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|  | **BUAD 281 – Introduction to Managerial Accounting** |
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| **Course Syllabus** **Fall Semester 2018****Section – 14520R,14522R; 14524R; Location – JFF 240****Section - 14521; Location – ACC 201** **Units Per Class-3 units****Class Sessions – Monday/Wednesday 9:30-10:50 AM** **Tuesday/Thursday 8:00-9:20AM** **Tuesday/Thursday 9:30-10:50AM** |
|  **Tuesday/Thursday 11:00AM-12:20PM** |
| **Professor: Zivia Wilson Sweeney, CPA**  |
| **Office: ACC 109** |
| **Office Phone: 213 740-2705****E-mail:** **wilsonsw@marshall.usc.edu****Office Hours: 1:30 pm-3 pm Tuesday, Thursday and by appointment*****Final Exam: Wednesday December 12th (8:00 AM – 10:00 AM)*** |

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**Course Description**

This is an introduction to managerial accounting course for undergraduate students whose majors require: understanding the impacts management choices have on organizations; knowledge of basic management accounting tools, techniques and best practices; and the ability to leverage the variety of information the accounting discipline provides managers and organizational decision makers. The primary focus of the course is the development, presentation and understanding of accounting information useful to a variety of stakeholders when analyzing results and supporting decisions related to: business operations, product costing and overhead application, sales volume and organizational profits, budgeting and planning, organizational / management performance, and transfer pricing.

**Learning Objectives**
Upon completion of this course, you should be able to:

* Demonstrate an understanding of the key principles and assumptions used by accountants when providing information to management and other stakeholders by answering questions and solving problems. *(Marshall Learning Goal 1a, 1b)*
* Analyze the cost, volume and profit relationships of an organization by calculating the contribution margin, breakeven point and target profits given a variety of business scenarios. *(Marshall Learning Goal 3a, 3b, 3c, 3d)*
* Distinguish between traditional job costing and activity-based costing methodologies and their impact on organizational stakeholders by applying both techniques to business situations and evaluating the results. *(Marshall Learning Goal 3a. 3c, 1c)*
* Analyze and identify cost information that is relevant for decision makers by recognizing and applying the relevant elements in a variety of decision making scenarios likely to face professional managers. *(Marshall Learning Goal 3a, 3b, 3c)*
* Analyze and demonstrate how strategic planning and budgeting processes enhance an organization’s ability to respond to economic changes by preparing elements of the master budget and a flexible budget. *(Marshall Learning Goal 1a, 2a, 2b, 2c, 3a, 3b, 3c, 3d)*
* Describe and demonstrate appropriate control and performance evaluation metrics in a multi-product, hierarchical organization by analyzing overall and segment performance using rate-of-return, residual income, and non-financial measures. *(Marshall Learning Goal 2b, 2c, 3a, 3b, 3c)*
* Evaluate the general financial prospects of an organization and the impact of management decisions on operational results by analyzing a variety of operational information and developing a spreadsheet model to project a potential anticipated future performance of a large public company. *(Marshall Learning Goal 3a, 3b, 3c, 3d, 6a, 6c, 6d,6e, 1c)*

To achieve these learning objectives, a combination of background reading, interactive discussion / lecture and practice problems will be utilized. Please note, the most important word in the sentence above is “interactive.” The reason is that research on learning indicates it is very difficult to gain anything more than a superficial understanding of material without practice and feedback. Therefore, you should expect our class sessions to incorporate a substantial amount of both.

To demonstrate you achievement of the learning objectives stated above: 1) you will be required to demonstrate your knowledge by individually working problems during quizzes and exams; and 2) you may be asked to complete in class group assignments on an ad hoc basis at the professor’s discretion.

**Required Materials**

1. The following book is available in the bookstore:

* McNair-Connolly, C.J., Merchant, K.A., (2017). *Managerial Accounting: An Integrative Approach, 2nd Ed.* New Jersey: Institute of Management Accountants (978-0-9995004-9-1)

OR ONLINE OR FROM BOOK VENDORS

* McNair-Connolly, C.J., Merchant, K.A., (2017). *Managerial Accounting: An Integrative Approach*. New Jersey: Institute of Management Accountants (978-0-9967293-5-2)

I encourage you to purchase this textbook online or to rent it. However, if you choose to purchase the book online, please be aware that you are responsible for making alternative arrangements for completing all readings and advance preparation until the books arrive.

