



TEXAS A&M UNIVERSITY  
**SAN ANTONIO**

MGMT4330:901, **Global Purchasing/Supply Management**, Spring 2024, CRN:23504  
Department of Management and Marketing, College of Business

### Course Syllabus

**Class Meeting Time and Place:** T 7:00 PM - 8:15 PM, Lecture – Business Library Hall 362  
**Class Duration:** 01/16/2024 - 05/07/2024  
**Instructor:** Professor Vincent M. Creazzo, MBA,  
Office: CAB 434  
Tel: 210-784-2361  
E-Mail: [Vincent.Creazzo@tamusa.edu](mailto:Vincent.Creazzo@tamusa.edu)  
*Student emails will receive a reply within two business days.*

**Course Website:** <https://tamusa.blackboard.com/>  
**Office WebEx Link:** <https://tamusa.webex.com/meet/vincent.creazzo>  
**Office Hours:** On-line by appointment (Flexible Times) via WebEx or Phone.

**Catalog Course Description:** Study of the procurement of goods and services resulting from internal needs assessment, and the application of principles of negotiation, purchasing processes, pricing, vendor relationship concepts, contract management, receiving, inventory and materials management, and production control, in a supply chain environment with domestic and international suppliers. Sustainability and globalization topics are integrated. Prerequisite(s): Completion of the College of Business prerequisites, MGMT 3320.

**Course Objectives:** This course will review the basic concepts of purchasing and supply chain management, as well as the underlying principles that make up effective management of the supply chain function in an organization and involve students in analyzing realistic case studies.

**Prerequisites:** Successful completion of the business prerequisites. Students who do not meet the prerequisites must contact the instructor immediately. MGMT 3320 Supply Chain & Operations Management completion is required.

**Student Learning Outcomes:** After successful completion of this course, students will be able to:

1. Describe the procedures of the purchasing and supply chain management process,
2. Describe the best practices model of supplier management in a globalized context including supplier recruitment and evaluation and development,
3. Negotiate a purchase agreement, and
4. Describe the ethical environment of purchasing and supply chain management.

**Required Materials:**

- **Textbook:** *Purchasing & Supply Chain Management*, 7<sup>th</sup> Edition, by Robert M. Monczka, Robert B. Handfield, Larry C. Giunipero, & James L. Patterson. ISBN: 978-0357442142 Published by Cengage.
- **Blackboard:** Connect to <http://tamusa.blackboard.com>. You will have lecture notes, solutions to problems, multimedia materials and other supplementary materials in Blackboard.
- **Software:** You will be required to use Microsoft Word; Microsoft PowerPoint and Microsoft Excel
- **Computer Hardware:** To participate in online sessions, you will need a computer with an internet connection, a microphone, and speakers/headphones. To complete the class work, you will need appropriate software installed on the computer.
- **Time Expectation for coursework:** You are expected to spend 4-8 hours per week for the course. Please read the chapters of the book prior to when they are scheduled to be reviewed in class. Based on the background, some students may require more time. Time spent may be longer when assignment/exams are due.

**Other Recommended / Reading Materials:** Additional reading materials are available on the course website as recommended by the instructor. Current news article published (published within 6 months) from one of the following: Wall Street Journal, Business Week, San Antonio Business Journal, or other business publications.

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

1. Students should check the Course Calendar, Announcements, and Messages (e-mail) systems in Blackboard on a regular basis.
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 availability of internet connectivity. Extensions will **not** be granted for lack of availability of internet connections.
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-asynchronous courses, students should keep current on class recordings. For online-synchronous courses, students are expected to attend virtually during the class meeting time.
7. For OLC-A courses, students are not required to come to class, even for proctored examinations.
  - a. The instructor can require students to take examinations using proctoring software as indicated in the Proctored Exams section.
  - b. The instructor decides which type of examination works best for the class and the student must comply with their instructions – as long as they are not required to take an in-class examination or are required to take the examination at one specific time that applies to all students. In other words, the instructor will offer the student some flexibility on test location and the time to sit for the examination. Instructors should allow 72 hours for students to complete any examination.

