
 <b>FLORIDA ATLANTIC UNIVERSITY</b>	<b>COURSE CHANGE REQUEST</b> <b>Graduate Programs</b>		UGPC Approval _____ UFS Approval _____ SCNS Submittal _____ Confirmed _____ Banner _____ Catalog _____
	<b>Department</b> School of Accounting  <b>College</b> Business		
<b>Current Course Prefix and Number</b> ACG 5176		<b>Current Course Title</b> Financial Statement Analysis Concepts and Applications	
Syllabus must be attached for <b>ANY</b> changes to current course details. See <a href="#">Template</a> . Please consult and list departments that may be affected by the changes; attach documentation.			
<b>Change title to:</b>  <b>Change prefix</b> From: _____ To: _____ <b>Change course number</b> From: _____ To: _____ <b>Change credits*</b> From: _____ To: _____ <b>Change grading</b> From: _____ To: _____ <b>Academic Service Learning (ASL) **</b> Add <input type="checkbox"/> Remove <input type="checkbox"/>		<b>Change description to:</b> Have you ever pondered why there are disagreements over stock valuations? Yet, financial analysts all utilize the same financial statements when determining whether stock value is overpriced or underpriced. See addendum for complete description. <b>Change prerequisites/minimum grades to:</b>  <b>Change corequisites to:</b>  <b>Change registration controls to:</b>	
* See <a href="#">Definition of a Credit Hour</a> . ** Academic Service Learning statement must be indicated in syllabus and approval attached to this form.		Please list existing and new pre/corequisites, specify AND or OR and include minimum passing grade.	
<b>Effective Term/Year for Changes:</b> Fall 2023		<b>Terminate course? Effective Term/Year for Termination:</b>	
<b>Faculty Contact/Email/Phone</b> Robert Pinsker/rpinsker@fau.edu/561-297-3422			
<b>Approved by</b> Department Chair  College Curriculum Chair <u>Anita Pennathur</u> College Dean <u>Ken Johnson</u> UGPC Chair <u>Mihaila Cardei</u> UGC Chair <u>Paul R. P.</u> Graduate College Dean <u>With Dr. Kalline</u> UFS President _____ Provost _____		<b>Date</b> 2/2/23 2/13/2023 2/13/2023 Mar 6, 2023 Mar 7, 2023 Mar 7, 2023 _____ _____	

Email this form and syllabus to [UGPC@fau.edu](mailto:UGPC@fau.edu) 10 days before the UGPC meeting.



FLORIDA ATLANTIC UNIVERSITY



**ACG 5176, Section 401 CRN 16863 Financial Statement Analysis (3 credit hours) Fall 2019 Online  
Only, Class Meeting Time: 10:30am to 11:45am, Saturday**

**Professor Information**

Dr. Michael A. Crain, CPA/ABV, CFA, CFE

Davie campus, Room LA 420

Email: [michael.crain@fau.edu](mailto:michael.crain@fau.edu)

Phone: 954-236-1066

I have been associated with FAU since 2008, initially as an adjunct and then full-time faculty starting in 2016. I am both an academic and for over 30 years a practitioner. Also, I have taught corporate finance for Manchester Business School, University of Manchester. I have a Doctor of Business Administration (finance) degree from Manchester Business School, University of Manchester (England) and an MBA and BA Accounting degrees from Bellarmine University in Louisville, Kentucky. I am a licensed Certified Public Accountant (Florida) and practitioner in business valuation and forensic accounting in my consulting. I am a senior advisor to Miami-based accounting firm Kaufman Rossin in the forensic accounting and valuation areas. I am a co-author or contributing author of six texts on business valuation or forensic accounting. I have written extensively in practitioner journals such as the *Journal of Accountancy* and taught CPAs on valuation and forensic accounting at national and state conferences and seminars. I am a past chair of the American Institute of CPAs' (AICPA) business valuation committee serving for three years. I have certifications in valuation and investment analysis: Chartered Financial Analyst (CFA Institute) and Accredited in Business Valuation (AICPA). I am also a Certified Fraud Examiner (Association of Certified Fraud Examiners). I have received several awards including the AICPA Lawler Award presented by the AIPCA's *Journal of Accountancy* for best article of the year and AICPA's Sustained Contribution Award, and have been inducted into the AICPA's Business Valuation Hall of Fame.

