



TEXAS A&M UNIVERSITY  
SAN ANTONIO

**BUAD 4301.603, ETHICAL DECISIONS, FALL 2026, CRN: 12336**

Department of Management and Marketing, College of Business

**Course Syllabus**

| <b>Course Information Topic</b>     | <b>Topic Details</b>                                                                  |
|-------------------------------------|---------------------------------------------------------------------------------------|
| <b>Class Modality</b>               | <b>Online – Asynchronous</b>                                                          |
| <b>Class Meeting Time and Place</b> | <b>Online – Asynchronous</b> (Attendance Not Required)                                |
| <b>Class Duration</b>               | <b>08/24/2026 - 12/11/2026 (16 weeks)</b>                                             |
| <b>Instructor</b>                   | Dr. F. Irene Waggoner                                                                 |
| <b>Office</b>                       | <b>REMOTE</b>                                                                         |
| <b>Email Address</b>                | <b>Irene.Waggoner@tamusa.edu</b>                                                      |
| <b>Phone</b>                        | <b>210-744-1188</b> Calls and texts are welcome                                       |
| <b>Zoom Link</b>                    | <a href="https://tamusa.zoom.us/j/7014589330">https://tamusa.zoom.us/j/7014589330</a> |
| <b>Course Website</b>               | <a href="https://tamusa.blackboard.com">https://tamusa.blackboard.com</a>             |
| <b>Office Hours</b>                 | <b>Mondays and Wednesdays 1:00 pm – 5:00 pm</b>                                       |

**Catalog Course Description:** This course in applied decision making emphasizes ethical decision making. Using a case-based approach, students learn to identify ethical dilemmas, apply ethical theories, and reach well-reasoned ethical decisions.

**Course Objectives:** This course will have a special focus on Business Ethics and moral decision making through the lens' of four normative ethical frameworks, with an emphasis on written and oral communication skills.

**Prerequisite:** 90 or more academic semester credit hours must be completed first.

**Restrictions:** Enrollment limited to students with a semester level of Senior.

**Student Learning Outcomes:**

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

1. Identify and understand four normative ethical theories
2. Identify ethical issues in case problems.
3. Analyze a case problem using an ethical theory.

4. Reach well-reasoned ethical decisions.
5. Analyze what it means to be a member of a profession.
6. Demonstrate mastery of written communication skills to explain ethical frameworks as applied to cases.

**Required Materials: Textbook:** Waggoner, F. I. & Mangum, M. D. (2025) *How to Do the Right Thing: A Practical Guide for Ethical Decision Making*. Cognella Academic Publishing. First Edition. ISBN: 978-1-7935-7921-8 (print) ISBN: 979-8-8233-6579-6 (ebook)

**Blackboard:** Connect to <http://tamusa.blackboard.com>. This course has been designated as an ONLINE **ASYNCHRONOUS** course. You will have access to all deliverables, instructions, quizzes and supplementary materials in Blackboard.

**Software: Microsoft WORD – including advanced functions.** Suggested: Software tools such as Grammarly, and other software use is encouraged to support written communication standards

**Time Expectation for coursework:** You are expected to spend at least 4 - 8 hours per week for the course. Based on the background, some student may require more time. Time spent may be longer when assignment/exams are due.

**Other Recommended / Reading Materials:** Additional reading materials will be available on the course website as recommended by the instructor.

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

1. Students should check the Course Calendar and Announcements systems in Blackboard on a regular basis.
2. Students should stay current with all course assignments, reflections and papers.
3. Students should ask questions and communicate with the instructor either in class, online, offline or during office hours.
4. For all classwork, exams, quizzes etc., if a student is completing it off-campus, then they are responsible for availability of internet connectivity.
5. Students should remember that online and hybrid courses assume greater responsibility and independent learning skills by the student for their own learning outcomes.
6. For online courses, students should stay current on class recordings, if not attending the live class (either in person or online).
7. For online asynchronous courses, there will be no required online class sessions. All materials will be made available through Blackboard or through online links.

**Grading Policy:** The final course grade will be based on your performance on the quizzes, exams, written and oral assignments and class participation using the following weights:

|                                  |            |
|----------------------------------|------------|
| Participation/Discussion Boards  | 15%        |
| Chapter Quizzes (8 chapters)     | 25%        |
| Ethical Analysis Paper 1         | 10%        |
| Ethical Analysis Paper 2         | 25%        |
| Final: Professional Ethics Paper | <u>25%</u> |
| Total                            | 100%       |

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

### **Written Assignments/ Research/ Case Study Papers:**

#### **PLEASE NOTE:**

*BUAD 4301 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.*

### **AACSB Assessment**

The College of Business received AACSB accreditation in Spring 2023. As part of that ongoing process, students will be assessed on program level outcomes based on course outcomes from various courses. The materials from this course may be used for assessing such program level outcomes, and hence students must follow the necessary rigor to ensure mastery and retention of the above course outcomes.

