



TEXAS A&M UNIVERSITY
SAN ANTONIO

MKTG 3360, **Personal Selling**, SPRING 2026, CRN: 24494
Department of Management & Marketing, College of Business
Course Syllabus

Class Meeting Time and Place:	ONLINE
Class Duration:	1/20/26-5/12/26
Instructor:	Lisa Siegal Office: remote E-Mail: lisa.siegal@tamus.edu
	Student emails will receive a reply within two business days.
Course Website:	https://tamus.blackboard.com/
Office Hours:	By appointment (phone or zoom)

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.

Catalog Course Description: The personal selling process and the use of a professional, customer-oriented, problem-solving approach in selling situations. The sales job, selection of salespeople, sales training programs, and coordination/control of the sales function. Development of fundamentals of professional selling skills. Prerequisites: admitted to the College of Business and MKTG 3311.

Course Objectives: This course covers the personal selling process and the use of a professional, customer oriented, problem-solving approach in selling situations. We will cover the fundamentals of professional selling skills, (knowledge and skill requirements), the partnership process and communication styles, among other topics.

.....Much of selling lies in the experiential domain. You have to do it to know it....

Prerequisites: MKTG 3311; admitted to the College of Business.

Student Learner Outcomes:

-Describe the various steps in the selling process

- Explain the attributes and abilities possessed by successful salespeople
- Define how to acquire prospects in the digital age.
- Model the ability to plan and implement an effective sales presentation.
- Describe effective probing and how this skill can benefit the salesperson.
- Identify the value of customer objections and how to deal with these objections effectively.
- Recognize the various methods of closing a sale and to learn when each may be appropriate.
- Describe the value of post-selling service.

Required Materials:

Textbook: Castleberry, S.B, Tanner, J.F (2022).*Selling Building Partnerships* (11th ed). New York, NY: McGraw-Hill. Available as an E-book on Connect. Course covers CH 1-15.

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 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, and a working webcam.
- **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.
 - **Connect:** Quiz /HW/Exams will be administered through Connect.
 - **Time:** Allow 4-8 hours per week to read the chapters and complete weekly homework and quiz assignments on Connect, other written projects and Exam.
 - **Computer requirements:** Online exams, quick and homework. You will need a laptop and Chrome for Exams, (Chrome plug in to download and complete the exams—refer to Proctorio information below), you need a working web cam and speakers.
 - **Software Requirement:** 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

****This course is delivered ‘asynchronously’.** (there are no scheduled virtual lectures or meetings)***

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, students should keep current on class recordings. For online-synchronous courses, students are expected to attend virtually during the class meeting time.
8. For OLC-A courses, students are not required to come to class, even for proctored examinations.
 - a. The instructor can require students to take examinations using proctoring software as indicated in the Proctored Exams section.
 - b. The instructor decides which type of examination works best for the class and the student must comply with their instructions – as long as they are not required to take an in-class examination or are required to take the examination at one specific time that applies to all students. In other words, the instructor will offer the student some flexibility on test location and the time to sit for the exam.

Grading Policy:

<u>ASSIGNMENT</u>	<u>POINTS</u>
<u>Connect Quiz (15@5pts)</u>	75
<u>Connect HW (15@5)</u>	75
<u>Role Play Paper Topic</u>	50
<u>Form-Individual</u>	
<u>Role Play Paper- Individual</u>	200
<u>Role Play Video #1</u>	200
<u>Role Play Video-#2</u>	100
<u>(Optional)</u>	
<u>Midterm Exam</u>	100
<u>Final Exam</u>	200
<u>TOTAL</u>	1000

The University grading scale is listed below.

Your final Grade will be based on a percentage of the: **1000 total points:**

A = 90-100%; B = 80-89%; C = 70-79%; D = 60-69%; F = <60

READ/REVIEW INSTRUCTIONS A FEW DAYS BEFORE EXAM TIME!!:
PROCTORIO EXAM PROCTORING SOFTWARE (BELOW)

Proctorio-Exam Proctoring Software

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.

Getting Started with Proctorio

Proctorio is a Learning Integrity resource.

This course will use Proctorio, a browser-locking and remote proctoring solution designed to protect the integrity of this course's assessments, within some of your Connect assignments. As your instructor, I've chosen the secure exam settings required by this course, and only I will make a judgment as to any potential academic integrity violation.

Assignments with Proctorio

Midterm and Final Exams.

Proctorio Minimum System Requirements

Proctorio offers a flexible service, which may include recording of video, audio, and screen activity or none of the above. The [Proctorio system requirements](#) are dependent on the exam settings and may require a webcam and a microphone. Test takers are encouraged to use a practice exam to test their system prior to taking an exam. Virtual machines and proxy connections will not work.

Equity and Fairness

The reason I've chosen to enable Proctorio settings for specific assignments (Exams) in this course is to make education more equal by allowing each student to earn the grades they deserve. The US Federal Government also requires that all schools have a process in place for verifying student identity to protect against Federal Student Aid (FSA) fraud.

Privacy

Proctorio is a trusted resource for remote proctoring because of the company's commitment to student privacy. Proctorio uses single sign-on through Connect, and only I or approved individuals, here at our institution, will have access to your exam data. Proctorio never requires personally identifiable information from students, and Proctorio will never sell your data to third parties. Read more about [Proctorio's approach to privacy](#).

Security

Proctorio only runs as an [extension in your Chrome browser](#). This means that Proctorio works within a sandbox and has limited access to your computer system, unlike traditionally installed software applications that have complete access to your computer's hard drive, or other resources.