**Office Hours**

By appointment and by e-mail

**Teaching Assistant**

Mr. Rob Valdez, CPA

Email: [rvaldez3@fau.edu](mailto:rvaldez3@fau.edu)

**Required Text and Materials**

ISBN	978-1-61853-233-6
Title	Financial Statement Analysis & Valuation plus the publisher's online product
Edition	5th
Author	Easton, McAnally, Sommers, Zhang
Publisher	Cambridge Business Publishers

Our course requires the use of the publisher's online product, myBusinessCourse, associated with the text. The online product is free if you buy a new copy of the text. A new text should have an unused code to register for myBusinessCourse. If you buy a used text where someone else claimed the code earlier, the publisher will require you to pay something to get a code to access myBusinessCourse. I will publish information how to register for the myBusinessCourse related to this course in a Canvas announcement.

Supplemental readings will be distributed in class or through Canvas.

You will need access to Microsoft Excel.

You will find a financial calculator very helpful in the second half of the course. If you plan to work in accounting or finance, this is a worthwhile investment. The Texas Instruments BA II Plus Financial Calculator sells for about \$30 on Amazon.

You do not need to bring the course text to class but I will assume that you have read the assigned material before attending my lectures. You will also need the textbook to complete all the optional practice problems, which you will find helpful in preparing for exams.

Bring the printed lecture slides to class and any other printed materials that I announce.

### **Recommended Materials**

During our course, I will try to relate course topics we cover to current business or economic events. I suggest that you strengthen your learning during our course by linking topics we discuss to real world events reported by the Wall Street Journal. When you link what you learn in class to current events, you likely enhance your learning and retention. You can get a deeply discounted student subscription to the Wall Street Journal (\$1 per week when I last looked) using the following link:

<https://r.wsj.com/PROFy7d9>

### **Course Description**

**Old:** Analysis of accounting and financial information using published annual reports and other external information sources.

**New:** Have you ever pondered why there are disagreements over stock valuations? Yet, financial analysts all utilize the same financial statements when determining whether stock value is overpriced or underpriced. This course explores the various tools and techniques utilized by these professional analysts in determining not only "company value" but also its financial health, while recognizing its highly subjective nature. In particular, the course addresses ratio analysis, valuation techniques, financial statement interpretation, and forensic techniques.

### **Course Prerequisites and Credit Hours**

Prerequisites: ACG 3131 or FIN 3403 and enrolled in Professional Accounting Certificate Program or permission of instructor.

This course has 3 credits.

### **Course Learning Objectives**

The objective of this course is to understand how to read, interpret, and analyze financial statements. Throughout the course, we will use the financial statements of several real companies to illustrate concepts. Specifically, we will:

- Study the interrelationships between financial statement line items
- Use ratio analysis to understand and compare firms
- Understand accounting disclosures

- Use accounting disclosures to adjust financial statements
- Forecast future earnings using accounting disclosures
- Value a firm using forecasts

### **Course Format**

The course format is class lectures, class notes, working problems, reading, and studying. The course is centered around graduate, working professional students. The objective is to—without loss of quality, content, or rigor—create an environment in which students tradeoff, as little as possible, between education and career. Lectures and practice problems will be available online so students have access on their own schedule without need to attend classes at a particular time each week. Students can return anytime to the online materials to reinforce their learning and studying.

In my lectures, I focus on conveying wisdom rather than simply information. I especially want you to learn to make connections between things that you did not see before. Further, even if you know something, you may not realize it applies to something else. Or, you may get an analogy that helps you understand a concept better. What is the difference between wisdom and information? Information is things like what is the capital of Florida or what is an intangible asset. Things one quickly searches for using Google or DuckDuckGo are information. In contrast, wisdom comes from deep learning. It allows you to make connections and generalize. Wisdom consists of knowledge that you can apply widely to cases beyond specific examples given to you. Moreover, you will likely be more successful with wisdom. When you go to university, you want something closer to wisdom than information. (Although you need a certain base of information to develop wisdom.)

With my emphasis on conveying wisdom, I want you to focus on thinking rather than simply memorizing pieces of information. If you simply try to cram shortly before an exam by memorizing information, you will very likely miss the wisdom that I am trying to convey (and may not do as well on the exam as you hoped). Allocate enough time each week during the course to actually think. Writing notes in complete thoughts each week about what you read and studied is a way that gets you to think since writing is an act of thinking.

### **Grading Scale**

Students may view their total points-to-date using Canvas. Letter grades are only relevant to final point totals and will be assigned based on the following distribution of the percentages of total possible points.