**NOTE: Written communication skills will be assessed and graded as part of this assignment through three (3) formal papers.**

**APA formatting is required for all three papers:** appropriate cover sheet, 12 pt. font, Times Roman, 1-inch margins, double-spaced, APA formatted References page with 1-2 appropriate in-text citations. (Please review the guidelines and templates provided on Blackboard.)

- 1. Two (2) Analysis Papers. Case Study analysis papers:** Two individual assignments on ethics case studies are required, choosing two different SAGE

cases posted on Blackboard. Students will a) identify ethical issues found in the case, b) analyze the issue(s) through the four ethical frameworks and the professionalism framework, and c) provide a resolution to the ethical issue(s).

**(Example available in Blackboard.)**

**NOTE:** Ethical Analysis Paper 2 has a higher value on your final grade, as feedback from the first paper should be clearly incorporated and evident in both content (analysis) and written communication. A Self-Assessment and Peer Review process is in place (BlackBoard) for detailed feedback, reflection and improvement.

- 2. One (1) Final Research Paper: A Professional Association's Code of Ethics research paper:** Students will research the professional ethical code or code of conduct associated with their major/professional career choice. Students should choose a professional association that provides a code of conduct or code of ethics for their chosen industry. (Example: Accounting majors will research associations or organizations that establish codes of conduct for the accounting profession, Marketing majors will research their associations' code of ethics, etc.) Students must locate, research and cite an association that provides a code of conduct or code of ethics for the highest levels of the industry – national or international level. Students should NOT use a specific employer's code of ethics, and should not offer a code of ethics or code of conduct from a campus organization or state-level association (Texas). Students will continue to use a formal paper format (cover sheet, References page, etc.), and will use the headings and questions provided in the "guideline" document offered in Blackboard.

**NOTE:** Guideline in Blackboard is not a "template" or form, but rather a guide for the headings and questions that need to be researched and addressed. This is a formal paper and written communication skills will be assessed.

### Quizzes

- Chapter quizzes will be available online through BlackBoard. Quizzes are open beginning day one, but will close at midnight on the due date.

### Attendance:

- This is a 16-week course, and attendance will be assessed via Blackboard.

### Participation:

- Discussion Boards and Peer Review process will assess participation.
- Discussion Boards provide an opportunity to explore the text and provide your insights from the text, research and your own experiences

**Make-up and Late Assignment policy:** As a general rule, make-ups or late submissions will **NOT** be offered or accepted for any missed assignments. Late submissions or make-ups may be accepted/administered only in extraordinary circumstances such as an excused official university activity, a severe illness, or a dire emergency. However, you must provide comprehensive documentation either before or within a few days of the missed assignment.

**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. It is the students' responsibility to obtain and be able to use the **required materials** and software for this class.
2. Students must retain copies of all assignments and graded work for verification purposes. Keep copies of all computer files and e-mails.  
**NOTE:** Blackboard will close to students at midnight of the end of the class (following the finals schedule) – students will not be able to upload any deliverables or assignments after that date. Submissions via email cannot be accepted following that date as there will be no grading link available.
3. For any questions about the assignments, a student should contact the instructor before the day they are due, so the instructor may have enough time to provide feedback.
4. All communications will be via e-mail communications 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 e-mail messages and voice messages within 2 business days (Monday-Friday).
5. All assignment submissions must be uploaded to Blackboard by the due date and time. Submission window may close or submissions marked late, even if late by one second.

Anyone violating these policies may be subject to disciplinary actions.

**Class Attendance and Participation:** This course will be conducted online, and the course modality will be asynchronous. This course will be challenging and will require excellent organizational and time management skills. A vital part of every student's education is regular attendance and engagement in the course offering. Any absences or lack of engagement tend to lower the quality of a student's work, and frequent or persistent absences may result in a failing grade. Students are responsible for the materials covered through Blackboard resources – announcements, deliverables, PowerPoints, videos and embedded materials in assignments. The course covers a lot of material and most students find at least some parts of it challenging. Class participation via the discussion board forums is highly encouraged as it makes the class more interesting and enhances the learning experience. Students are strongly encouraged to ask questions and participate in

discussion boards and problem solving. Good attendance and participation will be rewarded when final grades are assigned.

