



TEXAS A&M UNIVERSITY
SAN ANTONIO

BCOM 3304-907 (WI), Business Communication

Spring 2025, CRN: 23525

Department of Management and Marketing, College of Business

Course Syllabus

Class Modality:	In-Person
Class Meeting Time and Place:	Wednesdays, Classroom Hall, RM 204
Class Duration:	7:00 – 8:15 PM
Instructor:	Halbert Brown Email: hbrown@tamusa.edu Phone: (210) 391-0819 Student emails will receive a reply within two business days.
Course Website:	https://tamusa.blackboard.com/
Office Hours:	None; Student may schedule meeting on Webex or on campus on a case-by-case basis.

Catalog Course Description: Students investigate best practices in business communication by writing effective letters, memos, emails, and reports. They learn the importance of oral communication and practice delivering presentations. During the course, students explore how to use artificial intelligence (AI) responsibly to improve their research and writing skills.

Course Objectives: The students in this course will be able to construct multiple types of resumes, learn techniques of effective job-application approaches, write effective reports, and investigate communication dynamics within the corporate structure and its public presence and mission. Students will gain an understanding of public speech and presentation competency. They will also explore how AI tools can be used to improve their writing and research skills.

Prerequisites: Prerequisites: ENGL 1301 and ENGL 1302.

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

- Integrate proper writing mechanics and syntax in business communication.
- Demonstrate effective oral skills in business presentations.
- Apply the business writing process to common professional communication.
- Use artificial intelligence (AI) tools to improve business communication.
- Describe the importance of ethical business communication.
- Create a research report about a current business communication topic.

AACSB Assessment:

The College of Business received AACSB accreditation in Spring 2023. As part of that ongoing process, students will be assessed on program level outcomes based on course outcomes from various courses. The materials from this course may be used for assessing such program level

outcomes, and hence students must follow the necessary rigor to ensure mastery and retention of the above course outcomes.

Writing Across the Curriculum. This Writing Intensive (WI) course is an outreach of a writing program activated in universities throughout the world. The intent of this course and its training is to seriously engage students in the development of rhetoric and meaning in their writing. The focus in this course will be a Research Paper, worth 20% of the final grade that proceeds through the following stages: thesis production, rough draft, and final paper. The topic and thesis approach are submitted for review and critique, as well as a rough draft of the paper. The intent of the review is to ensure that critical writing techniques govern the formation of ideas appearing in linking paragraphs that support and promote the guiding thesis. The student is responsible for the final paper.

- Written assignments must be edited and proofread for error-free grammar, punctuation, and mechanics. Seek the Writing Center for help with this issue.
- Outside sources used in compiling information sought in the assignments must follow APA in-text and reference sheet citation formats.
- The student is the author, and the writing is original. Undisclosed partial or total plagiarizing of an outside source is prohibited under University policy.

Required Materials:

- **Textbook:** *Essentials of Business Communication, 12th Edition*, by Guffy, M. E., & Loewy, D. (2023). Cengage Learning. Boston, MA. ISBN: 978-0-357-71497-3
This book is available as an e-book and must be purchased by the student. (See Follett Discover) Contact the TAMUSA Bookstore for assistance with this process.
- **Blackboard:** Connect to <http://tamusa.blackboard.com>. You will have a list of all the readings, video, assignment descriptions, grading rubrics, PPT lectures, and other supplementary materials in Blackboard. To maximize your scores, review all of the material before completing your assignments.
- **Software:** You will be required to use Microsoft to complete various assignments. These products are available in the computer labs on campus. You will also be able to download the installation software from the Microsoft software center. You will receive your login name and password at your Jaguar email address.
- **Computer Hardware:** You will need a computer with an internet connection, a microphone and speakers/headphones.
- **Time:** You are expected to spend 4-8 hours per week for the course. 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.

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 hybrid and online courses assume greater responsibility and independent learning skills by the student for their own learning outcomes.
7. For online-asynchronous courses (OLC-A), students should keep current on class recordings. For online-synchronous (OLC-S) courses, students are expected to attend virtually during the class meeting time.
 - a. For OLC-A courses, students are not required to come to class. Students are expected to read the announcements and view the assignment recordings for understanding.
 - b. For OLC-S 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, the 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.
 - c. **Grading Policy:** The final course grade will be based on your performance on the exams and assignments using the following weights:

Weekly Discussions/Participation	10% (Roll taken in class)
Weekly Quizzes & Oral assignments	10% (Mandatory assignments/quizzes!)
Assignments (Written Semester Papers)	10%
Mid-term Exam	10%
Final Exam (as per University Schedule)	20%
Research Paper (one)	20% (Team/Group)
Research Paper Presentation (Mandatory)	20%
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: There will be a mandatory mid-term exam and a mandatory final exam (as per university schedule). Being absent for an exam will result in a grade of zero for that exam and may result in a failing grade in the course. The exams will be administered online and consist of a series of true false, multiple-choice, and/or short answer questions. The exams will be based on the textbook and lectures. Questions will emphasize understanding and applications of concepts and topics covered in the course.