AND

2. Fall 2018 BUAD 281 Course Reader                                                 Zivia Sweeney

The course reader was developed in plain English to explain the key concepts of the textbook and contains summary lecture notes as well as other material which may not be covered in the textbook. I will conduct several lectures from the information included in the course reader. Course readers are only available at the book store.

**NOTICE:** All students are expected to have these materials by the second week of class.

**Prerequisites and Recommended Preparation**

BUAD 280 is a prerequisite for this course. In addition, regularly reading a general business periodical or newspaper’s financial section will aid in your business education. The Wall Street Journal can be purchased at a discounted student rate at [www.wsjstudent.com](http://www.wsjstudent.com).

Lastly, you will find it helpful to bring a calculator to class to work discussion problems and in class assignments. For exams, only school provided calculators will be allowed.

**Course Notes**

Distributed materials and other class information will be available through your Blackboard account. Blackboard will be the primary form of communication to students by your professor.You may consider Blackboard my form of social media.

**The following are the “golden rules” of the class.**

* The only stupid or dumb question is the one that is not asked.
* Remember the most important golden rule: treat others as you would expect to be treated. Courtesy and respect in the classroom are not “suggestions”. It is mandated.
* You do not have to have Einstein credentials to understand accounting. All that is required is a willingness to learn and a basic understanding of math – addition, subtraction, multiplication, division, decimals and percentages. Calculus is not required.
* All students start with an “A” in this class. Whether they keep this grade is up to the individual.
* We are all in this together. No one should feel isolated.
* It is ok and acceptable to have fun and enjoy accounting.

**Contact with the IAs/TAs**: As my former students, my IAs all have important insights to help students through the course. IAs and TAs are provided as a courtesy to students. Students are required to treat IAs/TAs with respect and professionalism at all times during the course.***Inappropriate or unprofessional conduct towards the IAs/TAs will have a negative impact on a student’s Golden P and/or Professor Points.***

**Grading Policies**

Your performance will be evaluated based on graded assignments, individual participation and examinations as shown below:

Team assignments and other graded course elements 250 points

Super Quiz 50 points

Midterm examinations (200 points each) 400 points

Final examination 300 points

 Total available 1,000 points

Your grade in this class will be determined primarily by your relative performance on exams, super quiz, homework, and team projects. After each student’s weighted total points are determined for the semester, letter grades will be assigned on a curve according to Marshall School of Business grading guidelines.

Final grades represent how you perform in the class relative to other students. Your grade will not be based on a mandated target, but on your performance. Historically, the average grade for this class is about a 3.0 (i.e., a “B”). Two items are considered when assigning final grades:

* Student score for each of the items above/your overall score/points for the course.
* Student ranking among all students in the course(s) taught by your instructor during the current semester. Although final grades will be assigned by class, your total points will be reviewed in light of all students to ensure fairness.

**Team assignments and other graded course elements.** Graded assignments involve technical skills, critical thinking/analysis and reasoning abilities. Therefore, grading includes both objective and subjective components.

These elements are varied, but in total account for 250 course points.

The 250 points are distributed as follows:

 SEC Analysis (Team Assignment) 160 points

 Homework check 30 points

 Ethics paper 30 points

 Excel workshops 10 points

 Other course elements (professor points) 20 points

 Total 250 points

***Team assignments***: This semester there will be two graded team assignments: the ethics paper and the SEC company project. The ethics paper will focus on ethics, diversity and inclusion, and conscious/unconscious bias. The SEC team project is a research based assignment which will involve preparation of a lengthy written report covering a variety of organizational performance characteristics, a class presentation, and production of a video. You will document your results by: 1) delivering a professional / high quality copy of the report as indicated in the class schedule; and 2) presenting key findings to the class on the day of presentations. Students will be provided specific, detailed requirements for these assignments.

***Peer evaluations****:* Employers value students with an ability to work positively within a team environment. To encourage you to consciously work on enhancing your teamwork abilities, this course includes a peer evaluation of your contributions to the SEC Analysis and ethics paper by all other team members. A peer evaluation will be solicited asking each team member to evaluate the contribution of other team members. Specific details will be provided as appropriate prior to class presentations.

***Homework****:* One homework check will be performed and graded during the semester. This homework check is worth 30 points.

