



TEXAS A&M UNIVERSITY  
**SAN ANTONIO**

**MGMT 4323:900, Total Quality & Lean Management, Fall 2025, CRN: 10859**  
Department of Management and Marketing, College of Business

### **Course Syllabus**

<b>Class Modality:</b>	In Class Lecture/Hybrid
<b>Class Meeting Time and Place:</b>	W 07:00 pm-08:15 pm, Hall 110
<b>Class Duration:</b>	08/25 – 12/12
<b>Instructor:</b>	Leonard Humes Jr. Office: Adjunct; By Appointment; Before/After Class Tel: 210-643-5885 E-Mail: Leonard.Humes@tamusa.edu. Student emails will receive a reply within two business days.
<b>Course Website:</b>	<a href="https://tamusa.blackPosting.com/">https://tamusa.blackPosting.com/</a>
<b>Office Hours:</b>	Adjunct Faculty: Available by appointment or before/after class.

#### **Catalog Course Description:**

The design, evaluation, employment, and integration of total quality and lean management principles and practices within a supply chain environment. Includes customer focus, statistical process control, design for quality, waste reduction, continuous improvement, standardized work, workplace organization, setup time reduction, lot size reduction, preventive maintenance, management and workforce practices, and pull production systems are emphasized.

Prerequisite(s): Completion of the College of Business prerequisites, MGMT 3311. TSI Restriction(s): Math

3.000 Credit hours

3.000 Lecture hours

#### **Course Objectives:**

The objective of the course is to provide a basic understanding of the elements of two critical Principles:

1. Quality Management:

Foundational principles of quality management

Tools and techniques to drive and support the design, control, and improvement of quality

The organizational view of performance excellence as reflected by the Malcolm Baldrige Criteria

2. Lean Management, as defined by the book “The Toyota Way”:

“Philosophy- The company is a vehicle for adding value to customers, society, the community, and its associates.”

“Process- When leaders follow the right process, they get the right results, including long-term cost reduction and quality improvement.”

“People and Partners- Add value to an organization by challenging its people and partners to grow and become more skilled and confident.”

“Problem Solving- Continuously solve root problems to drive organizational learning.”

**Prerequisites:**

Completion of the College of Business prerequisites, MGMT 3311. TSI Restriction(s): Math

**Student Learning Outcomes:**

After successful completion of this course, students will be able to:

1. Demonstrate an understanding of the philosophy of Total Quality Management (TQM),
2. Demonstrate familiarity with the lean tools and techniques associated with TQM,
3. Demonstrate an understanding of the relationship between TQM and organizational behavior, and
4. Demonstrate the ability to analyze and evaluate businesses concerning whether TQM is evident in its philosophy, tools, techniques, and organizational practices.

**Required Materials:**

- **Textbook:** Quality Management for Organizational Excellence, Ninth Edition, by David L. Goetsch & Stanley B. Davis, ISBN: 9780135577325, and THE TOYOTA WAY FIELDBOOK (pdf) by Jeffrey K. Liker and David Meier.
- The eBook for THE TOYOTA WAY FIELDBOOK is available in BlackBoard.
- **Blackboard:** Connect to <http://tamusa.blackboard.com>. You will have lecture notes, solutions to problems, multimedia materials, and other supplementary materials in Blackboard.
- **Computer Hardware:** To participate in the tutoring sessions, you will need a computer with an internet connection, a microphone, and speakers/headphones.
- **Time Expectation for coursework:** You are expected to spend 4-8 hours per week on the course. Based on the background, some students may require more time. Time spent may be longer when assignments/exams are due.

**Other Recommended / Reading Materials:**

Additional reading materials are available on the course website, as the instructor recommends. If you haven't already, I recommend you create a LinkedIn account. I also encourage you to read the Wall Street Journal, The Economist, Business Week, and other business publications.

Resource literature that will be referenced during the semester is as follows: you are encouraged to add them to your Business Reference library.

