution procedure for each problem and links each problem to the appropriate section of the textbook.

There are graded homework assignments. The questions and problems in the assigned homework are very similar to the practice questions and problems. Therefore, it will be optimal to work the practice problems first then try the assigned homework. You will have **Two** attempts to correctly solve the homework problems. The homework assignments represent 33% of your final grade.

Please keep in the mind the following when studying:

It is always very helpful to interact with your fellow classmates. Please utilize the Discussion Board to discuss specific topics related to each chapter. Students can use the discussion area on Blackboard Learn to post questions and work with other students, but specific questions to Dr. Bressler should be sent to lbresslerl@se.edu. **Dr. Bressler will post Q & A's as appropriate to aid student learning.**

Netiquette: All students are cautioned to be respectful to all users and use appropriate language. More information on student course responsibilities is listed below.

Available through the Southeastern Online Learning website or [Netiquette](#)

Orientation - Follow this step-by-step guide posted to BB. Learn how to access library databases, how to develop information power by using advanced search features, how to submit and post your work to BB, and an overview of resources to help you successfully complete this class.

Preparation for class: *Remember, this is an online course. You must be able to keep up with all your assignments.* To succeed in this class, follow all instructions; spend time with BB, SE's online library, and the textbook. Relate content to the subjects taught across the business curriculum, including:

Writing skills - Set email and word processing preferences to ***run spelling and grammar checks*** on every document and every Bb posting/email, every time. This is a minimum requirement for the real world of business and for this class.

Ethics – Read the business press, think for yourself, and contribute to class discussions related to ethics and best practices.

Grading:

All work should be free of grammar, spelling and other writing errors. Any errors will result in a reduced grade and papers with severe errors will have to be resubmitted for a significantly reduced grade. Just as in business, **late work is unacceptable.**

	Points
Group PowerPoint Presentation/Research Articles Project (Link in Assignments)	100
This activity aligns to the following course objective(s):	
<ul style="list-style-type: none"> ✓ <i>Demonstrate how cost accounting information is used for decision-making and performance evaluation in organizations.</i> 	
Connect Homework (total 330 points)*	
Chapters 1-4 (130 points)	
Chapters 6-9 (160 points)	
Chapter 13 (40 points)	
	330
This activity aligns to the following course objective(s):	
<ul style="list-style-type: none"> ✓ <i>Develop production and cost budgets</i> ✓ <i>Apply costs to products utilizing various techniques.</i> 	
Connect Chapter Exams (3 exams w/ lowest exam dropped = 150 points each)*	300
This activity aligns to the following course objective(s):	
<ul style="list-style-type: none"> ✓ <i>Develop production and cost budgets</i> ✓ <i>Demonstrate how cost accounting information is used for decision-making and performance evaluation in organizations.</i> 	
Comprehensive Final Exam (includes all chapters on syllabus)*	270
This activity aligns to the following course objective(s):	
<ul style="list-style-type: none"> ✓ <i>Demonstrate how cost accounting information is used for decision-making and performance evaluation in organizations.</i> ✓ <i>Apply costs to products utilizing various techniques.</i> 	
<hr/>	
Total	1000

*Taken in BB (Not McGraw-Hill Connect)

Please note that all Connect activity (exams, homework, chapter videos, and practices) are required to be accessed via the Connect in BB under “Connect Activities” so that all graded work will be counted in the final grade. Other Assignments such as the Group Power-Point Research Articles Project can be found under “Assignments/Group PowerPoint Presentation/Research Articles Project.” The Extra Credit Student Introduction with Technology Project can be found in the Discussion Area.

Grading Policy

Any grade can be appealed via email within one week from when posted. W's will be recorded only for those students who withdraw according to university deadlines. Incomplete (I) is not an option for this class. This syllabus should not be construed as a contract between student and instructor. It can be changed at any time to meet the needs of students. Please check BB notices frequently to be sure that you are aware of any changes to schedule or assignments.