***Professor points:***

Professor awarded points must be earned and are not automatically given to any student.  To earn these points, a student must:

* Regularly attend class,
* Participate in class discussions,
* Attend office hours if needed,
* Attend tutoring sessions with TAs when required,
* Act professionally at all times in class and when interacting with the professor, peers, TAs, and professional guests in class and
* Behave in accordance with the USC student code of conduct.

***Extra credit:*** Golden Protégé points (Golden Ps) will be awarded to and/or earned by students throughout the semester. Golden Ps are earned in increments of 5 points each. The maximum number that can be earned by students is 60 points. There are no other extra credit opportunities.

**As your professor, I reserve the right to negate Golden P awards for violations of student code of conduct and failure to appropriately participate with your teams.**

***Teamwork:*** You are expected to work with you team. As is the case in the real world, you do not get to choose coworkers. Team disputes are expected be resolved internally. However, students who fail to fully participate with their assigned teams may be requested by their team to be removed from a team for failure to participate.  If the professor grants this request, the student will have to do the elements of the team assignment under the following circumstances.

* The SEC project will have to be done individually on a company of the professor’s choosing by the posted deadline

The student removed from his or her team will lose the following points:

* 25 points forfeited for team participation
* 20 professor points
* ***Golden Ps:*** All Golden P awarded points as they are awarded at the discretion of the professor.

After each graded assignment is returned, you will have one week to challenge your grade in writing. After this time, grades become final. Letter grades for the course are based on your course performance and will be assigned on a curve consistent with the Marshall School of Business grading guidelines.

The grade of “W” is allowed only if a student withdraws after the third week but before the end of the twelfth week of the semester. The grade of incomplete (IN) can be assigned only if there is work not completed because of a documented illness or unforeseen emergency occurring after the 12th week of the semester (or the twelfth week equivalent for courses scheduled for less than 15 weeks) that prevents the student from completing the semester.

An “emergency” is defined as a serious documented illness, or an unforeseen situation that is beyond the student’s control, that prevents a student from completing the semester. Prior to the 12th week, the student still has the option of dropping the class. Arrangements for completing an IN must be initiated by the student and agreed to by the instructor prior to the final examination. All work required to replace the IN with a final grade must be completed within one calendar year from the date the IN was assigned. If the student does not complete the work within the year, the IN will automatically be converted to a grade of F.

**Assignments and Grading Detail**

Expectations regarding your performance on exams, quizzes, in-class exercises and the team project are as follows:

***Super Quiz***

One super quiz will be given at the beginning of the semester to ascertain your level of understanding of financial accounting.

***Midterm and Final Examinations*-**These examinations account for an estimated 70% of the course points. The primary content of these exams is from the course reader, textbook, and lectures. The exams will be a mix of true/false, multiple choice, problems, and fill-in components. Details about the format will be announced in class near each exam date.

Preparing for exams involves dedication and ends only when you can: 1) identify the relevant issues in a given business situation; 2) analyze the data and transform it into information to be used in a comprehensive answer; and 3) explain what you did using techniques demonstrated in class. The best bet for success involves a number of steps. First, is making sure you do the advanced preparation for each class session. Second is reworking problems done in class and trying other / additional problems. Third is making sure you ask questions in a real-time manner to solidify your understanding of the material as we go, rather than trying to ‘get it’ right before an exam. Remember, on exams you will be required to perform all work (e.g., problem setup, solution generation, and answer presentation) on your own.

Because of my commitment to providing you with adequate feedback, you should not expect instantaneous grading of your mid-term exam. Grades on your midterm should be available, however, by two weeks after the midterm date. Midterms will not be returned but will be available for review for one week following the issuance of grades. After this time, grades on tests become final. All other grades are final once given.

The exam dates for this semester are as follows:

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| Super Quiz  | Thursday  | August 30th (Normal Class Session) |
| Exam I | Thursday | September 27th (Normal Class Session) |
| Exam II | Thursday | October 25rd (Normal Class Session) |
| Final exam | Wednesday | December 12th (8:00 AM – 10:00 AM) |

**In-class Exercises**

At various points during the semester, exercises will be reviewed to provide students with examples that enhance understanding of course topics. The solutions will be posted on Blackboard as well.

**Retention of Graded Coursework**

Graded work that has not been returned to you will be retained for one year after the end of the semester. Any other materials not picked up by the end of the semester will be discarded after final grades have been submitted.