<u>Percentage</u>	<u>Letter</u>
<u>Range</u>	<u>Grade</u>
90% to 100% =	A
89% =	A-
87% to 88% =	B+
80% to 86% =	B
79% =	B-
77% to 78% =	C+
70% to 76% =	C
69% =	C-
67% to 68% =	D+
60% to 66% =	D
59% =	D-
Below 59% =	F

### **Course Evaluation Method**

The following table summarizes each component of your grade for this course.

<u>Component</u>	<u>Points</u>	<u>Percent</u>
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Assignments (3)	150	23.08%
Midterm exam	250	38.46%
Final exam	<u>250</u>	<u>38.46%</u>
Total	650	100.00%

### **For each unit**

1. You will begin each unit by first reading the assigned text pages, supplemental readings, and any class notes.
2. After reading and studying the assigned materials you will have the following work:
  - Most units have practice problems. These practice problems will not be graded. I encourage you to work these problems to develop your knowledge, and prepare for exams. You will enhance your learning experience by practicing problems. The practice problems have no due date. I will provide solutions to the practice problems.
  - Attend weekly lectures. Lectures will review selected topics from the current unit. I will assume that you have read and studied the assigned materials before my lecture.

## **Additional Course Policies**

### **Electronic Devices**

Laptop computers, iPads, iPhones, etc. are distracting and are therefore not permitted during class unless specifically instructed otherwise.

*Our weekly classes are relatively short at only about 75 minutes.* I prefer that you devote your full attention during this time so you can concentrate on what I am trying to convey to you. Empirical evidence shows that multitasking is often overrated as to benefits and likely impairs your ability to think. See, for instance: <https://www.apa.org/research/action/multitask>

### **Missing Exams**

Make-up exams will be given for valid reasons (medical emergency, family emergency, university-scheduled events, religious observation, or class conflicts) consistent with University policy and the professor's discretion. If you do not have a valid reason for missing an exam, a zero grade may be assigned.

### **Late Assignments**

Late assignments will receive a zero grade. Submissions are due by 11:59pm Eastern Time of the date stated and after this time are late. Technical outages are not considered a justifiable reason to turn in work late, and an alternative way should be used to submit work on time in the event of a technical disruption.

### **Attendance Policy**

Students are expected to attend all of their scheduled University classes and to satisfy all academic objectives as outlined by the instructor. The effect of absences upon grades is determined by the instructor, and the University reserves the right to deal at any time with individual cases of non-attendance.

Students are responsible for arranging to make up work missed because of legitimate class absence, such as illness, family emergencies, military obligation, court-imposed legal obligations or participation in University-approved activities. Examples of University-approved reasons for absences include

participating on an athletic or scholastic team, musical and theatrical performances and debate activities. It is the student's responsibility to give the instructor notice prior to any anticipated absences and within a reasonable amount of time after an unanticipated absence, ordinarily by the next scheduled class meeting. Instructors must allow each student who is absent for a University-approved reason the opportunity to make up work missed without any reduction in the student's final course grade as a direct result of such absence.

### **Incompletes**

There are no incompletes for this course except in the case of extraordinary circumstances (for example, excessive absences due to severe illness). The professor determines when an incomplete is appropriate.

### **Exams**

This course will have two exams. The exams focus on the financial concepts illustrated during the semester. The exams are designed to evaluate your understanding of the concepts. The exam format may include multiple choice, problems, essay, and short answer. The final exam will be cumulative. The exams may require you to use a webcam and security software during the exam that requires you to successfully install the security software before starting the exam.

### **Readings**

*You must read the assigned material at least once before you attend class.* In addition to the assigned readings from the textbook, selected readings from the business press and professional journals may be made available to you on occasion. You are strongly encouraged to take advantage of this opportunity to become familiar with the practitioner viewpoint on the issues.

### **Points Awarded**

It is the responsibility of the student to monitor the points awarded to-date in Canvas. The student has up to two weeks following the posting of any points to contest the number of points, after which the points are considered final.

### **Communicating with your Instructor**

Students must use their FAU email to interact with your instructor via [michael.crain@fau.edu](mailto:michael.crain@fau.edu). Send emails from only **your FAU email address**; emails sent from a non-FAU email address will not be recognized or receive a response. **Messages sent to me via Canvas will not receive a response.**

I will do my best to respond to your course-related questions within 24-48 hours. I may post answers to questions on Canvas as an announcement rather than individual responses if I believe that answers will benefit members of the class.

