



TEXAS A&M UNIVERSITY  
SAN ANTONIO

BUAD 4301.601, **Ethical Decisions**, SPRING 2025, CRN: 24110  
Department of Management and Marketing, College of Business  
**Course Syllabus**

<b>Class Modality:</b>	<b>Online - Asynchronous (Attendance Not Required)</b>
<b>Class Meeting Time and Place:</b>	<b>ONLINE - ASYNCHRONOUS</b>
<b>Class Duration:</b>	<b>01/21/25 - 05/13/2025 (16 weeks)</b>
<b>Instructor:</b>	Dr. F. Irene Waggoner Office: <b>REMOTE</b> <b>WebEx:</b> <a href="https://tamusa.webex.com/meet/fwaggoner">https://tamusa.webex.com/meet/fwaggoner</a> Cell: 210-744-1188 Calls and texts are welcome. E-Mail: Irene.Waggoner@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>	<b>Mondays: 01:00 pm – 05:00 pm</b> <b>Wednesdays: 01:00 pm – 05:00 pm</b>

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

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

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

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

**Student Learning Outcomes:**

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

1. Identify and understand four normative ethical theories
2. Identify ethical issues in case problems.
3. Analyze a case problem using an ethical theory.
4. Reach well-reasoned ethical decisions.

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

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

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

**Software:** Suggested: Software tools such as Grammarly, advanced functions in Microsoft Word, and other software use is encouraged to support written communication standards

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

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

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

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

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

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

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

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

**PLEASE NOTE:**

*BUAD 4301 assumes that all work submitted by students will be generated by the students themselves, working individually or in groups. Students should not have another person/entity do the writing of any portion of an assignment for them, which includes hiring a person or a company to write assignments and/or using artificial intelligence (AI) tools like ChatGPT. Use of any AI-generated content in this course qualifies as academic dishonesty and violates Texas A&M-San Antonio's standards of academic integrity.*

**AACSB Assessment:**

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

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

- **APA formatting is required for all three papers:** appropriate cover sheet, 12 pt. font, Times Roman, 1-inch margins, double-spaced, APA formatted References page with 1-2 appropriate in-text citations. (Please review the guidelines and templates provided on Blackboard.)
1. **Analysis papers (2 papers): Case Study analysis papers:** Two individual assignments on ethics case studies are required, choosing two SAGE cases posted on Blackboard. Students will a) identify ethical issues found in the case, b) analyze the issue(s) through the four ethical frameworks and the professionalism framework, and c) provide a resolution to the ethical issue(s). **(See example in Blackboard.)**  
*NOTE: Ethical Analysis Paper 2 has a higher value on your final grade, as feedback from the first paper should be clearly evident in both content (analysis) and written communication. A Self-Assessment and Peer Review process is in place (BlackBoard) for detailed feedback, reflection and improvement.*
  2. **Final research paper (1 paper): A Professional Association's Code of Ethics research paper:** Students will research the professional ethical code or code of conduct associated with their major/professional career choice. Students should choose a professional association that provides a code of conduct or code of ethics for their chosen industry. (Example: Accounting majors will look for associations or organizations that establish codes of conduct for the accounting profession, Marketing majors will look for their associations' code of ethics, etc.) Students should look beyond a specific employer, and find an association at the highest level of the industry – national or international level. Students should NOT use a specific employer's code of ethics, and the association described should be at the highest level

of the industry – national or international level – rather than a local or state association. Students will use the headings and questions provided in the guideline and write a formal paper on the nature and substance of that code and the enforcement procedures of that profession.

**NOTE: Guideline in Blackboard is not a “template” or form, but rather a guide for the headings and questions that need to be researched and addressed.**

**This is a formal paper and written communication will be assessed.**

### Quizzes

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

### Attendance:

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

### Participation:

- Discussion Boards and Peer Review process will assess participation.

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

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

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

Anyone violating these policies may be subject to disciplinary actions.

**Class Attendance and Participation: This course will be conducted online, and the course modality will be asynchronous. This will be challenging and will require excellent**

**organizational and time management skills.** A vital part of every student's education is regular attendance and engagement in the course offering. Any absences or lack of engagement tend to lower the quality of a student's work, and frequent or persistent absences may result in a failing grade. Students are responsible for the materials covered in class. The course covers a lot of material and most students find at least some parts of it challenging. Class participation is highly encouraged as it makes the class more interesting and enhances the learning experience. Students are strongly encouraged to ask questions and participate in class discussions and problem solving. Good attendance and participation will be rewarded when final grades are assigned.

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

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

*Spring 2025 BUAD 4301.601 Ethical Decisions Class Schedule* **ASYNCHRONOUS**

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

<i>Week</i>	<i>Dates</i>	<i>Topic</i>	<b>Due Dates Sunday, 11:59 pm</b>
1	01/21-26	Orientation, syllabus review, deliverables, introductions, APA and formal paper formatting <b>REVIEW: Videos, PowerPoints, Announcements (BlackBoard)</b> <b>Review PPT: Class 1 Course Introduction and Overview</b>	<b>01/26</b>
2	01/27-02/02	<b>See Instructor PowerPoints and review Announcement Sections</b> FOUNDATIONS: <ul style="list-style-type: none"> <li>• <b>PPT: Ethical Decisions Analysis Papers</b></li> <li>• What is “ethics”?</li> <li>• Four Normative Ethical Theories: Virtue, Deontological, Utilitarian, Care Ethics Frameworks and Professionalism</li> <li>• I am the “I” in Ethics</li> </ul> <b>Discussion Board Questions</b>	<b>02/02</b>
3	02/03-09	Chapter 1: Doing the Right Thing! <b>Quiz 1</b> <b>Discussion Board Questions</b>	<b>02/09</b> <b>02/09</b>
4	02/10-16	Chapter 2: Becoming a Moral Decision Maker	