**Changes to Syllabus**

Please note that I reserve the right to make changes to this syllabus at any time during the semester if in my opinion circumstances warrant modifications. All such changes will be communicated to students on a timely basis.

The Leventhal School of Accounting policy is exams should not be missed unless there is a very serious emergency AND it can be properly documented. Also, to the extent possible, you must inform the instructor of the emergency prior to the exam (it is understood this is not always possible). If you miss an exam for something other than a serious emergency and / or you cannot provide documentation, you will receive a zero grade for the exam. If there is a serious emergency, you can provide proper documentation and (when possible) have notified me before the exam, a substitute grade will be calculated based on the normalized average of your remaining future exams.

The final exam must be taken at the scheduled time unless an incomplete contract has previously been approved according to Leventhal School of Accounting guidelines.

**Add / Drop Process**Most Marshall classes are open enrollment (R-clearance) through the Add deadline. If there is an open seat, students can add the class using Web Registration. If the class is full, students will need to continue checking the Schedule of Classes (classes.usc.edu) to see if a space becomes available.

Students may drop via Web Registration at any time prior to Friday, November 9th. Please note that if you drop after October 5th your transcripts will show a W for the class.

Dates to Remember:

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| Last day to add classes or drop and receive a refund  | Friday – September 7th  |
| Last day to drop without a W or change P/NP to Letter Grade | Friday – October 5th   |
| Last day to drop with "W" | Friday – November 9th |

**Retention of Graded Coursework**

Graded work that has not been returned to you will be retained for one year after the end of the semester. Any other materials not picked up by the end of the semester will be discarded after final grades have been submitted.

**Technology Policy**

Laptop and Internet usage is not permitted during academic or professional sessions unless otherwise stated by the professor. Use of other personal communication devices, such as cell phones, is considered unprofessional and is not permitted during academic or professional sessions. Upon request, all electronic devices in your possession (e.g., cell / smart phones, tablets, laptops, etc.) must be completely turned off and / or put face down on the desk in front of you. In addition, at certain times (i.e., during exams), you might also be asked to deposit your devices in a designated area in the classroom. Video recording of faculty lectures is not permitted due to copyright infringement regulations. Audio recording is only permitted if approved in advance by the professor. Use of any recorded or distributed material is reserved exclusively for the USC students registered in this class.

**Recordings**

No student may record any lecture, class discussion or meeting with the professor without the professor’s prior express written permission. The word “record” or the act of recording includes, but is not limited to, any and all means by which sound or visual images can be stored, duplicated or retransmitted whether by an electro-mechanical, analog, digital, wire, electronic or other device or any other means of signal encoding. The professor reserves all rights, including copyright, to lectures, course syllabi and related materials, including summaries, PowerPoints, prior exams, answer keys, and all supplementary course materials available to the students enrolled in this class whether posted on Blackboard or otherwise. They may not be reproduced, distributed, copied, or disseminated in any media or in any form, including but not limited to all course note-sharing websites. Exceptions are made for students who have made prior arrangements with DSP and the professor.

**Statement for Students with Disabilities**

USC is committed to making reasonable accommodations to assist individuals with disabilities in reaching their academic potential. If you have a disability which may impact your performance, attendance, or grades in this course and require accommodations, you must first register with the Office of Disability Services and Programs ([www.usc.edu/disability](http://www.usc.edu/disability)). DSP provides certification for students with disabilities and helps arrange the relevant accommodations. Any student requesting academic accommodations based on a disability is required to register with Disability Services and Programs (DSP) each semester. A letter of verification for approved accommodations can be obtained from DSP. Please be sure the letter is delivered to me (or to your TA) as early in the semester as possible. DSP is located in GFS (Grace Ford Salvatori Hall) 120 and is open 8:30 a.m.–5:00 p.m., Monday through Friday. The phone number for DSP is (213) 740-0776. Email: ability@usc.edu.

**Statement on Academic Conduct**

USC seeks to maintain an optimal learning environment. General principles of academic honesty include the concept of respect for the intellectual property of others, the expectation that individual work will be submitted unless otherwise allowed by an instructor, and the obligations both to protect one’s own academic work from misuse by others as well as to avoid using another’s work as one’s own. All students are expected to understand and abide by these principles. *SCampus*, the Student Guidebook, ([www.usc.edu/scampus](http://www.usc.edu/scampus) or <http://scampus.usc.edu>) contains the University Student Conduct Code (see University Governance, Section 11.00), while the recommended sanctions are located in Appendix A.