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

(4) Discussion Questions (20 points each)	80	16%
(2) Quizzes (50 points each)	100	20%
Mid-term Exam	100	20%
Written Paper Assignment – Case Study	100	20%
Final Exam (as per University Schedule)	<u>120</u>	<u>24%</u>
<b>Total</b>	<b>500</b>	<b>100%</b>

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

**Examinations and Quizzes:** There will be two (2) quizzes along with mandatory mid-term and final exams (per university schedule) for this course. Being absent / non-submission of an exam will result in a grade of zero for that exam and may result in a failing grade in the course. The exams/quizzes will consist of conceptual multiple-choice questions, and true/false questions. The exam/quiz materials will come from lecture notes, the text, and class discussions. Questions will emphasize understanding and applications of concepts and topics covered in class.

**Discussion Questions:** Students will participate in regular online blackboard discussions, including posting and responding on the scheduled dates provided. There will be four (4) discussion board tasks this semester, each posted to blackboard and each focusing on a deferent section of the textbook. Students must respond to each discussion question and provide a reply to another student’s response for each question. Again, to obtain full credit you must respond to each discussion question utilizing information from the textbook, or lecture, and provide a thoughtful substantive reply to another student’s response. A substantive reply to a discussion comment reflects understanding of the readings/topics and other related information. A supportive comment, such as “I agree with John” or “Yeah-that is my opinion, too,” is not considered substantive. You can still make those comments, but they would ***not count***. If someone has already said what you intended to say, you will have to find something else to say. Specific details on posting and due dates will be posted through Blackboard and listed on the syllabus.

**Assignments:** There will be one written paper assignment due at the end of the course. The assignment will consist of reading the details of a case study from the textbook, and then answering the ten (10) corresponding questions by utilizing information obtained from all course materials. The individual assignment details and due date will be posted through Blackboard and listed on the syllabus.

**Artificial Intelligence (AI) Policy:** MGMT-4330 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/quiz policy:** As a general rule, make-up or late submissions will NOT be offered or accepted for any missed assignments/exams/quizzes. Late submissions or make-ups may be accepted/administered only in extra-ordinary 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/quiz/exam.

**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 may be taken at the beginning or the end of the class.
2. It is the students' responsibility to obtain and be able to use the required materials and software for this class.
3. Students must retain copies of all assignments and graded work for verification purposes and provide it to the instructor, if necessary. Keep your own copies of all computer files and e-mails till final grade is received.
4. Talking while the instructor is lecturing is extremely disruptive and discourteous to the instructor and other students.
5. 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.
6. 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.
7. 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. Please do not use blackboard messages. The instructor will reply to student e-mail messages and voice messages within 2 business days (Monday-Friday).
8. All assignment submissions must be uploaded to Blackboard by the due date and time. The submission window may close or marked late, even if late by one second.

Anyone violating these policies may be subject to disciplinary actions.

**Class attendance and Participation:** A vital part of every student's education is regular attendance of class meetings. Any absences 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 in class. The course covers a lot of material, and most students find at least some parts of it difficult. Class participation is highly encouraged as it makes the class more interesting and enhances the learning experience. Students are strongly encouraged to ask questions, participate in class discussions and problem solving, and visit/contact the instructor during office hours in case of questions or concerns. 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 class. 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 the class is expected for everyone 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.

**Spring 2024 Class Schedule:** 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.

<i>Class</i>	<i>Class Dates</i>	<i>Chapter and Topic</i>	<i>Due Day and Time</i>
1	Jan 15 - Jan 21 (Tues – 1/16)	<i>Discussion of syllabus, assignments, &amp; student expectations</i> <b><u>Part I - Introduction</u></b> <b>Chapter 1 – Introduction to Purchasing &amp; Supply Chain Management</b>	