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.

Assignments/ Research papers:

Individual assignment descriptions and due dates will be posted through Blackboard. Students are expected to read all assignment instructions carefully before attempting the assignment. Grading rubrics for all assignments are located at the end of the syllabus.

Use of Generative AI Permitted Under Some Circumstances or With Explicit Permission

There are situations and contexts within this course where you may be asked to use artificial intelligence (AI) tools to explore how they can be used. Outside of those circumstances, you should not use AI tools to generate content (text, video, audio, images) that will end up in any student work (assignments, activities, discussion responses, etc.) that is part of your evaluation in this course. Any student work submitted using AI tools should clearly indicate with attribution what work is the student's work and what part is generated by the AI. In such cases, no more than 25% of the student work should be generated by AI. If any part of this is confusing or uncertain, students should reach out to their instructor for clarification before submitting work for grading. Use of AI-generated content without the instructor's permission and/or proper attribution 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>

Online Individual Activities:

- Weekly BCOM 3304-chapter quizzes will be available online (MindTap).

IMPORTANT POLICIES AND RESOURCES

Academic Accommodations for Individuals with Disabilities: Texas A&M University-San Antonio is committed to providing all students with reasonable access to learning opportunities and accommodations in accordance with The Americans with Disabilities Act, as amended, and Section 504 of the Rehabilitation Act. If you experience barriers to your education due to a disability or think you may have a disability, Disability Support Services is located in the Central Academic Building, Suite 210. You can also contact us via phone at (210) 784-1335, visit us <https://www.tamusa.edu/Disability-Support-Services/index.html> or email us at dss@tamusa.edu. 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, calling (210) 784-1307, or visiting the Central Academic Building, room 202.

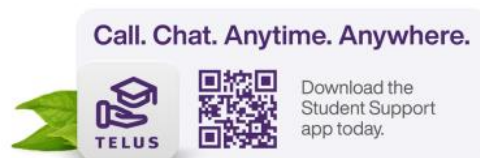
Counseling/Mental Health Resources: As a college student, there may be times when personal stressors interfere with your academic performance and negatively impact your daily functioning. If you are experiencing emotional difficulties or mental health concerns, support is

available to you through the Student Counseling Center (SCC). To schedule an appointment, call 210-784-1331 or visit Madla 120.

All mental health services provided by the SCC are free and confidential (as the law allows). The Student Counseling Center provides brief individual and group therapy, crisis intervention, consultation, case management, and prevention services. For more information on SCC services visit tamusa.edu/studentcounseling

Crisis support is available 24/7 by calling the SCC at 210-784-1331 (after-hours select option '2').

Additionally, the TELUS Student Support App provides a variety of mental health resources to including support for in the moment distress, an anonymous peer to peer support network, mental health screenings, podcasts, and articles to improve your mental wellbeing.



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

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

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

Financial Aid and Verification of Attendance: According to the following federal regulation, 34 CFR 668.21: U.S. Department of Education (DoE) Title IV regulation, a student can only receive Title IV funds based on Title IV eligibility criteria which include class attendance. If Title IV funds are disbursed to ineligible students (including students who fail to begin attendance), the institution must return these funds to the U.S. DoE within 30 days of becoming aware that the student will not or has not begun attendance. Faculty will provide the Office of Financial Aid with an electronic notification if a student has not attended 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://www.tamusa.edu/academics/>.

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

Military Affairs: Veterans and active-duty military personnel are welcomed and encouraged to visit the Office of Military Affairs for any question involving federal or state VA Education Benefits. Visit the Patriots’ Casa building, room 202, or to contact the Office of Military Affairs with any questions at military.va@tamusa.edu 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 course work requirements that may be missed due to a religious observance provided they notify their instructors before the end of the second week of classes for regular session classes.

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

Statement of Harassment and Discrimination: Texas A&M University-San Antonio is committed to the fundamental principles of academic freedom, equal opportunity, and human dignity. To fulfill its multiple missions as an institution of higher learning, A&M-San Antonio encourages a climate that values and nurtures collegiality and the uniqueness of the individual 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, 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 requirement, you can contact the Student Counseling Center at (210) 784-1331 or visit them in Madla 120.