The course is intensive and challenging and you are expected to master the materials presented in the course. The structure of the class makes your individual study and preparation outside of class extremely important, and may vary considerably based on student background. However, a minimum of two hours of work outside of class is expected for every one hour of class period per week. Reading the assigned chapter(s) and having some familiarity with them before deliverables are due will be very useful for understanding PowerPoints, videos and course expectations. Reading the textbook will prepare you for discussion boards, chapter quizzes, and prepares you with definitions and measurement criteria required for your papers.

**NOTE:** This is an **ASYNCHRONOUS** class. **Attendance to these class sessions IS NOT required.** However, active participation is required, and students are encouraged to review PowerPoints and posted videos for additional course content information that will assist them in mastering this class. All materials, deliverables, examples, guidelines and templates will be made available on Blackboard, including recorded PowerPoint chapter and course materials videos. It is important to log-in to BlackBoard frequently to document participation.

### FALL 2026 BUAD 4301.603 ETHICAL DECISIONS CLASS SCHEDULE - ASYNCHRONOUS

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

| Week | Dates       | Topic                                                                                                                                                                                                                                                                                                                                                                                                              | Due Dates<br>Sunday,<br>11:59 pm |
|------|-------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|
| 1    | 08/24-30    | Orientation, syllabus review, deliverables, introductions, APA and formal paper formatting<br><b>Orientation – locate:</b> Videos, PowerPoints, Announcements, Deliverables in BlackBoard<br><b>Review:</b> syllabus<br><b>Review first two PPTs:</b> Class 1 Course Introduction and Overview, Instructions and Rules                                                                                             | <b>08/30</b>                     |
| 2    | 08/31-09/06 | <b>Review:</b> Instructor PowerPoints<br><b>Review:</b> Announcement Sections<br><b>Textbook is required and course materials will be used in all three required papers. Appropriate citations and references is required.</b><br>FOUNDATIONAL INFORMATION: PowerPoints, videos <ul style="list-style-type: none"> <li>• PPT: Instructions and Rules</li> <li>• PPT: Analysis Papers- Ethical Decisions</li> </ul> |                                  |

| Week | Dates       | Topic                                                                                                                                                                                                                                                            | Due Dates<br>Sunday,<br>11:59 pm |
|------|-------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|
|      |             | <ul style="list-style-type: none"> <li>Four Normative Ethical Theories: Virtue, Deontological, Utilitarian, Care Ethics Frameworks</li> <li>Professionalism Framework</li> </ul> <b>Discussion Board Questions</b>                                               | <b>09/06</b>                     |
|      | 09/09/2026  | <b>NOTE: University census rules require students submit one deliverable to establish participation. Please complete the first discussion board NO LATER THAN Tuesday 09/08/2026 or you will be dropped from the course.</b>                                     |                                  |
| 3    | 09/07-13    | <b>Read:</b> Chapter 1: Doing the Right Thing!<br><b>Quiz 1</b><br><b>Discussion Board Questions</b>                                                                                                                                                             | <b>09/13</b>                     |
| 4    | 09/14-20    | <b>Read:</b> Chapter 2: Becoming a Moral Decision Maker<br><b>Quiz 2</b><br><b>Discussion Board Questions</b>                                                                                                                                                    | <b>09/20</b>                     |
| 5    | 09/21-27    | <b>Read:</b> Chapter 3: Analyzing Ethical Decision Making Using Four Normative Ethical Theories<br><b>Quiz 3</b><br><b>Discussion Board Questions</b>                                                                                                            | <b>09/27</b>                     |
| 6    | 09/28-10/04 | <b>Read:</b> Chapter 4: Learning the History of Business<br><b>Quiz 4</b><br><b>Discussion Board Questions</b><br><br><b>Ethics Paper I Due</b>                                                                                                                  | <b>10/04</b><br><br><b>10/04</b> |
| 7    | 10/05-11    | <b>Read:</b> Chapter 5: Enhancing Skills to Enable Good Decision-Making in Business<br><b>Quiz 5</b><br><b>Discussion Board Questions</b>                                                                                                                        | <b>10/11</b>                     |
| 8    | 10/12-18    | <b>Read and Review:</b> Peer Review Report and Self-Assessment: Plan documents (embedded in BlackBoard grading links)<br>Process: Connect with a student partner in the <b>BlackBoard Group Workspace</b> to exchange papers and provide feedback and discussion | <b>10/18</b>                     |
| 9    | 10/19-25    | <b>Read:</b> Chapter 6: Sharpening Ethical Decision-Making Competencies<br><b>Quiz 6</b><br><b>Discussion Board Questions</b>                                                                                                                                    | <b>10/25</b>                     |
| 10   | 10/26-11/01 | <b>Read:</b> Chapter 7: Navigating the Challenges and Rewards of Good Decision-Making<br><b>Quiz 7</b><br><b>Discussion Board Questions</b>                                                                                                                      | <b>11/01</b>                     |

