



TEXAS A&M UNIVERSITY  
**SAN ANTONIO**

**FINC 3337 900 Finance for Non Finance Majors Spring 2024 CRN 22885**  
Department Of Accounting & Finance, College Of Business  
**Course Syllabus**

<b>Class Modality:</b>	Hybrid
<b>Class Meeting Time and Place:</b>	Thursdays, 5:30pm 6:45pm, Classroom Hall 201
<b>Class Duration:</b>	1/16/2024 - 5/7/2024
<b>Instructor:</b>	George Murray Office: CAB 439 Tel: (210) 784-2301 E-mail: <a href="mailto:gmurray@tamusa.edu">gmurray@tamusa.edu</a> Student emails will receive a reply within two business days.
<b>Course Website:</b>	<a href="https://tamusa.blackboard.com/">https://tamusa.blackboard.com/</a>
<b>Office Hours:</b>	E-mail for appointment

**Catalog Course Description:** The objective of the course is to provide a basic understanding of why business entities and financial markets behave the way they do. The course will focus on three major aspects of finance: the financial system, corporate finance, and investments. Focusing on the practical aspects of business enterprise this course will provide guidelines to analyze problems and find solutions using the techniques, methods and procedures applied by financial professionals. This course is intended for non-Finance majors. Finance majors may not take FINC 3337 for credit. Credit cannot be earned for both FINC 3310 and FINC 3337.

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

- 1) Understand basic financial concepts
- 2) Understand the role financial markets and intermediaries in our economy
- 3) Be knowledgeable about the various securities markets
- 4) Be able to use time value of money methodologies
- 5) Measure and assess risks for investment decision making
- 6) Understand and use financial ratios to analyze financial statements
- 7) Understand features and valuation of stocks and bonds
- 8) Be knowledgeable about the sources of returns from investments
- 9) Be knowledgeable about taxation for various types of corporations and other for profit entities
- 10) Be knowledgeable about the various sources and costs of capital
- 11) Be able to use methods of measuring the value of projects for capital investment

**Prerequisites:** Prerequisite(s): Completion of the College of Business prerequisites with a grade of 'C' or better.

**TSI Restriction(s):** Reading, Math, and Writing.

**Restrictions:** Students cannot enroll who have a major in Finance. Graduate level students may not enroll.

**AACSB Assessment:** The College of Business is in the process of applying for AACSB accreditation. As part of that 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.

**COVID-19:** Due to the current pandemic environment, all university personnel (faculty, students and staff, etc.) are required to adhere to mandated procedures and guidelines as communicated through university communications.

### **REQUIRED MATERIALS:**

- **Textbook:** Fundamentals of Corporate Finance, Brealey, 10th ed., McGraw Hill. This book is a custom eBook. Students can purchase the textbook with a Connect access code from the TAMUSA bookstore. The access code is required when registering for McGraw Hill's online platform called Connect. Registering for Connect will grant students access to resources required for this course including the eBook, homework and quiz assignments. After registering for Connect, students will be able to access homework and quizzes through the Course Content link in Blackboard for this course. Also, after registering for Connect, students will be able to access the eBook in Blackboard through Course Content>McGraw Hill Connect Library. Follow the steps for purchasing the Connect access code sent to your TAMUSA email accounts. If you have questions, contact the TAMUSA bookstore at [texasamsa@bkstr.com](mailto:texasamsa@bkstr.com) or (210)784-1070.
- **Blackboard:** Access <http://tamusa.blackboard.com>. You will have lecture notes, solutions to problems, multimedia materials and other supplementary materials in Blackboard. All class communications will be through Blackboard Messages and Announcements and students should monitor these several times a day.
- **McGraw Hill Connect:** Connect is the book publisher's online platform that will be used for homework and/or quizzes. These assignments are to be accessed through the Course Content link in Blackboard.
- **Calculator:** An ordinary calculator with basic functions including exponent and root function keys is required. Calculators are to be set to six (6) decimal places. No programmable calculators, no cell phone calculators.
- **Time:** Students are expected to spend 3-6 hours outside of class per week for the course. Based on the background, some student may require more time. Time spent may be longer when assignments/exams are due.
- **Artificial Intelligence (AI) Tools:** Writing, analytical, and critical thinking skills are part of the learning experience. Developing strong competencies in this area will prepare you for a competitive workplace. Therefore, writing assignments are to be prepared by the student. AI-generated work is not allowed and will be treated as plagiarism, and a breach of TAMUSA's academic integrity policy.
- **Technology Issues:** If you experience technology problems with Connect, contact <https://www.mheducation.com/highered/support/connect.html>. If you have technology problems with Blackboard, contact the ITS department at [HelpDesk@tamusa.edu](mailto:HelpDesk@tamusa.edu), or (210) 784-4357.

