



TEXAS A&M UNIVERSITY  
**SAN ANTONIO**

**MGMT 4323:900, Total Quality & Lean Management**, Spring 2024, CRN: 23518  
Department of Management and Marketing, College of Business

### **Course Syllabus**

<b>Class Modality:</b>	In Class Lecture
<b>Class Meeting Time and Place:</b>	T 05:30 pm-06:45 pm, Hall 110
<b>Class Duration:</b>	01/16 – 05/07
<b>Instructor:</b>	Leonard Humes Jr. Office: Adjunct; By Appointment; Before/After Class Tel: 210-643-5885 E-Mail: Leonard.Humes@tamusa.edu. Student emails will receive a reply within two business days.
<b>Course Website:</b>	<a href="https://tamusa.blackboard.com/">https://tamusa.blackboard.com/</a>
<b>Office Hours:</b>	Adjunct Faculty: Available by appointment or before/after class.

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

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

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

3.000 Credit hours

3.000 Lecture hours

#### **Course Objectives:**

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

##### 1. Quality Management:

Foundational principles of quality management

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

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

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

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

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

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

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

**Prerequisites:**

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

**Student Learning Outcomes:**

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

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

**Required Materials:**

- **Textbook:** Quality Management for Organizational Excellence, Ninth Edition, by David L. Goetsch & Stanley B. Davis, ISBN: 9780135577325 and THE TOYOTA WAY FIELDBOOK (pdf) by Jeffrey K. Liker and David Meier.
- The eBook for THE TOYOTA WAY FIELDBOOK is available in Blackboard.
- **Blackboard:** Connect to <http://tamusa.blackboard.com>. You will have lecture notes, solutions to problems, multimedia materials and other supplementary materials in Blackboard.
- **Computer Hardware:** In order to participate in the tutoring sessions, you will need a computer with an internet connection, a microphone and speakers/headphones.
- **Time Expectation for coursework:** You are expected to spend 4-8 hours per week 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 are available on the course website as recommended by the instructor. If you haven't already, I recommend you create a LinkedIn account. I also encourage you to read the Wall Street Journal, The Economist, Business Week and other business publications.

***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 hybrid and online courses assume greater responsibility and independent learning skills by the student for their own learning outcomes.

**Grading Policy:**

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

Attendance	5%
Blackboard discussions (individual)	5%
Toyota Way homework	10%
Project Presentation (Teams)	10%
Project Paper (Teams)	20%
Article Reviews (4-Individual) 5% ea.	20%
Exams (3) 6% ea.	18%
Final Exam (1) (as per Univ. Sch)	12%
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.

**Examinations and Quizzes:**

There will be three plus one final online exam. The exams will consist of a minimum of 30 questions. You will have 75 minutes to complete each exam and 120 minutes for the final exam. The exams will be administered at a predetermined time to be communicated as soon as possible during the semester. The exams/quizzes will consist of conceptual true/false, multiple-choice questions, problem solving questions, fill in the blank and/or short essay questions. The exam/quiz materials will come from lecture notes (PowerPoint), the text, and class discussions. Questions will emphasize understanding and applications of concepts and topics covered in class.

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

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

**Proctored Exams:**

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

**Article Reviews:**

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

The review will consist of:

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

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

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

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

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

### **Online discussions (posting):**

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

### **Online individual / Group Activities:**

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

### **Team TQM Lean Project & Presentation:**

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

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

CRN: 23518 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:**

Generally, make-ups 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 extraordinary circumstances such as an excused official university activity, a severe illness, or a dire emergency. However, the student must provide comprehensive documentation either before or within a few days of the missed assignment/quiz/exam. (See Class Policies)

**Class conduct and civility code:**

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

1. Attendance will be taken at the beginning of the class. If you arrive late, make sure to stop by the instructor's desk at the end of class to check in.
2. Students should read and understand the Spring 2024 Class Schedule on the last page(s) of this syllabus, and ask any questions of the instructor that will assure their understanding of the provisions and information set forth in this schedule.
3. It is the students' responsibility to obtain and be able to use the required materials and software for this class.
4. 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.
5. Talking while the instructor is lecturing is extremely disruptive and discourteous to the instructor and other students.
6. Using computers or phones (except for a valid urgent need) during class for a purpose not related to class is disruptive. All cell phones and gadgets should be turned OFF and headphones removed. If you must take a call, please step out of the classroom.
7. For any questions about the exams and assignments, a student should contact the instructor well in advance of the day they are due, so the instructor may have enough time to provide feedback.
8. All communications will be via e-mail 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).
9. All assignment submissions must be uploaded to Blackboard by the due date and time. Submission window may close or be marked late, even if late by one second.

Anyone violating these policies may be subject to disciplinary actions.