- **The Ideal Team Player:** by Patrick Lencioni, ISBN: 978-1-119-20959-1
- **The Five Dysfunctions of a Team (A Leadership Fable):** by Patrick Lencioni, ISBN: 978-0-7879-6075-9
- **The Machine that Changed the World:** by James P. Womack, Daniel T. Jones, and Daniel Roos, ISBN: 978-0-7432-9979-4
- **The Goal (A Process of Ongoing Improvement):** by Eliyahu M. Goldratt and Jeff Cox, ISBN: 0-88427-178-1
- **Managing to Learn (Using the A3 management process to solve problems, gain agreement, mentor, and lead):** by John Shook, ISBN: 978-1-934109-20-5
- **The Values-Based Safety Process (Improving your Safety Culture with Behavior-Based Safety):** by Terry E. McSween, Wiley-Interscience

***Course Requirements every student must fulfill to succeed in the course:***

1. Students should check the Course Calendar, Announcements, and Messages (e-mail) systems in Blackboard regularly.
2. Students should keep current with all course assignments, quizzes, and examinations.
3. Students should ask questions and communicate with the instructor either in class, online, off-line, or during office hours.
4. For all classwork, exams, quizzes, etc., if a student is completing it off-campus, then they are responsible for the availability of internet connectivity. Extensions will **not** be granted for lack of availability of internet connections.
5. Students should remember that hybrid and online courses assume greater responsibility and independent learning skills by the student for their learning outcomes.

**Grading Policy:**

The final course grade will be based on your performance on the attendance, exams, assignments, and class participation using the following weights:

Attendance	05%
BlackPosting discussions (individual)	05%
Toyota Way homework	20%
Project Presentation (Teams)	15%
Project Paper (Teams)	15%
Article Reviews (2-Individual) 10% ea.	20%
Mid-Term Exam	10%
<u>Final Exam (as per University Schedule)</u>	<u>10%</u>
Total	100%

The final letter grades will be assigned as follows: Above 90%  $\Rightarrow$  A; 80 – 89%  $\Rightarrow$  B; 70 – 79%  $\Rightarrow$  C; 60 – 69%  $\Rightarrow$  D; Below 60%  $\Rightarrow$  F.

**Examinations and Quizzes:**

There will be one mid-term and one final online exam. The exams will consist of a minimum of 50 questions. You will have 75 minutes to complete the mid-term and 110 minutes for the final exam. The exams will be administered at a predetermined time to be communicated as soon as possible during the semester. The exams will consist of conceptual true/false, multiple-choice questions, problem-solving questions, fill-in-the-blank, and/or short essay questions. The exam/quiz materials will come from lecture notes (PowerPoint), the texts, and class discussions. Questions will emphasize understanding and applications of concepts and topics covered in class.

**Being absent for an exam may result in a grade of zero for that exam and possibly a failing grade in the course.**

Students are encouraged to work collaboratively in a study group or team to take the best advantage of their exam preparation time and effort. Alternatively, if students are unable to participate in a group or team effort, they are expected to plan their schedule to adequately prepare for taking each examination on the particular date and time for each exam. Students are expected to notify the instructor within twenty-four (24) hours before the exam time if they are going to miss an exam.

**Proctored Exams:**

To ensure course integrity, students enrolled in this course may use a Remote Test-Proctoring software for the administration of exams, if allowed and set up by the instructor.

**Homework Assignments:**

Each student will turn in ten homework assignments this semester, responding to questions derived from the Toyota Way content. The answer to the question will be one-half to one page, single-spaced, with your name, date, class, and instructor, as well as the question at the top of the paper.

The paper should flow as follows:

- An introduction that begins by setting the broad context and narrows to a clear thesis, and (if applicable), a road map for how the paper will proceed.
- Body paragraphs that provide the elaboration of the thesis that is grounded in readings from the text.
- A conclusion that directs the reader towards broader implications of the paper's argument or directions for future consideration.