Pregnant/Parenting Students: Texas A&M-San Antonio does not require a pregnant or parenting student, solely because of that status or issues related to that status, to (1) take a leave of absence or withdraw from their degree or certificate program; (2) limit the student's studies; (3) participate in an alternative program; (4) change the student's major, degree, or certificate program; or (5) refrain from joining or cease participating in any course, activity, or program at the University. The university will provide such reasonable accommodations to pregnant students as would be provided to a student with a temporary medical condition that are related to the health and safety of the student and the student's unborn child. These could include maintaining a safe distance from substances, areas, and activities known to be hazardous to pregnant individuals and their unborn child; excused absences because of illness or medical appointments; modified due dates for assignments; rescheduled tests/exams; taking a leave of absence; and being provided access to instructional materials and video recordings of lectures for excused absences, if these would be provided to any other student with an excused absence. Pregnant/parenting students are encouraged to contact the Title IX Coordinator with any questions or concerns related to their status (titleix@tamusa.edu; 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, gender identity, gender expression, and pregnancy/parenting or veteran status in accordance with applicable federal and state laws.
3. A student has the right to personal privacy except as otherwise provided by law, and this will be observed by students and University authorities alike.
4. Each student subject to disciplinary action arising from violations of university student rules shall be assured a fundamentally fair process.

Students' Responsibilities

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

We expect that students will behave in a manner that is dignified, respectful, and courteous to all people, regardless of sex, ethnic/racial origin, religious background, sexual orientation, or disability. Conduct that infringes on the rights of another individual will not be tolerated. Students are expected to exhibit a high level of honesty and integrity in their pursuit of higher education. Students engaging in an act that violates the standards of academic integrity will find themselves facing academic and/or disciplinary sanctions. Academic misconduct is any act, or attempt, which gives an unfair advantage to the student. Additionally, any behavior specifically prohibited by a faculty member in the course syllabus or class discussion may be considered as academic misconduct. For more information on academic misconduct policies and procedures please review the Student Code of Conduct (<https://www.tamusa.edu/university-policies/student-rights-and-responsibilities/documents/Student-Handbook-2022-23.pdf>) or visit the resources available in the OSRR website (<https://www.tamusa.edu/university-policies/student-rights-and-responsibilities/academic-integrity.html>).



Spring 2025 BCOM 3304-907 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.

Week	Dates	Chapter and Topic: To take responsibility for your own learning, you MUST read the assigned chapters and complete all assignments for the course!	Writing Assignments Due:
		Prior to Class: Read Chapters 13 & 14.	Wednesdays, 11:59 PM. Note: Weekly Quizzes Due on (WED) by 6:59 PM.
1	JAN 21 – JAN 26 (01/22)	Course Introduction, Syllabus, Group Assignments, & Current Events Directions. Writing Assignments are due NLT 11:59 PM (Wednesdays).	In-Class Lecture: Syllabus & Course Overview Writing Assignments are due NLT 11:59 PM (WED)
2	JAN 27 – FEB 02 (01/29)	Chapter #13, The Job Search and Cover Messages Chapter #13 Quiz due by 6:59 PM Week 2 AI Introduction/Demonstration	Read chapters #13 & #14. Lecture: CH #13
3	FEB 03 – FEB 09 (02/05)	Chapter #14, Interviewing and Follow Up Chapter 14 Quiz due by 6:59 PM Cover Letter & Resume due 11:59 PM. Note: Bring Journal Assignment (2) to class (Editing exercise) Week 3 AI Exercise (in-class) - Use AI to formulate a Thesis Statement (30 minutes)	Cover Letter and Resume due 11:59 PM. Read chapter #14 Lecture: CH #14
4	FEB 10 – FEB 16 (02/12)	Chapter #1, Business Communication in the Digital Age Chapter 1 Quiz due by 6:59 PM Post Research Paper Outline to Blackboard by 11:59 PM. Week 4 AI Exercise (in-class) - Use AI in a Brainstorming Exercise (30 minutes)	Read chapter #1. Lecture: Chapter 1 Outline Research Project
5	FEB 17 – FEB 23 (02/19)	Chapter #2, Planning Business Messages Chapter 2 Quiz due by 6:59 PM Week 5 AI Exercise (in-class) - Use an AI Assistant to formulate in-text citations (only 3 paragraphs of the research paper)	Read chapter #2. Lecture: CH #2 AI generated in-text citations
6	FEB 24 – MAR 02 (02/26)	Chapter #3, Organizing and Drafting Business Messages Note: Turn in Complete Journal Assignment (5) by 11:59 PM. Chapter 3 Quiz due by 6:59 PM Week 6 AI Exercise (in-class) - Use AI to format APA 7th edition references (Create a Reference Page with at least 5 resources.)	Read chapter #3. Lecture: CH #3 Turn in Journal Assignment AI generated APA 7 References Page
7	MAR 03–MAR 09 (03/05)	Chapter #4, Revising Business Messages Chapter 4 Quiz due by 6:59 PM Mid-term Grading Period Mid-term Examination due NLT. (10%)	Read chapter #4. Lecture: CH #4