2	Jan 22 - Jan 28 (Tues – 01/23)	<b><u>Study Day --- No Class ---- First Discussion Posted to Blackboard</u></b>	<b>No Class</b>
3	Jan 29 - Feb 04 (Tues – 01/30)	<b><u>Part II - Purchasing Operations and Structure - Continued</u></b> <b>Chapter 2 – The Purchasing Process</b> <b>Chapter 3 - Purchasing Policy &amp; Procedures</b>	<b>Discussion Questions</b>
4	Feb 05- Feb 11 (Tues – 02/06)	<b><u>Part II - Purchasing Operations and Structure - Continued</u></b> <b>Chapter 4 – Supply Management Integration for Competitive Advantage</b>	
5	Feb 12 - Feb 18 (Tues – 02/13)	<b><u>Part II - Purchasing Operations and Structure - Continued</u></b> <b>Chapter 5 – Purchasing &amp; Supply Management Organization</b> <b><u>Part III - Strategic Sourcing</u></b> <b>Chapter 6 – Category Strategy Development</b>	<b>Quiz #1 - Posted Online</b>
6	Feb 19 - Feb 25 (Tues – 02/20)	<b><u>Part III - Strategic Sourcing - Continued</u></b> <b>Chapter 7 – Supplier Evaluation and Selection</b>	
7	Feb 26 - Mar 03 (Tues – 02/27)	<b><u>Part III - Strategic Sourcing - Continued</u></b> <b>Chapter 8 – Supplier Quality Management</b> <b>Chapter 9 – Supplier Management &amp; Development</b>	<b>Discussion Questions</b>
8	Mar 04 - Mar 10 (Tues – 03/05)	<b><u>Part III - Strategic Sourcing - Continued</u></b> <b>Chapter 10 – Worldwide Sourcing</b> <b>Chapter 1-10 (Catch up)</b> <b>Mid-Term Review</b>	
9	Mar 11 - Mar 17	<b>Spring Break - No Classes</b>	<b>No Classes</b>
10	Mar 18 - Mar 24 (Tues – 03/19)	<b><u>Part IV - Strategic Sourcing Process</u></b> <b>Chapter 11 – Strategic Cost Management</b> <b>Chapter 12 – Purchasing &amp; Supply Chain Analysis</b>	
11	Mar 25 - Mar 31 (Tues – 03/26)	<b><u>Part IV - Strategic Sourcing Process - Continued</u></b> <b>Chapter 13 – Negotiation &amp; Conflict Management</b>	<b>Discussion Questions</b>
12	Apr 01 - Apr 07	<b><u>Part IV - Strategic Sourcing Process - Continued</u></b>	

	(Tues – 04/02)	<b>Chapter 14</b> – Contract Management <b>Chapter 15</b> – Purchasing Law & Ethics	
13	Apr 08 - Apr 14 (Tues – 04/09)	<b>Part V - Critical Supply Chain Elements</b> <b>Chapter 16</b> – Lean Supply Chain Management <b>Chapter 17</b> – Purchasing Services	<b>Quiz #2 - Posted Online</b>
14	Apr 15 - Apr 21 (Tues – 04/16)	<b>Part V - Critical Supply Chain Elements - Continued</b> <b>Chapter 18</b> – Supply Chain Info Systems & Electronic Sourcing <b>Chapter 19</b> – Performance Measurements & Evaluation	<b>Discussion Questions</b>
15	Apr 22 - Apr 28 (Tues – 04/23)	<b>Part VI - Future Directions</b> <b>Chapter 20</b> – Purchasing & Supply Strategy <i>Chapters 10-20 (Catch up)</i> <i>Final Exam – Review</i>	<b>All Assignments - Due</b>
	April 29th	<b>Last Day of Scheduled Weekend Classes</b>	
	April 29th	<b>Last Day of Scheduled Weekday Classes</b>	
	April 30th	<b>Study/Reading Days - No Classes</b>	<b>No Classes</b>
	May 01 - May 07	<b>Final Exams</b> – As per University Schedule	<b>Final Exams</b>
	May 7th	<b>End of Spring Semester</b>	

Academic Accommodations for Persons 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, please contact Disability Support Services in the Central Academic Building, Suite 210, or at (210) 784-1335 or visit <https://www.tamusa.edu/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 and their instructors 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/or 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.