Students will be referred to the Office of Student Judicial Affairs and Community Standards for further review, should there be any suspicion of academic dishonesty. The Review process can be found at: <http://www.usc.edu/student-affairs/SJACS/>. Failure to adhere to the academic conduct standards set forth by these guidelines and our programs will not be tolerated by the USC Marshall community and can lead to dismissal.

**Academic Conduct**

**Plagiarism** – presenting someone else’s ideas as your own, either verbatim or recast in your own words – is a serious academic offense with serious consequences. Please familiarize yourself with the discussion of plagiarism in SCampus in Part B, Section 11, “Behavior Violating University Standards” <https://policy.usc.edu/scampus-part-b/>. Other forms of academic dishonesty are equally unacceptable. See additional information in SCampus and university policies on scientific misconduct, <http://policy.usc.edu/scientific-misconduct>.

**Discrimination, sexual assault, and harassment** are not tolerated by the university. You are encouraged to report any incidents to the Office of Equity and Diversity (<http://equity.usc.edu/>) or to the Department of Public Safety (<http://capsnet.usc.edu/department/department-public-safety/online-forms/contact-us>). This is important for the safety whole USC community. Another member of the university community – such as a friend, classmate, advisor, or faculty member – can help initiate the report, or can initiate the report on behalf of another person. The Center for Women and Men (<http://www.usc.edu/student-affairs/cwm/>) provides 24/7 confidential support, and the sexual assault resource center webpage (sarc@usc.edu) describes reporting options and other resources.

**Support Systems**

*Student Counseling Services (SCS) - (213) 740-7711 – 24/7 on call*

Free and confidential mental health treatment for students, including short-term psychotherapy, group counseling, stress fitness workshops, and crisis intervention. <https://engemannshc.usc.edu/counseling/>

*National Suicide Prevention Lifeline - 1-800-273-8255*

Provides free and confidential emotional support to people in suicidal crisis or emotional distress 24 hours a day, 7 days a week. <http://www.suicidepreventionlifeline.org>

*Relationship & Sexual Violence Prevention Services (RSVP) - (213) 740-4900 - 24/7 on call*

Free and confidential therapy services, workshops, and training for situations related to gender-based harm. <https://engemannshc.usc.edu/rsvp/>

*Sexual Assault Resource Center*

For more information about how to get help or help a survivor, rights, reporting options, and additional resources, visit the website: <http://sarc.usc.edu/>

*Office of Equity and Diversity (OED)/Title IX compliance – (213) 740-5086*

Works with faculty, staff, visitors, applicants, and students around issues of protected class. <https://equity.usc.edu/>

*Bias Assessment Response and Support*

Incidents of bias, hate crimes and microaggressions need to be reported allowing for appropriate investigation and response. <https://studentaffairs.usc.edu/bias-assessment-response-support/>

*The Office of Disability Services and Programs*

Provides certification for students with disabilities and helps arrange relevant accommodations. <http://dsp.usc.edu>

*Student Support & Advocacy – (213) 821-4710*

Assists students and families in resolving complex issues adversely affecting their success as a student EX: personal, financial, and academic. <https://studentaffairs.usc.edu/ssa/>

*Diversity at USC –* [*https://diversity.usc.edu/*](https://diversity.usc.edu/)

Tabs for Events, Programs and Training, Task Force (including representatives for each school), Chronology, Participate, Resources for Students

**Emergency Preparedness / Course Continuity**

In case of a declared emergency if travel to campus is not feasible, the USC Emergency Information web site (<http://emergency.usc.edu/>) will provide safety and other information, including electronic means by which instructors will conduct class using a combination of USC’s Blackboard learning management system (blackboard.usc.edu), teleconferencing, and other technologies.