**Class attendance and Participation:**

The Instructor expectations for this class are as follows:

- Students should read and understand the Spring 2024 Class Schedule, and ask any questions of the instructor that will assure their understanding of the provisions and information set forth in this schedule.
- Students are expected to attend all class sessions.
- Students should read the assigned textbook chapter(s), PowerPoint presentation(s), and case study(dies), if any, material before class, and come to class prepared answer questions concerning the assigned textbook chapter, PowerPoint presentation, and case study material, if any, during class. Moreover, students should ask the instructor any questions concerning this material during class.
- Students are expected to come/be prepared for examinations. They should devote the necessary preparation time in order to achieve a good grade for each exam.
- Students, as adult learners, should engage in active listening and interactive learning to strengthen their critical thinking, analytical, and problem-solving skills.  
However, a minimum of two hours of work outside the class is expected for every one 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>Week</i>	<i>Dates</i>	<i>Chapter(s)</i>	<i>Activity</i>	<i>Due: Tue. 5:30 PM</i>
1	Jan 16	Ch 1 The Total Quality Approach... David & Stanley (DS), Ch 2 Quality and Global...DS, Ch 3 Strategic Mgmt..., (DS), Ch 2 Define Your Corp, The Toyota Way Field Book (TW)	Introduction, Syllabus, assignments, assign projects, Lecture, Question & Answer	
2	Jan 23	Ch 4 Quality Mgmt...DS, Ch 5 Partnering and Strategic...DS, Ch 8 Build a Culture...TW Ch 9 Make Tech Fit TW	Lecture, Question & Answer	Discussion Board Ch 2 TW questions
3	Jan 30	Chapters 1-5 DS	Test #1	
4	Feb 06	Ch 6 Quality Culture... DS, Ch 7 Customer Satisfaction...DS, Ch 8 Employee empowerment DS, Ch. 12 Develop Suppliers and Partners TW	Lecture, Question & Answer	Article #1 (What is the Baldrige Award?) Discussion Board Ch 8,9 TW questions
5	Feb 13	Ch 9 Leadership and Change DS, Ch 10 Team Building...DS, Ch 10 Develop Leaders...TW, Ch 16 Consider Alternatives...TW	Lecture, Question & Answer	Discussion Board Ch 12 TW questions
6	Feb 20	Mid-Term Exam- Chapters 6-10 DS	Test #2	

7	Feb 27	Ch 11 Effective Communication DS, Ch 12 Education and Training DS, Ch 13 Overcoming Politics...DS, Ch 4 Create Initial... TW	Lecture, Question & Answer	Article Review #2 (Supplier Development) Discussion Board Ch 10,16 TW questions
8	Mar 05	CH 14 ISO 9000...DS, CH 15 Overview ...DS, Ch 6 Establish Standardized... TW Ch 15 Complete ...Root Cause Analysis TW	Lecture, Question & Answer	Discussion Board Ch 4 TW questions
9	Mar 12	Spring Break	No Class	
10	Mar 19	Chapters 11-15 DS	Test #3	Article Review #3 (What is Kaizen)
11	Mar 26	Presentation & Paper Framework, APA Citation Ch 11 Develop exceptional... TW Ch 18 Telling the story using an A3 report TW	Lecture, Question & Answer	Discussion Board Ch 6,15 TW question(s)
12	Apr 02	Ch 16 Problem Solving...DS, Ch 17 QFD DS, Ch 18 Optimizing... Through SPC DS Ch 13 Problem Solving... TW	Lecture, Question & Answer	Discussion Board Ch 11,18 TW question(s)
13	Apr 09	Ch 19 Continual Improvement... DS, Ch 20 Benchmarking DS, Ch 21 Implementing TQM DS,	Lecture, Question & Answer	Article Review #4 (What is Design for Quality) Discussion Board Ch 13 TW questions
14	Apr 16	Team Presentations	In class presentations	
15	Apr 23	Team Presentations	In class presentations	
16	Apr 30	Study Day	No Class	
16	May 01-07	Final Exam Chapters 16-21 DS As per A&M-SA Schedule. See A&M-SA catalog for schedule	Test #4	Final Exams held per Univ Schedule.

**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](mailto:military.va@tamusa.edu) or (210)784-1397.

### **Religious Observances:**

Texas A&M University-San Antonio recognizes the diversity of faiths represented among the campus community and protects the rights of students, faculty, and staff to observe religious holidays according to their tradition. Under the policy, students are provided 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.
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](#).

### **Key Dates for Spring 2024 Semester**

#### Important Dates:

January 16	First day of class
March 11-17	Spring Break – No classes
March 29	Study Day – No classes
April 13	Last day to drop with an automatic “W”
April 20	Last day to drop a course or withdraw from the University
April 29	Last day of classes
April 30	Study Day – No classes
May 1-7	Final exams

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