### **Electronic Communication**

Canvas and FAU email will be used in this course for content delivery, assignments, and other communications in addition to classes. Accordingly, **it is the student's responsibility** to check the Canvas course site and their FAU email account for announcements, etc.

### **Professional Conduct**

To foster a more professional learning environment and to develop habits that lead to success in the business world, all participants must engage in professional behavior.

### **Religious Holidays**

It is the responsibility of the student to promptly notify the professor of any conflicts due to religious observance so that accommodations can be arranged.

### **Pictures**

Photographs of each student may be taken / used in connection with the course.

**Important Dates**

Communicate with staff of *School of Accounting Executive Programs* on dates to drop or withdraw from the course and any consequences.

**Anti-plagiarism Software**

Written components of any assignment, project, or exam may be submitted to anti-plagiarism software to evaluate the originality of the work. Any students found to be submitting work that is not their own will be deemed in violation of the University's honor code discussed elsewhere in the syllabus.

## **Course Framework**

Specific content and dates are subject to change. The general progression of the course is divided into three sections, as follows:

### **1. In this section of the course, you will develop the tools to understand and compare firms. We will:**

- Review basic financial accounting concepts
- Become familiar with the information available to investors and analysts
- Learn where to find information in real 10-Ks
- Learn how to compute various financial ratios
- Understand the value of common-size financial statements in understanding the nature of a firm's business
- Learn how ratios can be used to identify trends within a company over time and across firms within an industry
- Learn how to use financial ratios to assess a firm's profitability and risk
- Learn how to interpret financial statement ratios
- Learn how operating and financing activities affect inferences of financial statement ratios
- Learn how to adjust the financial statements to allow for cross-sectional comparison
- Understand the discretion management has in classifying revenues, expenses, gains, and losses on the income statement and the implications of this discretion
- Learn how to recast financial statements to undo distortions
- Learn the difference between temporary and permanent income

### **2. In this section of the course, you will learn how to understand and analyze accounting disclosures. We will:**

- Understand how accounting choices affect cross-sectional and time-series variation in financial ratios
- Learn how to identify and evaluate critical accounting policies contained in the footnotes to the financial statements
- Understand the effects of these choices on the historical and future financial statements
- Learn how to adjust the financial statements to allow for cross-sectional comparison
- Learn how changes in the asset and liability valuations on the balance sheet impact the measurement of net income on the income statement

### **3. In this section of the course, you will learn how to use company disclosures to forecast financial statements and value a firm. We will:**



- Learn how the various financial statement ratios combine to provide a structured framework from which you can forecast future performance and calibrate its reasonableness
- Understand the importance of sales to forecasting future financial statements
- Learn how to identify the critical forecasting assumptions
- Understand the difference between income flows and cash flows
- Understand equity value is a simple summation of the discounted expected future net distributions of cash to equity holders
- Understand the assumptions of the discounted cash flow (DCF) valuation method
- Understand the principles behind estimating a terminal value and choosing a discount rate
- Learn some valuation heuristics, or shortcuts, to estimate a company's value or to compare it to a peer (e.g., Price-Earnings ratio, Market-to-Book ratio, and PEG ratio)
- Understand the assumptions behind some common valuation heuristics and how to leverage these heuristics when performing macro-level analysis of firms
- Learn how to convert analyst forecasts into a simple valuation heuristic
- Understand the intuition supporting the use of the P/E ratio
- Learn how to “anchor” valuation on current earnings

### **Tentative Course Calendar**

Section	Unit	Date	Topic	Before Class Reading, 5ed	Practice Problems**
1	1	8/24	Course intro, Accounting and financial statement refresh	1-10 to 1-19; skim 2-1 to 2-21; Target MD&A	Q1-2, 7, <b>E134</b> , Q2-17, <b>M2-23</b> , 24, 28, <b>E2-38</b> , P2-49, <b>51</b>
1	2	8/31*	Common-size analysis	Pepsi & Coke MD&A	<b>E2-40</b> , 41, 43
1	3	9/7	Profitability analysis	1-24 to 1-26; 3-4 to 3-8	<b>E1-37</b> , <b>38</b> , <b>40</b> , <b>P1-41</b> , <b>42</b> , <b>P2-48</b> , Q1-19, P147, 48, 49, 50, 51, 52,