Academic Code of Conduct: All students must comply with Southeastern Oklahoma State University's School of Business Policy on Academic Honesty. This policy statement covers cheating, plagiarism, unauthorized possession, or disposition of academic material, as well as sanctions and procedures. Details of this policy can be found below and at <http://www.se.edu/dept/online-learning/policies/>. For practical help in learning to cite and/or quote sources study *How to Avoid Plagiarism* posted to Bb and the **citation guide** in the appendix of *Writing for Business*. **Plagiarism is a serious matter that can follow you through your career-----Do your own work! Unless specifically stated by the professor, ALL work is to be done on your own and without ANY form of assistance.**

Disabilities Act Notification: Disability Accommodations: Any student needing special accommodations due to a disability should contact the Office of Compliance and Safety, Administration Building, Suite 311 or call (580) 745-3090 (TDD# 745-2704). It is the responsibility of each student who anticipates or experiences barriers to their academic experience to make an official request for disability related accommodations in a timely manner.

Equity and Non-Discrimination Statement: *Southeastern Oklahoma State University, in compliance with all applicable federal and state laws and regulations, does not discriminate on the basis of race, color, religion, national origin, sex, age, disability, sexual orientation, gender identity, or status as a veteran in any of its policies, practices, procedures, or programs. This includes, but is not limited to: admissions, employment, financial aid, and educational services. Inquiries regarding non-discrimination and equity policies may be directed to: Michael Davis, Director of Compliance and Safety & Title IX Coordinator, (580) 745-3090, or mdavis@se.edu*

Counseling Center: Any student experiencing mental or emotional issues who desires free, confidential, clinical counseling is encouraged to contact the SE Counseling Center at (580) 745-2988 to schedule an appointment during normal working hours Monday-Friday, 8:00AM to 5:00PM. For after-hours mental health emergencies, please call SE Campus Police at (580) 745-2911 or the Mental Health Crisis Hotline at 1- (800) 522-1090.

Course Schedule: **All Projects, Assignments, Exams, etc. Due at 11:59 pm.**
All homework (unless otherwise noted) will be due the Monday after the week homework is assigned).

First Day of Class: **August 27, 2018**
Groups set up: **September 3, 2018**

Week 1 Lanen, CH 1 Cost Accounting: Information for Decision Making
Practice: 1-23

Homework: 1-29 **Due Monday Week 2 at 11:59 pm (Sept. 3) CST**
Chapter 1 Video

Lanen, CH 2 Cost Concepts and Behavior
Practices: 2-28, 29; 2-35, 2-36, 2-43
Homework: 2-31 (A-H only), 2-44, 2-45, 2-59 **Due Monday Week 2 at 11:59 pm (Sept. 3) CST.**
Chapter 2 Video(s)

Week 2 Lanen, CH 3 Fundamentals of Cost-Volume-Profit Analysis
Practices: 3-23, 3-25, 3-26, 3-30, 3-39
Homework: 3-24, 3-40, 3-52, 3-54 **Due Monday Week 3 at 11:59 pm (Sept 10) CST**
Chapter 3 video(s)

Extra Credit Student Introduction Assignment (in Discussions area of BB) **Due Monday Week 2 at 11:59 pm (Sept 3) CST**

Week 3 Lanen, CH 4 Fundamentals of Cost Analysis for Decision Making
Practices: 4-35, 4-37, 4-41, 4-45, 4-48
Homework: 4-36, 4-38, 4-42, 4-46 **Due Monday Week 4 at 11:59 pm (Sept. 17) CST**
Chapter 4 video(s)
PowerPoint/Research Articles (TOPIC ONLY!) **Due Monday Week 3 at 11:59 pm (Sept 10) CST**

TEST #1: COVERING CHAPTERS 1-4) AVAILABILITY BEGINS THE FIRST DAY OF CLASS AND AVAILABILITY ENDS SEPTEMBER 15TH AT 11:59 PM CST.