Plagiarism will not be tolerated; assignments will be evaluated via Turnitin software and by the instructor.

**Article Reviews:**

Each student will turn in two article reviews this semester, and these will correspond to an assigned topic as found below.

Article #1 Find, review, and discuss an article concerning the Deming Cycle and Lean Management Philosophies.

Article #2 Find, review, and discuss an article that covers any aspect of ISO 9000 implementation, use, etc.

The best articles will come from the library database, but can be located in any scholarly website (for example, Google Scholar). I will explain how to search for articles at the beginning of the semester. The articles **will be** taken from academic journals and magazines, practitioner trade journals, and business magazines. Do not use sources from the Internet that are from consultants, Blogs, company advertisements, or Wikipedia-type websites. These are not acceptable articles. Articles not meeting these criteria will result in a grade of zero (0). Contact me if you are unsure of the article.

The review will consist of:

1) The bibliographic citation for the article follows APA format at the top of the assignment, just under your name.

**2) A synopsis of the article.**

**3) The relationship of this article to the assigned topic/chapter.**

**4) Your opinion of the practice/issue/concept introduced in the article.**

The article review will be a one-page, single-spaced assignment, with your name, date, class, instructor, and topic name at the top of the paper. Plagiarism will not be tolerated; the instructor will evaluate assignments via Turnitin software.

**Online discussions (posting):**

Students will participate in regular online discussions. At a minimum, each student is required to post either 1) a discussion comment and/or a 2) response/critique comment on Blackboard for each lecture (a minimum of ten discussion posts in total for the semester). A substantive discussion comment reflects an understanding of the readings and other related information. A substantive discussion item might start as, “I was impressed by the discussion of who defines quality. I had never really verbalized the fact that all consumers, through their purchases, decide what they consider good quality.” Each of these substantive postings should be three or more sentences. Often, students will express that they are using a particular practice at work, ask classmates if they use the practice at their place of employment, or somebody may even ask if some of these tools or practices are relevant in a given industry. This is where peer learning occurs, and I find it an important element of the class. A comment, such as “I agree with Bill,” while supportive, is not considered substantive. You can still make these comments, but they don’t count. If somebody has already said what you intended to say, you will have to find something else to say. It is the student’s responsibility to read all postings by all class members. Your postings should be spread out during the week. That is, don’t make all your comments all at once. It is suggested that you log in about 2-3 times or more for each discussion. I will be observing the discussion, and I may even offer my own opinions, too. The result should be a healthy community discussion of the lesson cycle reading topics.

**Online individual / Group Activities:**

Leaders in the business world value teamwork in their organizations and, as such, it is supported in this course. Students are encouraged to work collaboratively in study groups to take full advantage of their collective intelligence, time, and effort.

**Team Total Quality Management (TQM) Lean Project & Presentation:**

A team TQM/Lean analysis project based on TQM and or Lean practices in a business will be assigned during the semester. A report will be generated by each team. There will also be a presentation created by the team and presented on the business, with participation by each team member. The business names, along with the report description and specific instructions, will be presented by the professor, and students will sign up to join a team. Additionally, each student is required to submit a Peer Evaluation report. You can talk to each other via phone, come up with your own Zoom sessions, use file sharing and team tools in Blackboard, etc. Plagiarism will not be tolerated; the instructor will evaluate assignments via Turnitin software.

**Artificial Intelligence (AI) Policy: No Use of Generative AI Permitted**

CRN: 10859 assumes that all work submitted by students will be generated by the students themselves, working individually or in groups. Students should not have another person/entity do the writing of any portion of an assignment for them, which includes hiring a person or a company to write assignments and/or using artificial intelligence (AI) tools like ChatGPT. Use of any AI-generated content in this course qualifies as academic dishonesty and violates Texas A&M-San Antonio’s standards of academic integrity.