The USC Department of Public Safety provides overall safety to the USC community (<http://dps.usc.edu>). For additional information, to report an emergency, or to report a crime you may use the following any time of day or night:

**USC Department of Public Safety – (213) 740-4321**

**APPENDIX I**



**How BUAD281 Contributes to Student Achievement of**

**Marshall’s Six Undergraduate Program Learning Goals**

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| **Goal** | **Marshall Program Learning Goal**  | **Course Objectives supporting the goal** |
| **1** | **Our graduates will demonstrate critical thinking skills *so as to become future-oriented decision makers, problem solvers and innovators.***Specifically, students will:1.1 Students will understand the concepts of critical thinking, entrepreneurial thinking and creative thinking as drivers of innovative ideas (not explicit for this course).1.2 Critically analyze concepts, theories and processes by stating them in their own words, understanding key components, identifying assumptions, indicating how they are similar to and different from others and translating them to the real world.1.3 Be effective at gathering, storing, and using qualitative and quantitative data and at using analytical tools and frameworks to understand and solve business problems.1.4 Demonstrate the ability to anticipate, identify and solve business problems. They will be able to identify and assess central problems, identify and evaluate potential solutions, and translate a chosen solution to an implementation plan that considers future contingencies.  | **3, 5-8** |
| **2** | **Our graduates will develop people and leadership skills to promote their effectiveness as *business managers and leaders in the 21st century’s evolving work and organizational structures.***Specifically, students will:2.1 Students will recognize, understand and analyze the roles, responsibilities and behaviors of effective managers and leaders in diverse business contexts e.g., functionally diverse, culturally diverse, geographically diverse, etc.2.2 Students will understand factors that contribute to effective teamwork including how to elicit, manage and leverage diverse perspectives and competencies.2.3 Students will recognize, understand, and analyze the motivations and behaviors of stakeholders inside and outside organizations (e.g., teams, departments, consumers, investors, auditors) | **4, 7** |
| **3** | **Our graduates will be effective communicators *to facilitate information flow in organizational, social, and intercultural contexts****.* Specifically, students will:3.1 Identify and assess diverse personal and organizational communication goals and audience information needs. 3.2 Understand individual and group communications patterns and dynamics in organizations and other professional contexts.3.3 Demonstrate an ability to gather and disseminate information and communicate it clearly, logically, and persuasively in professional contexts. | N/A |
| **4** | **Our graduates will demonstrate ethical reasoning skills, understand social, civic, and professional responsibilities *and aspire to add value to society.***Specifically, students will:4.1 Understand professional codes of conduct.4.2 Recognize ethical challenges in business situations and assess appropriate courses of action. | N/A |
| **5** | **Our graduates will develop a global business perspective. They will understand how local, regional, and international markets, and economic, social and cultural issues impact business decisions *so as to anticipate new opportunities in any marketplace****.* Specifically, students will:5.1 Understand how local, regional and global markets interact and are impacted by economic, social and cultural factors.5.2 Understand that stakeholders, stakeholder interests, business environments (legal, regulatory, competitor) and business practices vary across regions of the world. | **6** |
| **6** | **Our graduates will understand types of markets and key business areas and their interaction *to effectively manage different types of enterprises****.*Specifically, students will:6.1 Demonstrate foundational knowledge of core business disciplines, including business analytics and business economics. 6.2 Understand the interrelationships between functional areas of business so as to develop a general perspective on business management. 6.3 Apply theories, models, and frameworks to analyze relevant markets (e.g. product, capital, commodity, factor and labor markets). 61.4 Show the ability to utilize technologies (e.g., spreadsheets, databases, software) relevant to contemporary business practices. | **2, 8** |

The Leventhal School of Accounting adheres strictly to the grading standards of the University and the School of Business Administration. Additionally, the Leventhal School of Accounting has supplemented those standards with certain others. For students' convenience, and to prevent misunderstanding, these additional standards are summarized below.

**GRADING STANDARDS**

The following grades are used: A - excellent; B - good; C - fair; D - minimum passing; F failure. The grade of F is awarded for failing work at the end of the semester. The assignment of minuses and pluses when earned is required.

The grade of W (Withdraw) is assigned if the student officially withdraws after the third week but before the end of the twelfth week of the semester. No withdrawals will be permitted after the end of the twelfth week except by student petition to the University's Committee on Academic Policies and Procedures.

Students may elect to audit courses during the first three weeks of the semester. A course taken for audit (V) will be assessed at the current tuition rate. A course taken for audit (V) will not receive credit and will not appear on the USC transcript or grade report. Under no circumstances will the University allow a change in the registration status of a course from letter grade or credit to audit (V) or vice versa after the third week of a given semester.