Week 4 Lanen, CH 6 Fundamentals of Product and Service Costing
Practices: 6-26, 6-29, 6-30, 6-31, 6-33, 6-36, 6-39, 6-40, 6-41, 6-45, 6-49
Homework: 6-27, 6-37, 6-50, 6-51 **Due Monday Week 5 at 11:59 pm (Sept. 24) CST**
Chapter 6 video
Group PowerPoint/Research Articles Project **Due Monday Week 4 at 11:59 pm. (Sept 17) CST**

Week 5 Lanen, CH 7 Job Costing
Practices: 7-21, 7-30, 7-34, 7-37, 7-42, 7-50
Homework: 7-22, 7-31, 7-41, 7-49 **Due Monday Week 6 at 11:59 pm (Oct. 1) CST**
Chapter 7 video(s)

TEST #2: COVERING CHAPTERS 6-7) AVAILABILITY BEGINS THE FIRST DAY OF CLASS AND AVAILABILITY ENDS SEPTEMBER 29th AT 11:59 PM CST.

Week 6 Lanen, CH 8 Process Costing

Practices: 8-21, 8-23, 8-26, 8-27, 8-28, 8-41, 8-45

Homework: 8-18, 8-22, 8-29, 8-58 **Due Monday Week 7 at 11:59 pm (Oct. 8) CST**
Chapter 8 video(s)

Lanen, CH 9 Activity Based Costing

Practices: 9-30, 9-37, 9-44, 9-46

Homework: 9-29, 9-38, 9-45, 9-56 **Due Monday Week 7 at 11:59 pm (Oct. 8) CST**
Chapter 9 video(s)

TEST #3: COVERING CHAPTERS 8 & 9) AVAILABILITY BEGINS THE FIRST DAY OF CLASS AND AVAILABILITY ENDS TO OCTOBER 6th AT 11:59 PM CST.

Week 7 Lanen, CH13 Planning and Budgeting
Practices: 13-22, 13-25, 13-26, 13-27, 13-33, 13-35, 13-40
Homework: 13-34, 13-36, 13-41, 13-5 **Due Week 7 Saturday at 11:59 pm (Oct. 13) CST**
Chapter 13 video(s)

FINAL EXAM AVAILABLE 7:00 AM FRIDAY, OCTOBER 12TH TO SUNDAY, OCTOBER 14TH AT 11:59 PM IN BB CST (where students found all Connect Activities).

COURSE SCHEDULE

(Syllabus may be modified as a result of unplanned circumstances or opportunities).

Practices and Videos

Practices and Videos will be open from the first day of class from 7:00 am Monday, August 20 through Friday, October 12 at 11:59 pm CST. So that students do not get behind, weekly suggested due dates have been noted above.

Academic Calendar

The University Academic Calendar with key dates is available at the link posted below:

<http://www.se.edu/dept/registrar/calendar/>

FREQUENTLY ASKED QUESTIONS (FAQs)

- 1) Do you accept late work? NO**
- 2) Do you grade on a curve? NO**
- 3) Are there tests or quizzes in this class? YES**
- 4) Do you ever make exceptions to this policy? RARELY, and only under exceptional circumstance such as military deployment, death of close family member, etc.**

John Massey School of Business

Code of Academic Responsibility for Students, Staff and Faculty

I. Academic Responsibilities.

It is the responsibility of faculty, staff, and students to create an academic community that is conducive to learning and the fostering of the free exchange of thought and ideas. This community is intended to be free from all forms of prejudice(s) that negatively influence learning, such as those based on age, ethnicity, gender, race, or religion, and national origin. All faculty, staff, and students should treat one another with courtesy and respect.

II. Faculty and Staff Responsibility.

Every instructor or staff member (whichever is applicable) is responsible to provide the student a written syllabus within the first three (3) days of class which contains the information in sentences numbered 1 through 6:

1. Inform the students of the objectives, content, assignments, policies on return of student work, and examination procedure in each course;
2. Inform the students of the methods by which the instructor determines the final grade in the course;
3. Inform the students of all requirements that the student will be required to comply with, such as dress code, cell phone and pager use, etc. that the instructor believes to be proper, as well as the penalties for violation.
4. Inform the students of the requirements of major papers and/or major examinations in the course;
5. Inform the students of how class assignments will be made or posted.
6. Inform the students of the policy of the faculty for student review of papers and examinations.