**Make-up and Late Assignment/Exam Policy:**

Make-ups or late submissions for assignments will be accepted up to two weeks late. Late submissions will result in points being subtracted from the overall grade. Late submissions or make-ups for exams may be accepted/administered only in extraordinary circumstances such as an excused official university

activity, a severe illness, or a dire emergency. However, the student must provide comprehensive documentation either before or within a few days of the missed assignment/quiz/exam. (See Class Policies)

### **Class conduct and civility code:**

Everyone in class is expected to follow all rules in the student handbook, as well as common courtesy during classroom lectures and discussions in class and online, including the following:

1. Attendance will be taken at the beginning of the class. If you arrive late, make sure to stop by the instructor's desk at the end of class to check in.
2. Students should read and understand the Fall 2025 Class Schedule on the last page(s) of this syllabus, and ask any questions of the instructor that will assure their understanding of the provisions and information outlined in this schedule.
3. It is the students' responsibility to obtain and be able to use the required materials and software for this class.
4. The student must retain copies of all assignments and graded work for verification purposes and provide them to the instructor, if necessary. Keep your copies of all computer files and e-mails till the final grade is received.
5. Talking while the instructor is lecturing is extremely disruptive and discourteous to the instructor and other students.
6. Using computers or phones (except for a valid urgent need) during class for a purpose not related to class is disruptive. All cell phones and gadgets should be turned OFF and headphones removed. If you must take a call, please step out of the classroom.
7. For any questions about the exams and assignments, a student should contact the instructor well in advance of the day they are due, so the instructor may have enough time to provide feedback.
8. All communications will be via e-mail to the Texas A&M University e-mail account, and students are expected to use their school-provided email account. The instructor will reply to a student's e-mail messages and voice messages within 2 business days (Monday-Friday).
9. All assignment submissions must be uploaded to Blackboard by the due date and time. The submission window may close or be marked late, even if late by one second.

Anyone violating these policies may be subject to disciplinary actions.

### **Class attendance and Participation:**

The instructor's expectations for this class are as follows:

- Students should read and understand the Fall 2025 Class Schedule and ask any questions of the instructor that will assure their understanding of the provisions and information outlined in this schedule.
- Students are expected to attend all class sessions.
- Students should read the assigned textbook chapter(s), PowerPoint presentation(s), and case study, if any, material before class, and come to class prepared to answer questions concerning the assigned textbook chapter, PowerPoint presentation, and case study material, if any, during class. Moreover, students should ask the instructor any questions concerning this material during class.
- Students are expected to come/be prepared for examinations. They should devote the necessary preparation time to achieve a good grade for each exam.

- Students, as adult learners, should engage in active listening and interactive learning to strengthen their critical thinking, analytical, and problem-solving skills.  
However, a minimum of two hours of work outside the class is expected for every hour of class period per week. Reading the assigned chapter(s) and having some familiarity with them before class will be very useful for understanding lectures.

### ***Fall 2025 Class Schedule***

The provisions and information outlined in the schedule below are intended to be informational and not contractual. The instructor reserves the right to amend, alter, change, delete, or modify the provisions of the schedule.