Crisis support is available 24/7 by calling the SCC at 210-784-1331 (after-hours select option '2'). For more information and self-help resources, please visit [www.tamusa.edu/studentcounseling](http://www.tamusa.edu/studentcounseling).

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/campus-information/safety/university-police-department/documents/emergency-operations-plan.pdf> and <https://www.tamusa.edu/about-us/campus-information/safety/university-police-department/documents/emergency-action-plan.pdf>

Download the SafeZone App 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 the first week of class. Any student receiving federal financial aid who does not attend 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://bit.ly/WLDCCenter>.



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 contact the Dean of Students (DOS@tamusa.edu) for support. Furthermore, please notify the professor if you are comfortable in doing so. This will enable them to provide any resources they may possess.

Military Affairs: Veterans and active-duty military personnel are welcomed and encouraged to communicate, in advance if possible, and special circumstances (e.g., upcoming deployment, drill requirements, disability accommodations). You are also encouraged to visit the Patriots' Casa in-person room 202, or to contact the Office of Military Affairs with any questions at 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 an opportunity to make up any examination, study, or 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, equality of 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 within our state, nation, and world. All decisions and actions involving students and employees should 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, gender identity, gender expression, or pregnancy/parenting status. Individuals who believe they have experienced harassment or discrimination prohibited by this statement are encouraged to contact the appropriate offices within their respective units.

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, 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 or sexual violence, or other related 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 reasonable accommodations to pregnant students that would be provided to a student with a temporary medical condition and 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.

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, 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, University Catalog and to comply with them, as well as 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 an environment for learning.

- A student has the responsibility to check their university email for any updates or official university notification.

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. Behaviors that infringe 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](#).

**Artificial Intelligence (AI) Policy:** MGMT-4330 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.

**NOTE:** Guidance for how to cite AI-generators, like ChatGPT, can be found here <https://apastyle.apa.org/blog/how-to-cite-chatgpt>

**Key Dates for Spring 2024 Semester:** The complete academic calendar is available online: <https://www.tamusa.edu/provost/documents/academic-calendar-2022-2023-05192022.pdf>

<b>Spring 2024 Regular 16-Week Session</b>		
September 7	Thursday	First day for students to apply for graduation this term
October 23	Monday	Registration opens
December 23- January 1	Saturday-Monday	Winter Break
January 9	Tuesday	Tuition & fee payment deadline
January 11	Thursday	Drop for non-payment
January 12	Friday	Last day for students withdrawing to receive 100% refund (0% responsibility) for tuition
January 15	Monday	Martin Luther King, Jr. Day
January 16	Tuesday	First class day
January 23	Tuesday	Last day to register
January 24	Wednesday	Deadline for this term's graduation applicants to complete Change of Name and/or Change of Major form(s) at the Welcome Center
January 24	Wednesday	Last day for students to apply for graduation this term
January 31	Wednesday	Census Date
February 1	Thursday	Drop for non-payment
February 1	Thursday	First installment due for Deferred Payment Plan (4 and 5 payment plans)
February 14	Wednesday	Graduation Application Fee payment deadline
February 26-March 8	Monday-Friday	Midterm grading period

March 1	Friday	Second installment due for Deferred Payment Plan (4 and 5 payment plans)
March 11-March 17	Monday-Sunday	Spring Break
March 29	Friday	Study day - No classes
April 1	Monday	Third installment due for Deferred Payment Plan (4 and 5 payment plans)
April 13	Saturday	Last day to drop with an automatic grade of "W"
April 20	Saturday	Last day to withdraw from the university
April 29	Monday	Last day of scheduled classes for weekday classes
April 30	Tuesday	Study day - No classes
May 1-May 7	Wednesday-Tuesday	Final examinations
May 1	Wednesday	Fourth installment due for Deferred Payment Plan (5 payment plan only)
May 13	Monday	All grades due by noon
May 16	Thursday	Grades available in JagWire