Every instructor or staff member shall endeavor to meet the following:

7. Ensure that every student has equal access to all course materials, assignments, and examination.
8. Provide fair and impartial evaluation of all student performances, i.e., evaluating all students according to common criteria;
9. Make oneself available for conferences with students during announced or posted office hours;
10. Treat students with courtesy and respect at all times. Courtesy and respect do not prohibit strong criticism directed at the student's academic errors or scholarly works;
11. Attempt to provide a learning environment that is free from all forms of prejudices that negatively influence the student(s) learning, such as those based on age, ethnicity, gender, disability, race, religion, or national origin.
12. Adhere to the Class Attendance Policy as adopted by the university.
13. Enforce and seek compliance with all University rules, regulations and policies.
14. Enforce and seek compliance with all the laws, rules and regulations of the State of Oklahoma, and the Board of Regents of Oklahoma Colleges.
15. Enforce and seek compliance with all the laws, rules and regulations of the United States of America as they may relate to the activities on this campus.
16. Assume the positive obligation to confront students of suspected academic dishonesty.

III. Student Responsibilities.

Every student is responsible to:

1. Attend class in accordance with the Class Attendance Policy of the University;
2. Be attentive during class, and participate constructively in class discussions;
3. Perform the work assigned in each course to the best of the student's ability, and submitting the same on time or in a timely manner;
4. Comply with all of the requirements that the instructor may demand for the course;
5. Show respect for instructors and fellow students at all times;
6. Comply with any and all University rules, regulations and policies; the laws, rules and regulations of the State of Oklahoma; applicable rules and regulations of the State of Oklahoma Board of Regents; and the laws, rules and regulations of the United States of America as they may relate to the activities on this campus;
7. Obtain any information (written or otherwise) provided by the instructor during any regularly scheduled class period not attended by the student, and promptly make up any work or assignment that the instructor may allow.
8. Abide by the University's "Student Code of Conduct";
9. Inform the Office of Student Support Services of any disability that may interfere with the students' ability to learn or perform the required tasks of the course;
10. Comply with provisions and requirements of the "Academic Misconduct" Policy of the College of Business Administration.

IV. Academic Misconduct:

The rights and responsibilities that accompany academic freedom are at the heart of the intellectual integrity of the University. Students are therefore expected to behave honestly in their learning. Cheating and other forms of academic misconduct undermine the value of an education for everyone, and especially for the person who cheats. Violations of the Academic Misconduct Policy can result in penalties ranging from grade reductions to suspension, dismissal, or expulsion from the University.

a. Student Responsibility

Misunderstanding of the appropriate academic conduct will not be accepted as an excuse for academic misconduct. If a student is in doubt about appropriate academic conduct in a particular situation, he or she should consult with the instructor in the course, the department chair, or the dean so as to avoid the serious charge of Academic misconduct.

b. Definition and Criteria:

Academic misconduct is defined as any activity that tends to compromise the academic integrity of the institution or subvert the educational process. Examples of academic misconduct include, but are not limited to:

Conduct with respect to and during a quiz, examination, or similar evaluation:

1. Possessing, referring to, or employing open textbooks or notes or other devices not authorized by the instructor.
2. Looking at or using information from another person's paper.
3. Communicating with, providing assistance to, or receiving assistance from another person in a manner not authorized by the instructor.
4. Possessing, buying, selling, obtaining, or using a copy of any unauthorized materials intended to be used in or actually used in the preparation of a quiz or examination or similar evaluation.
5. Taking a quiz or examination or similar evaluation in the place of another person.
6. Utilizing another person to take a quiz, examination, or similar evaluation in place of oneself.
7. Violating procedures prescribed to protect the integrity of a quiz, examination, or similar evaluation.
8. Changing material on a graded examination and then requesting a re-grading of the examination.