<b><i>Fall 2025 Class Schedule</i></b>				
<b><i>Week</i></b>	<b><i>Dates</i></b>	<b><i>Chapter(s)</i></b>	<b><i>Activity</i></b>	<b><i>Assignments Due: Wed. 7:00 PM</i></b>
1	Aug 27	Ch 1 The Total Quality Approach... David & Stanley (DS), Ch 2 Quality and Global...DS, Ch 3 Strategic Mgmt..., (DS), Ch 2 Define Your Corp, The Toyota Way Field Book (TW) Ch 17 PDCA (TW)	Introduction, Syllabus, assignments, and assign projects, Lecture, Question & Answer	
2	Sept 03	Ch 4 Quality Mgmt...DS, Ch 5 Partnering and Strategic...DS, Ch 6 Quality Culture... DS, Ch 8 Build a Culture...TW Ch. 12 Develop Suppliers and Partners TW	Lecture, Question & Answer	Discussion Posting (1) TW question (1)
3	Sept 10	Ch 7 Customer Satisfaction...DS, Ch 8 Employee empowerment DS, Ch 9 Leadership and Change DS, Ch 10 Develop Leaders...TW	Lecture, Question & Answer	Discussion Posting (2) TW question (2)
4	Sept 17	Ch 10 Team Building...DS, Ch 11 Effective Communication DS, Ch 12 Education and Training DS, Ch 11 Develop exceptional... TW	Lecture, Question & Answer	Discussion Posting (3) TW question (3)
5	Sept 24	Mid-Term Exam	Online	
6	Oct 01	Ch 13 Overcoming Politics...DS, Ch 14 ISO 9000...DS, Ch 13 Problem Solving ...TW Ch 16 Consider Alternatives...TW	Lecture, Question & Answer	Discussion Posting (4) TW question (4) Article Report (The Deming Cycle and Lean Management)
7	Oct 08	Ch 15 Overview ...DS, Ch 16 Problem Solving...DS, Ch 4 Create Initial... TW Ch 6 Establish Standardized... TW	Lecture, Question & Answer	Discussion Posting (5) TW question (5)

8	Oct 15	Presentation & Paper Framework, APA Citation, Ch 20 Benchmarking DS,	Lecture, Question & Answer	Discussion Posting (6) TW question (6)
9	Oct 22	Ch 17 QFD DS, Ch 18 Optimizing... Through SPC DS Ch 14 Develop a Thorough... (TW) Ch 18 Telling the story using an A3 report (TW)	Lecture, Question & Answer	Discussion Posting (7) TW question (7)
10	Oct 29	Ch 19 Continual Improvement ... (DS) Ch 3 Starting the Journey ... (TW), Ch 15 Complete a thorough ... (TW), Ch 19 Lean Implementation ... (TW)	Lecture, Question & Answer	Discussion Posting (8) TW question (8)
11	Nov 05	Ch 21 Implementing TQM DS Ch 5 Create Connected ... (TW)	Lecture, Question & Answer	Discussion Posting (9) TW question (9) Article Report (ISO 9000)
12	Nov 12	Team Presentations 1-3	In class presentations	Discussion Posting (10) TW question (10)
13	Nov 19	Team Presentations 4-6	In class presentations	Presentations and Papers Due End of Class
14	Nov 26	Study Week		
15	Dec 03	Semester Review, Ch 22 Implementing total ...DS Ch 20 Leading the ... (TW)	Lecture, Question & Answer	
16	Dec 10	Final Exam, As per A&M-SA Schedule. See the A&M-SA catalog for the schedule.	On-Line	

#### Academic Accommodations for Individuals with Disabilities:

Texas A&M University-San Antonio is committed to providing all students with reasonable access to learning opportunities and accommodations in accordance with The Americans with Disabilities Act, as amended, and Section 504 of the Rehabilitation Act. If you experience barriers to your education due to a disability or think you may have a disability, Disability Support Services is located in the Central Academic Building, Suite 210.

You can also contact us via phone at (210) 784-1335, visit us <https://www.tamusa.edu/Disability-Support-Services/index.html> or email us at [dss@tamusa.edu](mailto:dss@tamusa.edu). Disabilities may include, but are not limited to, attentional, learning, mental health, sensory, physical, or chronic health conditions. All students are encouraged to discuss their disability-related needs with Disability Support Services as soon as possible.

#### Academic Learning Center:



The Academic Learning Center provides free course-based tutoring to all currently enrolled students at Texas A&M University-San Antonio. Students wishing to work with a tutor can make appointments through the Brainfuse online tutoring platform. Brainfuse can be accessed in the Tools section of Blackboard. You can contact the Academic Learning Center by emailing [tutoring@tamusa.edu](mailto:tutoring@tamusa.edu), calling (210) 784-1307, or visiting the Central Academic Building, room 202.