		Quiz 2 Discussion Board Questions	02/16 02/16
5	02/17-23	Chapter 3: Analyzing Ethical Decision Making Using Four Normative Ethical Theories Quiz 3 Discussion Board Questions	02/23 02/23
6	02/24-03/02	Chapter 4: Learning the History of Business Quiz 4 Discussion Board Questions <b>Ethics Paper I Due</b>	03/02 03/02 03/02
7	03/02-09	Chapter 5: Enhancing Skills to Enable Good Decision-Making in Business Quiz 5 Discussion Board Questions	03/09 03/09
8	03/10-16	<b>SPRING BREAK</b>	
9	03/17-23	Review: Peer Review Report and Self-Assessment: Plan for Improvement documents embedded in BlackBoard Connect with a partner in the <b>BlackBoard Group Workspace</b> to exchange papers and provide feedback and discussion	
10	03/24-30	Chapter 6: Sharpening Ethical Decision-Making Competencies Quiz 6 Discussion Board Questions	03/30 03/30
12	03/31-04/06	Chapter 7: Navigating the Challenges and Rewards of Good Decision-Making Quiz 7 Discussion Board Questions	04/06 04/06
12	04/07-13	DUE: Peer Review Report and Self-Assessment: Plan for Improvement Discussion Board Questions	04/13 04/13
13	04/14-20	<b>Ethics Paper II Due</b>	04/20
	04/18	<b>STUDY DAY - No classes</b>	
14	04/21-27	Chapter 8: Professional Ethics Quiz 8 Discussion Board Questions	04/27 04/27
15	04/28-05/04	<b>LAST DAY OF SCHEDULED CLASSES - 05/05 (Monday)</b> REVIEW: Final paper: review and research topic NOTE: formal paper, APA, Professional Association/Organization ( <b>NOT an employer</b> )	
	05/06	<b>STUDY DAY - No classes</b>	
16	05/07-13	<b>FINAL EXAMINATIONS WEEK</b>	
	05/07/2025	FINAL: Formal Research Paper: Professional Code of Ethics for Your Major <b>FINAL Professional Ethics Paper Due (paper only, no exam for this class)</b> Wrap-up: Final Discussion Board	<b>FINAL PAPER DUE:</b> 05/07/2025 (Wednesday)
		END OF SPRING 2025 TERM: <b>BLACKBOARD CLOSES – 11:59 pm 05/13/2025</b> You will not be able to upload any deliverables after 11:59 pm.	
	05/16/2025	Grades Due (noon)	



**NOTE: Please utilize the services offered by the Jaguar Writing Center (details below).** They will be especially helpful with the written communication requirements for this course. Have a good draft ready **well in advance of due dates for paper submission** so that you can make revisions on suggestions by the Writing Center staff prior to uploading in BlackBoard.

## 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](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 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 <https://www.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. Any student receiving federal financial aid who does not attend by the census date will have their financial aid terminated and returned to the DoE. Please note that any student who stops attending at any time during the semester, a Care report will be submitted, and you will possibly be dropped from the class. Your financial aid may have to be recalculated and a portion of your federal aid may have to be returned to the DoE.

**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 e-portfolios, 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](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 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](mailto:titleix@tamusa.edu), 210-784-2061, CAB 439K). If you wish to speak to a confidential employee who does not have this reporting requirement, you can contact the Student Counseling Center at (210) 784-1331 or visit them in Madla 120.

**Pregnant/Parenting Students:** Texas A&M-San Antonio does not require a pregnant or parenting student, solely because of that status or issues related to that status, to (1) take a leave of absence or withdraw from their degree or certificate program; (2) limit the student's studies; (3) participate in an alternative program; (4) change the student's major, degree, or certificate program; or (5) refrain from joining or cease participating in any course, activity, or program at

the University. The university will provide such reasonable accommodations to pregnant students as would be provided to a student with a temporary medical condition that are related to the health and safety of the student and the student's unborn child. These could include maintaining a safe distance from substances, areas, and activities known to be hazardous to pregnant individuals and their unborn child; excused absences because of illness or medical appointments; modified due dates for assignments; rescheduled tests/exams; taking a leave of absence; and being provided access to instructional materials and video recordings of lectures for excused absences, if these would be provided to any other student with an excused absence. Pregnant/parenting students are encouraged to contact the Title IX Coordinator with any questions or concerns related to their status ([titleix@tamusa.edu](mailto:titleix@tamusa.edu) ; 210-784-2061; 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>).

### **No Use of Generative AI Permitted**

**BUAD 4301** (Instructor: Dr. F. Irene Waggoner) assumes that all work submitted by students will be generated by the students themselves, working individually or in groups. Students should not have another person/entity do the writing of any portion of an assignment for them, which includes hiring a person or a company to write assignments and/or using artificial intelligence (AI) tools like ChatGPT. Use of any AI-generated content in this course qualifies as academic dishonesty and violates Texas A&M-San Antonio's standards of academic integrity.

### **Important Dates:**

The complete academic calendar is available online:

<https://www.tamusa.edu/academics/documents/AY2025-Academic-Calendar.pdf>

## Spring 2025 Regular 16-Week Session

October 21	Monday	Registration opens
December 23-January 1	Monday-Wednesday	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	Monday-Saturday	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