Written and other assignments.

1. Submitting an assignment purporting to be the student's original work, which has been wholly or partly created by another person?
2. Submitting or presenting as one's own the work, ideas, representations, or words of another person without customary and proper acknowledgment of sources.
3. Knowingly permitting one's work to be submitted by another person as if it were the submitter's original work.
4. Submitting the identical or substantially the same assignment to fulfill the requirements for two or more courses without the approval of the instructors involved, or submitting the identical or substantially the same assignment from a previously completed course to fulfill requirements for another course without the approval of the instructor of the later course.
5. Violating procedures prescribed to protect the integrity of the assignment.
6. Cooperation with another person in academic misconduct, either directly or as an intermediary agent or broker.
7. Theft, attempted theft, malicious defacement, mutilation of library materials, or other academic resources.

V. Disciplinary Procedure for Academic Misconduct:

Academic misconduct matters shall be considered first by the faculty member affected. The faculty member may recommend penalties; including but not limited to withdrawal from the course, reduction or changing of a grade in the course, test, assignment, or in other academic work, performing additional academic work not required of other students in the course. Acceptance of the faculty member's recommended penalties by the student shall make the penalties final and constitute a waiver of further administrative procedures or appeals.

If the student does not accept the decision of the faculty member, the student may have the case reviewed by the academic department chair.

If the student does not accept the decision of the academic department chair, the student may have the matter referred to the Dean of the School.

If this decision of the Dean is not accepted, the student may have the matter referred to the Academic Appeals Committee. The Academic Appeals Committee serves as an appeals board for all requests from faculty or students who seek to have grades or records modified. The decision of the Academic Appeals Committee will be final as to factual determinations of the appeal.

VI. Appeal Rights of Students:

Every student has the right when appealing a faculty decision involving academic dishonesty:

1. To be informed of the nature(facts) of the allegations, charges, or reports brought against the student as well as a reference to the particular sections of the statutes, regulations, rules or policy involved;
2. To receive reasonable notice of any hearing; including the time, place, nature and purpose of the hearing, and the legal authority for the hearing;
3. To have findings of fact based exclusively on the information and evidence presented at the hearing;
4. To respond and defend the allegation(s) by; including but not limited to, presenting relevant evidence, testimony, and to call witnesses in his behalf, and to exam all witnesses to the proceedings that may appear against the student.
5. To be provided, in advance, a copy of all reports, data, or other information that will be submitted or considered by the Chair, the Dean, or the Committee in connection to the matter before it;

6. To have all proceedings be electronically recorded. Such recordings shall be maintained for such time so as to protect the record through any judicial review. Copies of the recordings may be provided by the University to any party to the proceeding, upon tender of the appropriate costs or expenses of recording. Any party wishing the proceedings to be transcribed may do so at their own expense.

7. To have all decisions rendered by the Chair, and/or the Dean, and/or the Committee to be in writing. The writing shall contain findings of fact, conclusions, and a resolution of the case. The decision of the committee is final unless appealed within three (3) days of the date the decision or three (3) days from the date the decision is served upon the student, whichever is later in time.

8. To appeal a Committee's decision to the President of the University. The Presidents review is limited to compliance with all university policies, codes, rules or regulations that pertain to the appeal at hand. Notice of Appeal(s) to the President shall be made in writing, within three (3) days of the date of the decision or three days from the date the decision is served upon the student. Notice of Appeal(s) shall also be sent to Chairman of the Committee, who shall send the decision and any evidence retained by the committee to the President. The President shall make his ruling on compliance within ten (10) days of the Presidents receipt of the decision and evidence. Findings of facts cannot be appealed.

VII. Appeal Rights of Faculty, Staff

The faculty or staff may only appeal the decision of the Department Chair that involves academic misconduct, to the Dean. No other appeal is permitted by a member of the faculty or staff. The decision of the Dean is final as to members of the faculty and staff. The procedures and notices for this appeal shall be the same as set forth in VI 1 thru 8 above (Appeal Rights of Students).