#### Counseling/Mental Health Resources:

As a college student, there may be times when personal stressors interfere with your academic performance and negatively impact your daily functioning. If you are experiencing emotional difficulties or mental health concerns, support is available to you through the Student Counseling Center (SCC). To schedule an appointment, call 210-784-1331 or visit Madla 120.

All mental health services provided by the SCC are free and confidential (as the law allows). The Student Counseling Center provides brief individual and group therapy, crisis intervention, consultation, case management, and prevention services. For more information on SCC services visit <http://tamusa.edu/studentcounseling> Crisis support is available 24/7 by calling the SCC at 210-784-1331. Additionally, the TELUS Student Support App provides a variety of mental health resources to including support for in the moment distress, an anonymous peer-to-peer support network, mental health screenings, podcasts, and articles to improve your mental wellbeing.

#### Emergency Preparedness:

JagE Alert is Texas A&M University-San Antonio's mass notification. In the event of an emergency, such as inclement weather, students, staff and faculty, who are registered, will have the option to receive a text message, email with instructions and updates. To register or update your information visit:

<https://tamusa.bbcportal.com>

More information about Emergency Operations Plan and the Emergency Action Plan can be found here: <https://www.tamusa.edu/about-us/emergency-management/>

Download the SafeZone App (<https://safezoneapp.com/>) for emergencies or call (210) 784-1911. Non-Emergency (210) 784-1900.

#### Financial Aid and Verification of Attendance:

According to the following federal regulation, 34 CFR 668.21: U.S. Department of Education (DoE) Title IV regulation, a student can only receive Title IV funds based on Title IV eligibility criteria which include class attendance. If Title IV funds are disbursed to ineligible students (including students who fail to begin attendance), the institution must return these funds to the U.S. DoE within 30 days of becoming aware that the student will not or has not begun attendance. Faculty will provide the Office of Financial Aid with an electronic notification if a student has not attended by the published Census Date (the first week of class). Any student receiving federal financial aid who does not attend prior to the published Census Date (the first week of class) will have their aid terminated and returned to the DoE. Please note that any student who stops attending at any time during the semester may also need to return a portion of their federal aid.

#### Writing, Language, and Digital Composing Center:

The Writing, Language, and Digital Composing Center supports graduate and undergraduate students in all three colleges as well as faculty and staff. Tutors work with students to develop reading skills, prepare oral presentations, and plan, draft, and revise their written assignments. Our language tutors support students enrolled in Spanish courses and students composing in Spanish for any assignment. Our

digital studio tutors support students working on digital projects such as eportfolios, class presentations, or other digital multimedia projects. Students can schedule appointments through JagWire under the Student Services tab. Click on “Writing, Language, and Digital Composing Center” to make your appointment. The Center offers face-to-face, synchronous online, and asynchronous digital appointments. More information about what services we offer, how to make an appointment, and how to access your appointment can be found on our website at <https://www.tamusa.edu/academics>.

#### Meeting Basic Needs:

Any student who has difficulty affording groceries or accessing sufficient food to eat every day or who lacks a safe and stable place to live, and believes this may affect their performance in the course, is urged to submit a CARE referral (<https://www.tamusa.edu/university-policies/Student-Rights-and-Responsibilities/file-a-report.html>) for support. Furthermore, please notify the professor if you are comfortable in doing so. This will enable them to direct you to available resources.

#### Office Hours:

All faculty with teaching assignments should include regularly scheduled office hours on each syllabus in addition to "by appointment." Please review your appointment letter for the number of weekly office hours you are expected to set. Regularly scheduled office hours should also be posted outside your office door (where applicable).