| Week | Dates       | Topic                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Due Dates<br>Sunday,<br>11:59 pm     |
|------|-------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|
| 11   | 11/02-08    | <b>DUE: UPLOAD</b> both completed Peer Review Report and Self-Assessment: Plan for Improvement forms into Blackboard grading link<br><b>Discussion Board Questions</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <b>11/08</b>                         |
| 12   | 11/09-15    | <b>Read:</b> Chapter 8: Professional Ethics<br><b>Quiz 8</b><br><b>Discussion Board Questions</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <b>11/15</b>                         |
| 13   | 11/16-22    | <b>REVIEW:</b> Peer-review feedback, definitions, measurement criteria, formatting rules and scholarly paper requirements. Proof-read paper before submitting.<br><br><b>Ethics Paper II - Due</b>                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>11/22</b>                         |
| 14   | 11/23-29    | <b>THANKSGIVING HOLIDAYS – NO CLASSES/NO DELIVERABLES</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                      |
| 15   | 11/30-12/04 | <b>Final Paper Prep</b><br><b>Read and Review:</b> Final paper instructions<br>Formal paper, APA formatting, use guideline for content and headings<br><b>Review/research topic:</b> Professional Association / Organization –<br>Choose and research a <b><u>National or International-level association</u></b><br><ul style="list-style-type: none"> <li>- <b>NOT</b> a regional (state/Texas) or campus organization and <b>NOT</b> an employer</li> <li>- <b>Ensure their website offers a code of ethics or code of conduct</b></li> <li>- <b>Embed the url / link to this code of ethics in TWO places in your paper</b></li> </ul> |                                      |
| 16   | 12/05-11    | <b>FINAL EXAMINATIONS WEEK</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                      |
|      | 12/06       | <b>FINAL PAPER DUE 12/06:</b> Formal Research Paper: Professional Code of Ethics for Your Major (paper only, no exam for this class)<br><b>Discussion Board: Wrap-up</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <b>SUNDAY<br/>12/06<br/>11:59 pm</b> |
|      | 12/11       | End of Fall, 2026 Term – Blackboard closes<br><b>No deliverables can be uploaded or accepted after 11:59 pm on 12/11</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                      |
|      | 12/16       | Grades Due (noon)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                      |
|      | 12/17       | Grades available in Jagwire                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                      |

## IMPORTANT INFORMATION

**University Email Policy and Course Communications:** All correspondence between professors and students must occur via University email accounts. You must have your Jaguar email account ready and working. If it is not working, contact the help desk at [helpdesk@tamusa.edu](mailto:helpdesk@tamusa.edu) or at 210-784-HELP (4357). If you don't hear back within 48 hours, contact them again. They have many requests during the first part of the semester, so you may need to follow up with them.

**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 at the [website](#) 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 academic accommodations with Disability Support Services and their instructors as soon as possible.

**Academic Learning Center:** All currently enrolled students at Texas A&M University-San Antonio can utilize the Academic Learning Center for subject-area tutoring. 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) 7841307, or visiting the Central Academic Building, room 202. Online tutoring is also available for after hours and weekend assistance.

While tutoring hours may change based on tutor schedules and availability, the current tutoring hours for MATH in the ALC are as follows:

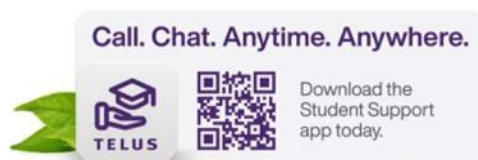
|           | <b>Appointments available</b> | <b>Walk in Tutoring – No appointment needed</b> |
|-----------|-------------------------------|-------------------------------------------------|
| MONDAY    | 8 am – 6 pm                   | 9 am – 5 pm                                     |
| TUESDAY   | 8 am – 6 pm                   | 9 am – 5 pm                                     |
| WEDNESDAY | 8 am – 6 pm                   | 9 am – 5 pm                                     |
| THURSDAY  | 8 am – 6 pm                   | 9 am – 5 pm                                     |
| FRIDAY    | 8 am – 5 pm                   | 11 am – 4 pm                                    |

**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, visit our website, call 210-784-1331 or visit Madla 120 between the hours of 8:00 AM and 5:00 PM.