1	4	9/14	Penman profitability analysis	Module 3, Appendix 3A	Q3-2, 3, 5, 6, M3-27, Q3-10, 14, M3-27, 29, <b>P3-46</b> , 48, 49, 60
			<b>ASSIGNMENT 1 due (Who's Who)</b>		
1	5	9/21	Pro forma adjustments	2-14 to 2-15; 5-2 to 5-6; 5-27 to 5-33	Q5-6, 9, M5-29, 30, E5-36, <b>P556</b>
1	6	9/28	Risk analysis	Module 4; 7-21 to 7-27	Q4-3, 10, 12, 13, M4-4-16, 17, <b>21</b> , <b>E4-22</b> , <b>26</b> , P4-30, <b>32</b>
			<b>ASSIGNMENT 2 due (Cool)</b>		

2	7	10/5	Accounts receivable, inventory, and fixed assets	5-17 to 5-23; HP 10K (Item 1) 6-2 to 6-17; Deere 10K (Item 1) 6-17 to 6-32; United Tech. 10K (Item 1)	Q5-2, M5-18, 19, 20, 21, E5-45, P5-55 / Q6-2, 3, 4, M6-13, <b>15</b> , <b>E6-25</b> , <b>26</b> , P6-41 / Q6-7, 8, M6-17, <b>19</b> , <b>E6-31</b> , 32, 37, P6-40, 42
		10/11 to 10/13	<b>EXAM (units 1 to 7)</b>		
2	8	10/12	Present value	12-6 to 12-8	
2	9	10/19	Leases	10-3 to 10-11; Southwest 10K (Item 1)	Q10-1, 2, 3, M10-10, <b>15</b> , 20, E10-28, <b>31</b> , <b>P10-41</b>

3	10	10/26	Forecasting financial statements	Module 11	Q11-2, 3, 7, <b>M11-13, 16, E11--25, 30</b>
3	11	11/2	Investor conference call	SBUX press release, MD&A, & 10/30/19 conference call	
3	12	11/9*	Cost of capital	12-10 to 12-18	Q12-3, 6, 7, <b>M12-15, 20, 21, E12-30, 31, P12-39, 40, D12-46</b>
			<b>ASSIGNMENT 3 due (Taylor Wimpey)</b>		
3	13	11/16	Discounted cash flow and residual income model	14-2 to 14-15 13-6 to 13-14 & Appendix 13B	Q14-5, <b>M14-10, E14-18, 22, P14-27</b> / Q13-3, <b>M13-8E13-</b>
					<b>13, 18, P1319</b>
3	14	11/23	Market-based valuation	15-2 to 15-12	Q15-1, 2, <b>M15-8, 11, 13, 16, E1523, 24, 27, 33, P15-37</b>
		11/30	<i>No class/ Thanksgiving</i>		
	15	12/7	Review		
		12/7 to 12/11	<b>EXAM (Cumulative)</b>		

\* Lecture will not be live. \*\* Practice Problems in bold should be available on MyBusinessCourse to be worked.

## Technology Matters

### **Minimum Technology Requirements for This Course**

In this course you will need the following technology and computer requirements:

#### Hardware

- Dependable computer with a webcam
- Computer speakers or headset

#### Software

- Microsoft 365 Suite [Link to Download](#) or equivalent
- Reliable web browser (recommended [Chrome](#) or [Firefox](#))
- Java – [Link to Download](#) and/or [Link to Verify Java](#) on your computer
- Adobe Flash Player: [Link to Download](#)
- PDF reader such as Adobe Acrobat Reader [Link to Download](#)
- Mobile App: Instructions on how to download the Canvas App on an iOS device [Link for iOS Instructions](#) or Android device [Link for Android Instructions](#)

#### Internet Connection

- Recommended: Broadband (high-speed) Internet connection with a speed of 4 Mbps or higher
- To function properly, Canvas requires a high-speed Internet connection (cable modem, DSL, satellite broadband, T1, etc.). The minimum Internet connection speed to access Canvas is a consistent 1.5 Mbps (megabits per second) or higher. • To check your Internet speed [click here](#).

### **Minimum Technical Skills Requirements**

The general and course-specific technical skills a student must have to succeed in the course include but are not limited to:

1. Accessing Internet.
2. Using Canvas (including taking tests, attaching documents, etc.).
3. Using email with attachments.
4. Creating and submitting files in commonly used word processing and spreadsheet program formats such as Microsoft Office Tools.
5. Copying and pasting functions.
6. Downloading and installing software.
7. Using presentation, graphics, and other programs.
8. Posting and commenting in an online discussion. 9. Searching the FAU library and websites.