#### Military Affairs:

Veterans and active-duty military personnel are welcomed and encouraged to visit the Office of Military Affairs for any question involving federal or state VA Education Benefits. Visit the Patriots’ Casa building, room 202, or to contact the Office of Military Affairs with any questions at [military.va@tamusa.edu](mailto:military.va@tamusa.edu) or (210)784-1397.

#### Religious Observances:

Texas A&M University-San Antonio recognizes the diversity of faiths represented among the campus community and protects the rights of students, faculty, and staff to observe religious holidays according to their tradition. Under the policy, students are provided with an opportunity to make up any examination, study, or course work requirements that may be missed due to a religious observance provided they notify their instructors before the end of the second week of classes for regular session classes.

#### The Six-Drop Rule:

Students are subject to the requirements of Senate Bill (SB) 1231 passed by the Texas Legislature in 2007. SB 1231 limits students to a maximum of six (6) non-punitive course drops (i.e., courses a student chooses to drop) during their undergraduate careers. A non-punitive drop does not affect the student’s GPA. However, course drops that exceed the maximum allowed by SB 1231 will be treated as “F” grades and will impact the student’s GPA.

#### Statement of Harassment and Discrimination:

Texas A&M University-San Antonio is committed to the fundamental principles of academic freedom, equal opportunity, and human dignity. To fulfill its multiple missions as an institution of higher learning, A&M-San Antonio encourages a climate that values and nurtures collegiality and the uniqueness of the individual on our campus and within our state, nation, and world. All decisions and actions involving

students and employees are to be based on applicable law and individual merit. Texas A&M University-San Antonio, in accordance with applicable federal and state law, prohibits discrimination, including harassment, on the basis of race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation, or pregnancy/parenting status. Individuals who believe they have experienced harassment or discrimination prohibited by this statement are encouraged to contact the University's Civil Rights Officer at 210-784-2061 or [titleix@tamusa.edu](mailto:titleix@tamusa.edu).

Texas A&M University-San Antonio faculty are committed to providing a safe learning environment for all students and for the university as a whole. If you have experienced any form of sex- or gender-based discrimination or harassment, including sexual assault, sexual harassment, domestic or dating violence, or stalking based on sex, know that help and support are available. A&M-San Antonio's Title IX Coordinator can support those impacted by such conduct in navigating campus life, accessing health and counseling services, providing academic and housing accommodations, and more. The university strongly encourages all students to report any such incidents to the Title IX Coordinator. Please be aware that all A&M-San Antonio employees (other than those designated as confidential resources such as counselors and trained victim advocates) are required to report information about such discrimination and harassment to the university. This means that if you tell a faculty member about a situation of sexual harassment, sexual violence, or other related sex-based misconduct, the faculty member must share that information with the university's Title IX Coordinator ( [titleix@tamusa.edu](mailto:titleix@tamusa.edu), 210-784-2061, CAB 439K). If you wish to speak to a confidential employee who does not have this reporting requirement, you can contact the Student Counseling Center at (210) 784-1331 or visit them in Madla 120.

#### Pregnant/Parenting Students:

Texas A&M-San Antonio does not require a pregnant or parenting student, solely because of that status or issues related to that status, to (1) take a leave of absence or withdraw from their degree or certificate program; (2) limit the student's studies; (3) participate in an alternative program; (4) change the student's major, degree, or certificate program; or (5) refrain from joining or cease participating in any course, activity, or program at the University. The university will provide such reasonable modifications to pregnant students as would be provided to a student with temporary medical condition that are related to the health and safety of the student and the student's unborn child. These could include maintaining a safe distance from substances, areas, and activities known to be hazardous to pregnant individuals and their unborn child; excused absences because of illness or medical appointments; modified due dates for assignments; rescheduled tests/exams; taking a leave of absence; and being provided access to instructional materials and video recordings of lectures for excused absences, if these would be provided to any other student with an excused absence. Pregnant/parenting students are encouraged to contact the Title IX Coordinator with any questions or concerns related to their status ([titleix@tamusa.edu](mailto:titleix@tamusa.edu); 210-784-2061; CAB 439K). Texas A&M-San Antonio has also designated the Title IX Coordinator as the liaison officer for current or incoming students who are the parent or guardian of a child younger than 18 years of age. The Title IX Coordinator can provide students with information regarding support services and other resources.