The grade of IN (Incomplete, i.e., work not completed because of documented illness or some other emergency occurring after the twelfth week of the semester) is reserved for those highly unusual cases where, due to circumstances judged fit by the Dean of the Leventhal School of Accounting, the student is unable to complete a specified single item of the course requirements by the time final grades are submitted.

IN grades can be removed only by the student completing the missing requirements of the course to the satisfaction of the instructor.

Marks of IN in courses numbered below 500 must be removed by the end of the semester following the one in which the mark of IN was assigned. If not removed within the specified time limit, marks of IN automatically become marks of IX (expired incomplete), with the exception of thesis and dissertation, and compute in the GPA as an F. A student may remove the IN only by completing the work not finished as a result of illness or emergency. It is not possible to remove an incomplete by re-registering for the course. Previously graded work may not be repeated for credit.

**G.P.A. PREREQUISITES FOR UNDERGRADUATE ACCOUNTING COURSES**

The following are grade point average prerequisites for any undergraduate student enrolled in any accounting course. Individual instructors may not waive these standards: (1) an average grade of B or better in BUAD 280/281 with neither grade lower than a B-; or (2) if applicable, transfer students are required to meet an average grade of B in the two transferred accounting courses and BUAD 305x (with neither grade lower than a B-).

In meeting the B (3.0) average required for admission to the Leventhal School of Accounting, only one of the courses may be repeated. If the repeated course grade is higher, that grade will be considered in determining whether the student meets the B average for admission, and the original course grade will be disregarded by the Leventhal School. See Repeated Course Work at USC, USC Catalogue, for further restrictions on including grades in repeated classes in the overall grade point average computation.

In computing grade point average prerequisites, BUAD 285ab or BUAD 286ab, BUAD 302T and BUAD 305x will be considered accounting courses.

Grades in accounting courses taken at other institutions will not be included in the computation of the cumulative accounting grade point average. **Exception**: transfer students taking BUAD 305x and seeking admission to the School of Accounting.

When a student's cumulative accounting grade point average falls below 2.7, the student is placed on probation. If a student on probation does not regain a minimum accounting cumulative GPA of 2.7 after completing the next 12 semester hours in all courses (including accounting courses) attempted within the University, that student will not be permitted to continue as an accounting major in the Leventhal School of Accounting. Exceptions to this policy may be granted only in unusual circumstances by the Academic Standards Committee of the Leventhal School of Accounting. Decisions of the Academic Standards Committee are final.

To be removed from probationary status, a student may elect either to take another accounting course or courses for which prerequisites are met or to repeat an accounting course or courses in an attempt to earn a higher grade. Regardless of the course of action taken, all courses completed will be counted in computing the cumulative accounting grade point average.

The grade of "W" in an accounting course taken while a student is on probation will not extend probation. The probation period ends at the end of that semester during which the student completes a cumulative total of 12 semester hours of courses in any subject(s) at the university. Under no conditions will the student be permitted more than two successive semesters, including the summer semester, to complete the 12 semester hours of courses.

Students must attain a minimum 2.7 cumulative accounting grade point average to graduate with a Bachelor of Science in Accounting degree. **OTHER ACADEMIC STANDARDS**

1. The ability of students to write clearly and concisely is a necessary prerequisite to success in accounting work. Accordingly, students will be required to demonstrate writing capability in all accounting courses. This may be accomplished primarily through the inclusion of essay-type questions on course examinations.
2. No unregistered students are permitted to attend accounting classes regularly.

**Important Dates for Fall 2018**

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| Last Day to Register without Late Fee | Friday, August 17 |
| First Day of Class | Monday, August 20 |
| **Labor Day, University Holiday** | **Monday, September 3** |
| Last Day to Add or Drop without a "W"  | Friday, September 7 |
| Meet the Firms, California Science Center | Thursday, September 26 (6:30 – 9 pm) |
| Last Day to change enrollment from P/NP to Letter grade  | Friday, October 5 |
| Last Day to Drop with a "W" | Friday, November 9 |
| **Thanksgiving Break** | **Wednesday-Friday, November 21-23** |
| Last Class Meeting | Friday, November 30 |
| Study Days | Monday-Tuesday, December 3-4  |
| Final Examinations | Wednesday, December 5 – Wednesday, December 12 |
| Winter Recess | Thurs., December 13 - Sun., January 6 |