- **Other Recommended / Reading Materials:** I recommend you to watch Bloomberg TV. I also encourage you to read Wall Street Journal, The Economist, Bloomberg Business Week and 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. If the course uses remote proctoring for exams, students must schedule their exam early in the semester.
4. Students should ask questions and communicate with the instructor either in class, online, off-line or during office hours.
5. 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.
6. Students should remember that online and hybrid courses assume greater responsibility and independent learning skills by the student for their own learning outcomes.
7. For online courses, students should keep current on class recordings, if not attending the live class (either in person or online).
8. For online asynchronous courses, there will be no online class sessions. All materials will be made available through Blackboard or through online links.
9. For online synchronous courses, there will be online class sessions as indicated. Students are expected to attend the online session at the given time. If a student is unable to attend a session, instructor will make the recording of the session available for the student to view. 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, assignments and class participation using the following weights:

Attendance	10%
Homework (Connect Assignments)	15%
Quizzes (Connect Assessments)	15%
Mid-Term Exam	30%
Final Exam (as per University Schedule)	30%

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:** The exams will consist of terms, definitions, conceptual application and problem solving questions. Not taking an exam will result in a grade of zero for that exam and may result in a fail grade in the course. The only exceptions to this policy can be found under the Makeup and Late Assignment/Exam/Quiz Policy section heading of this syllabus. The exam questions will come from lectures, lecture notes, the text, and class discussions. Questions and problems will emphasize understanding and application of concepts and topics covered for the course. ***Exams will be administered in classroom and will require an 882-E scantron sheet (not an 882-E compatible scantron), a #2 pencil and a non programmable calculator. No cell phone calculators.*** Students are responsible for answers on scantrons. Remember to erase well if you change an answer.

**Homework and Quizzes:** Homework (called assignments) and quizzes (called assessments) will be posted in Blackboard under the Course Content link. SmartBook assignments in Connect are for practice only if you choose to do them and will not count toward your grade in the class. Access and complete all Connect assignments (homework) and assessments (quizzes) through the Course Content link in Blackboard, not in your Connect account. If you go through your Connect account to do assignments and assessments, your grades will not be recorded in Blackboard Gradebook.

**Proctored Exams:** Exams will be proctored in class.

**Assignments/ Research Papers:** There is no research paper for this course.

**Online Individual / Group Activities:** N/A.

**Extra Credit:** There will not be any extra credit assignments.

**Make up and Late Assignment/Exam/Quiz Policy:** Students are responsible for checking for assignment and assessment due dates and times in Blackboard. Make up of assignments and exams will only be allowed in the case of emergencies or extra-ordinary circumstances such as a medical emergency or an excused official university activity, with documentation to corroborate the emergency or activity. The documentation should be congruous with the type of activity or emergency (e.g., University flyer or location on the TAMUSA website naming you as a participant in the activity, a letter from the doctor or hospital admittance form for a medical emergency with the name of the authorizer clearly printed or typed and phone number, an obituary for a funeral, a police accident or incident report for an accident or incident, tow truck or repair receipt for an auto mechanical failure, etc.).

It is the responsibility of the student to provide the documentation and notify the instructor of the emergency. The student must send the notification to the instructor via e-mail, with the documentation as an attachment to the e-mail. Celebratory occasions (e.g., birthdays, Cinco de Mayo, etc.) or non work related travel are not considered emergencies and missed or late assignments because of celebratory occasions or non work related travel will not be allowed to be made up.

Students are responsible for using technology adequate for completing online assignments (e.g., computer, internet connection, browser). Ethernet Internet connections (with a wire) are more reliable than wireless connections. No additional attempts will be granted for assignments and assessments resulting from technology failures. Students will have as much time as needed to complete homework and quizzes until due. Homework will have unlimited attempts. Quizzes will have only one attempt. If you leave a homework or quiz assignment before completing it, remember to click save before exiting so that your answers will be saved. As there will not be any resets for online exams, homework or quizzes, be sure not to accidentally submit an online assignment before completion.

If you have a valid documented explanation for not completing a Connect assignment or assessment on time, do not attempt the assignment or assessment until I have notified you that an extension of time has been granted. Attempts in Connect after the due date and time and before an extension of time has been granted are called Study Attempts. If you try a Study Attempt, Connect will lock me out and prevent me from granting an extension of time.