		(Password Protected) Exam open 03/03/25 at 12:01 AM until 03/06/25, 11:59 PM. Week 7 AI Exercise (in-class) - Use AI to improve fluency in writing	Mid-term Examination due. (10%) Complete by 03/06/25
8	MAR 10–MAR 16 (03/12)	Chapter #12, Business Presentations Chapter 12 Quiz due by 03/13/25 at 6:59 PM -----Spring Break-----	Read chapter #12. Lecture: CH #12
9	MAR 17–MAR 23 (03/19)	Chapter #5, Short Workplace Messages and Digital Media Chapter 5 Quiz due by 6:59 PM Job Analysis Report Due by 11:59 PM. Week 9 AI Exercise (in-class) - Use AI to overcome writer's block	Read chapter #5. Job Analysis Report Due. Lecture: CH #5
10	MAR 24–MAR 30 (03/26)	Chapter #6, Positive and Neutral Messages Chapter 6 Quiz due by 6:59 PM Week 10 AI Exercise (in-class) - Use AI to Generate Feedback about your writing	Read chapter #6. Lecture: CH #6 AI generated feedback
11	MAR 31 – APR 06 (04/02)	Chapter #7, Negative Messages Chapter 7 Quiz due by 6:59 PM Week 11 AI Exercise (in-class) - Use AI to create a Letter of Intent to submit a proposal for a grant	Read chapter #7. Lecture: CH #7 AI generated Letter of Intent to Submit a grant
12	APR 07 – APR 13 (04/09)	Chapter #8, Persuasive Messages Note: Turn in first draft of Research Paper by 11:59 PM. (Comments – Time Permitting) Chapter 8 Quiz due by 6:59 PM	Read chapter #8. Lecture: CH #8
13	APR 14 – APR 20 (04/16)	Chapter #9, Informal Reports Chapter 9 Quiz due by 6:59 PM	Read chapter #9. Lecture: CH #9
14	APR 21 – APR 27 (04/23)	Chapter #10, Proposals and Formal Reports Research Project Due by 11:59 PM. (20%) Chapter 10 Quiz due by 6:59 PM	Research Project Due (20%) Read chapter #10. Lecture: CH #10
15	APR 28 – MAY 04 (04/30)	Chapter 11, Professionalism at Work: Business Etiquette, Ethics, Teamwork, and Meetings Chapter 11 Quiz due by 6:59 PM Oral Presentations: 20% (in-class)	Read chapter #11 Lecture: CH #11 Teams 1&2 Presentations
16	MAY 05–MAY 11 (05/07)	Final Exam – As per University Schedule Complete the Final Exam by 05/07/25, 11:59 PM. Oral Presentations: 20% (in-class)	Final Exam: (20%) Teams 3, 4, & 5 Presentations
****	Grades	Grades completed by noon on 05/16/25	Grades

AI in-class exercises are in green. End-of-course AI summation assessments are in blue.

Key Dates for Spring 2025 Semester: The complete academic calendar is available online:
<http://www.tamusa.edu/provost/academicresources/FallSpringSummerCalendars/spring.html>

Spring Semester (16-Week) 2025

Date	Day	Event
October 21	Monday	Registration opens
December 23-January 1	Mon-Wed	Winter Break
January 14	Tuesday	Tuition & fee payment deadline
January 16	Thursday	Drop for non-payment
January 17	Friday	Last day for students withdrawing to receive 100% refund (0% responsibility) for tuition
January 20	Monday	Martin Luther King, Jr. Day - No classes
January 21	Tuesday	First class day
January 28	Tuesday	Last day to register
February 5	Wednesday	Census Date
February 6	Thursday	Drop for non-payment
February 24-March 7	Monday-Friday	Midterm grading period
March 10-March 15	Mon-Sat	Spring Break
April 18	Friday	Study day - No classes
April 21	Monday	Last day to drop with an automatic grade of "W"
April 28	Monday	Last day to withdraw from the university
May 5	Monday	Last day of scheduled classes for weekday classes
May 6 Tuesday	Study day	No classes
May 7-May 13	Wednesday-Tuesday	Final examinations
May 13	Tuesday	End of term
May 16	Friday	All grades due by noon
May 19	Monday	Grades available in JagWire
May 20	Tuesday	Commencement

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