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. *Crisis support is available 24/7/365 by calling the SCC at 210-784-1331 or through the TELUS student support App.*

**The TELUS Student Support App** provides a variety of mental health resources to including 24/7/365 support for in the moment distress, crisis support, 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 system. 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](#). 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.

**Jaguar Writing, Language, and Digital Composing Center (WLDCC):** The Jaguar Writing Center provides writing support to graduate and undergraduate students in all three colleges as well as faculty and staff. Writing 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. The Writing Center offers face-to-face, synchronous online, and asynchronous digital appointments. Students can schedule appointments with the Writing Center in JagWire under the Student Services tab. Click on “Writing, Language, and Digital Composing Center” to make your appointment. Students wanting to work in realtime with a tutor can schedule an “Online Appointment.” Students wishing to receive asynchronous, written feedback from a tutor can schedule an “eTutoring” appointment. More information about what services we offer, how to make an appointment, and how to access your appointment can be found on our [website](#). The Writing Center can also be reached by emailing [writingcenter@tamusa.edu](mailto:writingcenter@tamusa.edu).

**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 report](#) for support. Furthermore, please notify the professor if you are comfortable in doing so. This will enable them to direct you to available resources. A food pantry is available on campus; click [here](#) for hours and contact information.

**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 wide variety 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 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 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 accommodations to pregnant students as would be provided to a student with a 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); 210-7842061; 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 if students meet this criteria: (1) must be enrolled in classes at Texas A&M-San Antonio in the current semester, (2) must be Pell eligible or a single parent, (3) child(ren) must be aged 3 to 12-years-old, and (4) child(ren) must be enrolled in Pre-K-3 through 6th grade. For more information, please contact Young Jaguars at [youngjaguars@tamusa.edu](mailto:youngjaguars@tamusa.edu) or call (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, 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 student 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, 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](#) or visit the resources available in the [OSRR website](#)

## No Use of Generative AI Permitted

BUAD 4301 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.

Important FALL 2026 Academic Calendar Dates: The complete academic calendar is available online: <https://www.tamusa.edu//academics/academic-calendar/current-year/Fall-2026.html>

## Fall 2026

| Date                   | Day           | Event                                                                                                          |
|------------------------|---------------|----------------------------------------------------------------------------------------------------------------|
| August 19              | Wednesday     | Student enrolled will receive a billing statement                                                              |
| August 20              | Thursday      | Tuition & fee payment deadline                                                                                 |
| August 20              | Thursday      | Payment of Balance on student account due or payment plan set up                                               |
| August 21              | Friday        | \$35 late payment fee assessed                                                                                 |
| August 21              | Friday        | Last day to withdraw from all classes to receive a 100% refund of tuition and fees                             |
| August 24              | Monday        | First class day                                                                                                |
| August 28              | Friday        | Last day to withdraw from all classes to receive an 80% refund of tuition and fees                             |
| August 31              | Monday        | Last day to register                                                                                           |
| September 4            | Friday        | Last day to withdraw from all classes to receive a 70% refund of tuition and fees                              |
| September 7            | Monday        | Labor Day Holiday - No Classes / University Closed                                                             |
| September 9            | Wednesday     | Census Date - Students not paid in full or enrolled in a payment plan by 4:59PM may be dropped for non-payment |
| September 11           | Friday        | Student enrolled will receive a billing statement                                                              |
| September 14           | Monday        | Last day to withdraw from all classes to receive a 50% refund of tuition and fees                              |
| September 21           | Monday        | Last day to withdraw from all classes to receive a 25% refund of tuition and fees                              |
| October 5 - October 16 | Monday-Friday | Midterm grading period                                                                                         |
| November 13            | Friday        | Last day to drop with an automatic grade of "W"                                                                |

| Date                         | Day                    | Event                                                    |
|------------------------------|------------------------|----------------------------------------------------------|
| November 25                  | Wednesday              | Study day - No Classes                                   |
| November 26 -<br>November 28 | Thursday -<br>Saturday | Thanksgiving Holiday - No Classes / University<br>Closed |
| November 30                  | Monday                 | Last day to withdraw from the university                 |
| December 4                   | Friday                 | Last day of scheduled classes for weekday classes        |
| December 5 -<br>December 11  | Saturday - Friday      | Final examinations                                       |
| December 11                  | Friday                 | End of term                                              |
| December 15                  | Tuesday                | Commencement                                             |
| December 16                  | Wednesday              | All grades due by noon                                   |
| December 17                  | Thursday               | Grades available in JagWire                              |