**Class Conduct and Civility Code:** The University respects the rights of instructors to teach and students to learn. Maintenance of these rights requires campus conditions that do not impede their exercise. Campus behavior that interferes with either the instructor's ability to conduct the class and the inability of other students to profit from the instructional program, or that interferes with the rights of others will not be tolerated. An individual engaging in such disruptive behavior may be subject to disciplinary action. Such incidents will be adjudicated by the Dean of Students under nonacademic procedures.

**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 by an appropriate method by the instructor.
2. It is the students' responsibility to obtain and be able to use the required materials and software for this class.
3. Student must retain copies of all assignments and graded work for verification purposes and provide it to the instructor, if necessary. Keep 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.
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. The instructor will reply to a student e-mail messages and voice messages within 2 business days (Monday-Friday).
8. All assignment submissions must be uploaded as instructed by the due date and time. 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. Class participation is highly encouraged as it makes class more interesting and enhances the learning experience. Students are strongly encouraged to ask questions and participate in class discussions and problem solving. Good attendance and participation will be rewarded when final grades are assigned. At the start of the course, every student will be given the presumption of full credit (10% of the total final grade for the course) for attendance and participation. The full credit can only decrease based on the number of in classroom meetings missed and/or lack of participation. Any student that arrives to class after their name has been called for attendance will need to see the instructor *after* class is over to receive credit for attendance. Notifications of attendance later than the immediate end of the class are not acceptable. In order to encourage students to stay until the end of class, attendance may be taken at the end of class. ***Any student that arrives to class after their name has been called for attendance and leaves before class is dismissed, will not receive credit for attendance, even if the student informs the instructor that they are leaving early. Students that arrive to class more than fifteen minutes after the start of class will not receive credit for attendance.***

This is a hybrid course. In classroom time will be used for current chapter lectures and exams. In addition to the usually activities (i.e., assigned textbook reading and study), outside of classroom time will include completing homework and quizzes in Connect.

While lecture notes may be provided, the lectures may include additional explanations and demonstrations on the whiteboard by the instructor not included in the lecture notes provided to students. The explanations and demonstrations will be relevant to the topics and subject matter. Therefore, it is incumbent upon students to take notes during the lectures. Questions related to the current in classroom chapter topics and subject matter will be answered in the classroom by the instructor during the lecture. *After* the lecture, *if* time permits, students may ask questions about the lecture just completed. During this time, students may also ask the instructor questions about *prior* class topics or subject matter. If you have a question about a *specific* assignment question or problem from a *previous* class meeting or lecture, bring a printout or handwritten copy of the question or problem to class. If time permits, in classroom time may be used to work on practice problems or questions. Students may be called upon to demonstrate on the whiteboard how they worked the problems and found the answers to questions or problems. **If student participation and interest isn't high enough, the in classroom practice problems may be graded and counted in the score with homework assignments.**

### *Spring 2024 FINC 3337 – 900 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.

WK	Date	Assigned Reading	In Classroom Activity	Assignment Due
1	1/18/2024	Chapter 1	Course Intro, Syllabus, Chp 1 - Goals and Governance of the Corp	
2	1/25/2024	Chapter 2	Chp 2 - Financial Markets and Institutions	Chp 1 HW & Quiz
3	2/1/2024	Chapter 4	Chp 4 – Measuring Corporate Performance- Omit pages 88-93, 98 - 100, 102, 105, 108	Chp 2 HW & Quiz
4	2/8/2024	Chapter 5	Chp 5 - Time Value Of Money	Chp 4 HW & Quiz
5	2/15/2024		Chp 5 - Time Value Of Money	
6	2/22/2024	Chapter 6	Chp 6 – Valuing Bonds	Chp 5 HW & Quiz
7	2/29/2024	Chapter 7	Chp 7 – Valuing Stocks	Chp 6 HW & Quiz
<b>8</b>	<b>3/7/2024</b>		<b>MIDTERM EXAM - CHPs 1,2,4,5,6,7</b>	Chp 7 HW & Quiz
<b>9</b>	<b>3/14/2024</b>		<b>SPRING BREAKS - NO CLASSES</b>	
10	3/21/2024	Chapter 11	Chp 11 - Intro to Risk, Return, and the Opportunity Cost of Capital Omit pages 334 - 340	
11	3/28/2024	Chapter 12	Chp 12 – Measuring Market Risk - Beta & CAPM	Chp 11 HW & Quiz