#### Young Jaguars:

Can support parenting students with daycare who meet this criteria: Must be enrolled in classes at TAMUSA in the current semester. Must be Pell eligible or a single parent. They serve children ages 3 to 12-years-old. Children must be enrolled in Pre-K-3 through 6th grade. [youngjaguars@tamusa.edu](mailto:youngjaguars@tamusa.edu) (210) 784-2636

### Students' Rights and Responsibilities:

The following statement of students' rights and responsibilities is intended to reflect the philosophical base upon which University Student Rules are built. This philosophy acknowledges the existence of both rights and responsibilities, which is inherent to an individual not only as a student at Texas A&M University-San Antonio but also as a citizen of this country.

#### *Students' Rights*

1. A student shall have the right to participate in a free exchange of ideas, and there shall be no University rule or administrative rule that in any way abridges the rights of freedom of speech, expression, petition and peaceful assembly as set forth in the U.S. Constitution.
2. Each student shall have the right to participate in all areas and activities of the University, free from any form of discrimination, including harassment, on the basis of race, color, national or ethnic origin, religion, sex, disability, age, sexual orientation, gender identity, gender expression, and pregnancy/parenting or veteran status in accordance with applicable federal and state laws.
3. A student has the right to personal privacy except as otherwise provided by law, and this will be observed by students and University authorities alike.
4. Each student subject to disciplinary action arising from violations of university students' rules shall be assured a fundamentally fair process.

#### *Students' Responsibilities*

1. A student has the responsibility to respect the rights and property of others, including other students, the faculty, and administration.
2. A student has the responsibility to be fully acquainted with the published University Student Rules found in the Student Handbook, Student Code of Conduct, on our website, and University Catalog, and to comply with them, as well as with federal, state, and local laws.
3. A student has the responsibility to recognize that student actions reflect upon the individuals involved and upon the entire University community.
4. A student has the responsibility to recognize the University's obligation to provide a safe environment for learning.
5. A student has the responsibility to check their university email for any updates or official university notifications.

We expect that students will behave in a manner that is dignified, respectful, and courteous to all people, regardless of sex, ethnic/racial origin, religious background, sexual orientation, or disability. Conduct that infringes on the rights of another individual will not be tolerated.

Students are expected to exhibit a high level of honesty and integrity in their pursuit of higher education. Students engaging in an act that violates the standards of academic integrity will find themselves facing academic and/or disciplinary sanctions. Academic misconduct is any act, or attempt, which gives an unfair advantage to the student. Additionally, any behavior specifically prohibited by a faculty member in the course syllabus or class discussion may be considered as academic misconduct. For more information on academic misconduct policies and procedures please review the Student Code

of Conduct (<https://www.tamusa.edu/university-policies/student-rights-and-responsibilities/documents/Student-Handbook-2022-23.pdf>) or visit the resources available in the OSRR website (<https://www.tamusa.edu/university-policies/student-rights-and-responsibilities/academic-integrity.html>).

### **Important Dates: Fall 2025 Regular 16-Week Session**

Aug 25	First day of class
Sept 01	Labor Day Holiday – No Classes
Sept 10	Census Date
Oct 06-17	Midterm Grading Period
Nov 14	Last day to drop with an automatic “W”
Nov 25	Last day to withdraw from the University
Nov 26	Study Day – No classes
Nov 27-29	Thanksgiving Holiday – No Classes
Dec 04	Last day of classes
Dec 05	Study Day – No Classes
Dec 06-12	Final exams
Dec 16	Commencement

*The complete academic calendar is available online: <https://www.tamusa.edu/academics/academic-calendar/index.html>*