Computer Requirement Basic computer specifications for Canvas [Link to Specifications](#)

#### Operating System

- A computer that can run Mac OSX or Win 7.0 or higher.

#### Peripherals

- A backup option should be available to minimize the loss of work. This can be an external hard drive, a USB drive, cloud storage, or your folder on the FAU servers.

## Software

- Once logged in to Canvas make sure your Internet browser is compatible
- Other software may be required for specific learning modules. If so, the necessary links to download and install will be provided within the applicable module.

## **Problems using Canvas and other Technology Problems**

Most issues in Canvas can be resolved by clicking on the “Help” tab located on the menu bar. By clicking the “Help” tab you will be able to:

- Report a Problem
- Search Canvas Guides

For assistance with your FAU account & services, please [contact SOAEP IT Support](#).

Should you have any IT related questions or require any assistance, please feel free to email the *School of Accounting Executive Programs* IT support staff via [techsupport@schoolofaccounting.com](mailto:techsupport@schoolofaccounting.com).

**Please do not report technical issues to your course professors** or to any of our staff by email or other means outside of the way described above **as this will only cause a significant delay in your getting help.**

## **Selected University and College Policies**

### **Code of Academic Integrity Policy Statement**

Students at Florida Atlantic University are expected to maintain the highest ethical standards. Academic dishonesty is considered a serious breach of these ethical standards, because it interferes with the university mission to provide a high quality education in which no student enjoys an unfair advantage over any other. Academic dishonesty is also destructive of the university community, which is grounded in a system of mutual trust and places high value on personal integrity and individual responsibility. Harsh penalties are associated with academic dishonesty.

For more information, please see FAU Regulation 4.001 at: [FAU Regulation 4.001](#).

### **Disability Policy Statement**

In compliance with the Americans with Disabilities Act Amendments Act (ADAAA), students who require reasonable accommodations due to a disability to properly execute coursework must register with Student Accessibility Services (SAS) and follow all SAS procedures. SAS has offices across three of FAU's campuses – Boca Raton, Davie and Jupiter – however disability services are available for students on all campuses. For more information, please visit the SAS website at <http://fau.edu/sas/>

### **Counseling and Psychological Services (CAPS) Center**

Life as a university student can be challenging physically, mentally and emotionally. Students who find stress negatively affecting their ability to achieve academic or personal goals may wish to consider utilizing FAU's Counseling and Psychological Services (CAPS) Center. CAPS provides FAU students a range of services – individual counseling, support meetings, and psychiatric services, to name a few – offered to help improve and maintain emotional well-being. For more information, go to <http://www.fau.edu/counseling/>

### **Religious Accommodation Policy Statement**

In accordance with rules of the Florida Board of Education and Florida law, students have the right to reasonable accommodations from the University in order to observe religious practices, observances, and beliefs with regard to admissions, registration, class attendance and the scheduling of examinations and work assignments.

For further information, please see FAU Regulation 2.007 at: [FAU Regulation 2.007](#).

### **University Approved Absence Policy Statement**

In accordance with rules of the Florida Atlantic University, students have the right to reasonable accommodations to participate in University approved activities, including athletic or scholastics teams, musical and theatrical performances and debate activities. It is the student's responsibility to notify the course instructor at least one week prior to missing any course assignment.

### **Incomplete Grade Policy Statement**

A student who is passing a course, but has not completed all work due to exceptional circumstances, may, with consent of the instructor, temporarily receive a grade of incomplete ("I"). The assignment of the "I" grade is at the discretion of the instructor, but is allowed only if the student is passing the course.

The specific time required to make up an incomplete grade is at the discretion of the instructor. However, the College of Business policy on the resolution of incomplete grades requires that all work required to satisfy an incomplete ("I") grade must be completed within a period of time not exceeding one calendar year from the assignment of the incomplete grade. After one calendar year, the incomplete grade automatically becomes a failing ("F") grade.

### **Faculty Rights and Responsibilities**

Florida Atlantic University respects the right of instructors to teach and students to learn. Maintenance of these rights requires classroom conditions which do not impede their exercise. To ensure these rights, faculty members have the prerogative:

- To establish and implement academic standards
- To establish and enforce reasonable behavior standards in each class
- To refer disciplinary action to those students whose behavior may be judged to be disruptive under the Student Code of Conduct.