12	4/4/2024	Chapter 13	Chp 13 – WACC	Chp 12 HW & Quiz
13	4/11/2024	Chapter 14	Chp 14-Intro to Corp Financing - Debt, Preferred Stock, Common Stock	Chp 13 HW & Quiz
14	4/18/2024	Chapter 8	Chp 8 – Investment Criteria & Capital Budgeting Decision Making	Chp 14 HW & Quiz
15	4/25/2024	Chapter 17	Chp 17 – Payout Policy and Repurchases	Chp 8 HW & Quiz
<b>17</b>	<b>5/2/2024</b>		<b>FINAL EXAM CHPs 11,12,13,14,8,17</b>	Chp 17 HW & Quiz

### **IMPORTANT POLICIES AND RESOURCES**

**Academic Accommodations for Persons with Disabilities:** The Americans with Disabilities Act Amendments Act (ADAAA) of 2008 and the Rehabilitation Act of 1973 are federal anti-discrimination statutes that provide comprehensive civil rights protection for persons with disabilities. Title II of the ADAAA and Section 504 of the Rehabilitation Act require that students with disabilities be guaranteed equal access to the learning environment through the provision of reasonable and appropriate accommodation of their disability. If you have a diagnosed disability that may require an accommodation, please contact Disability Support Services (DSS) for the coordination of services. The phone number for DSS is (210) 784-1335 and email is [dsupport@tamusa.edu](mailto:dsupport@tamusa.edu).  
**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 Modular C, Room 166 (Rear entrance).

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 Preparedness and the Emergency Response Guide can be found here: <https://www.tamusa.edu/uploadfile/folders/sdbowen23/pdf/pdf-635073426137928167-10.100.20.116.pdf>

**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.

**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@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.

**Respect for Diversity:** We understand that our students represent diverse backgrounds and perspectives. When we are equity-minded, we are aware of differences and inequalities and are willing to discuss them so we can act to resolve them. The University is committed to building cultural competencies, or the attitudes, skills, and knowledge that enable individuals and organizations to acknowledge cultural differences and incorporate these differences in working with people from diverse cultures. Respecting and accepting people different than you is vital to your success in the class, on campus, and as a future professional in the global community. While working together to build this community we ask all members to:

- Share their unique experiences, values, and beliefs.
- Be open to the views of others.
- Honor the uniqueness of their colleagues.
- Value each other's opinions and communicate respectfully.
- Keep confidential discussions that the community has of a personal (or professional) nature.
- Use this opportunity together to discuss ways in which we can create an inclusive environment in this course and across the A&M-San Antonio community.

**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, diversity, pluralism 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, or gender expression. 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 victims 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, 210-784-2061, CAB 439K). If you wish to speak to a confidential employee who does not have this reporting responsibility, you can contact the Student Counseling Center at (210) 784-1331, Modular C.

**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.
5. 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.

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>.

University Email Policy and Course Communications: All correspondence between professors and students must occur via tamusa email accounts or Blackboard. You must have your Jaguar email account ready and working. If it is not working, contact the help desk at 210-784-4357.

### SPRING 2024 ACACEMIC CALENDAR

Date	Day	Event
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 and responsible for 0% of tuition
January 15	Monday	Martin Luther King Day. A&M-SA closed
January 16	Tuesday	First class day
January 23	Wednesday	Last day to register for Spring 16-week Session
January 31	Wednesday	Last day for students to apply for Spring 2024 graduation
January 31	Wednesday	Deadline for students who have applied for Spring 2024 graduation to complete Change of Name and/or Change of Major form(s) at the Welcome Center
January 31	Wednesday	Census Date
February 1	Thursday	Drop for non-payment
February 14	Wednesday	Spring 2024 Graduation Application Fee payment deadline
February 26- March 8	Monday-Friday	Midterm grading period
March 11-17	Monday- Sunday	Spring Break - no classes

March 29	Friday	Study day - No classes
April 13	Saturday	Last day to drop with an automatic "W"
April 20	Saturday	Last day to withdraw from the university
April 29	Monday	Last day of scheduled classes
April 30	Tuesday	Study day - no classes
May 1-7	Wednesday- Tuesday	Final examinations
May 7	Tuesday	End of Spring Semester
May 13	Monday	All grades for Spring 16-week session due by noon via Jagwire
May 13	Monday	Spring Commencement
May 16	Thursday	Grades available in JagWire

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