Proctorio does not continuously run in Connect. Proctorio only runs while you are taking your proctored Connect assignment. (Exam). After your proctored assignment ends, [you may uninstall the extension by right-clicking on it, to bring you peace of mind](#). Just remember, if you choose to do this, you'll need to reinstall the extension again before starting your next proctored

assignment.

All student data is kept safe using zero-knowledge encryption, meaning student data is scrambled and unreadable by anyone outside of our institution's learning platform. Proctorio cannot see your proctored assignment data. Read more about [Proctorio security](#).

Before getting started on your first proctored assignment, please watch the Student Orientation Video on Proctorio, and then make sure to follow the instructions in [Proctorio's Quick Start Test Taker Guide](#) for the extension. To verify your computer system meets the requirements, take the practice quiz. This will ensure that everything will run smoothly on the day of the proctored assignment.

If, after reading the Quick Start Test Taker Guide, you have any trouble while using Connect & Proctorio, you can access quick help guides or [reach out to Connect or Proctorio support for troubleshooting](#). Support can assist in troubleshooting any extension related issues before, during, and after your proctored assignment.

Technical Issue?

If you experience a technical issue or have a question, please contact [McGraw Hills Tech support team](#) (and get a case number). You can reach them at **1-800-331-5094**. The University Helpdesk number is: **210-784-HELP**. If you contact the University, [be sure to save your ticket number](#). [McGraw-Hill will issue a Case number](#).

COURSE ASSIGNMENTS

Turnitin Information and AI

The Paper is a '[Turnitin assignment](#)'. You may submit the paper to Turnitin [multiple times](#) (if you need to edit and resubmit the paper) if you are over the [15% match requirement](#). [Any match in Turnitin over 15% will be reviewed for plagiarism](#). (Refer to Student Handbook and Student Code of Conduct). Blackboard no longer shows AI matches. You can use GPT Zero, Scribbr AI or Pangram to check for AI.

Artificial Intelligence and AI Policy: No Use of Generative AI permitted

MKTG 3360 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

Examinations: There will be an [Online Midterm and Final Exam](#) with online Proctoring using Proctorio. (review **Proctorio** information above).

The Exam will consist of conceptual multiple-choice questions. You will need to use a [Chrome](#)

and have a working webcam. 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 fail grade in the course. The exams will be administered online and consist of a series of multiple-choice, and/or short answer questions. The exams will be based on the textbook and will emphasize understanding and applications of concepts and topics covered in the course.

Connect Account/Smartbook/Quiz /Exams

You will need a Connect Account to complete all Connect quiz, homework and Exams.

Connect assignments will be completed for the assigned chapters (Chapters 1-15). For each quiz, you will have 2 attempts and 20 minutes. For the Smartbook (homework), you have unlimited attempts. Create an account or use your existing login. All Connect assignments will be available as of **JAN 20, 2026**, so you can work ahead if you choose to do so. Remember to pay attention to the Weekly due dates.

FOR EXAMS: To access each Exam, log into Blackboard and then the 'Exam' link of the left menu. You have **TWO** attempts and 90 minutes to complete each Exam. These Exams are proctored by Proctorio, so be sure to review the Proctorio information ahead of the Exam date(s).
NOTE: If you run into any technical issues during the EXAM, contact McGraw Hill tech support at: **1-800-331-5094** and save your Case #.

TO ACCESS CONNECT: To access the Connect assignments, log into Blackboard, Click on 'Course Content' then the Connect folder, then the assignment you want to complete.

There are 3 Individual assignments. 1)Role Play Topic Form. 2)Individual Paper and 3)Role Play Video 4) Role Play Video #2 is optional

**You will use the same topic for each assignment. **

1) Role Play Topic Form

1)Your first task is to choose a topic. Once your topic is approved, you may begin working on your Paper and Role Play Video. You may choose one of the pre-approved topics. (see below)** or select one of your own.

**** Pre-approved topics**:** As seller, Medtronic (one of their medical devices), Xerox (copiers), Dell (one Computer product line), Crowd Strike (cybersecurity software), Cintas (uniforms), Fedex or UPS (shipping/logistics), ADT Security (security services). Remember to choose a company and one product or product line.

If you are looking for alternative topic ideas, do some research on online. You can search Job sites like LinkedIn or Indeed.com to find companies that hire B2B professional sales representatives. (or select one of the pre-approved topics below).

1) Choose a publicly traded company which has an outside sales force and sells

a product or service to other businesses. (not consumers) (aka. B2B=business to business). So, you are a business/Company selling to another business. You are the seller.

2) Next you are to identify your buyer. (select a title for your buyer. Do some research and try to identify the correct title within your chosen company)
Again, choose a company that has a professional sales force.

3) Choose your buyer (either another class member/student or a friend or family member).

Role Play Video #1:

Purpose: The purpose of this assignment is to demonstrate the sales process with you as the Seller and your partner playing the role of the buyer. (Refer to the Rubric for this assignment). You will be expected to review the feedback and comments provided in order to make any corrections or improvements for the Role Play Video #2 which is optional.

The time requirement is 7-9 minutes. You are expected to demonstrate the selling process as the Seller to include as indicated on the **Rubric**. (Approach, Build rapport, needs identification, presentation, overcoming objections, Close.) Be sure that both you (Seller) and your buyer are visible on camera. Check your audio to make sure both can be heard clearly.

Again, you will be graded as the Seller. (see Rubric on BB). There is a sample role play video on Blackboard. (though it does not follow the specific requirements for this assignment). It will give you an idea of what a role play sounds and looks like. During your role play, you may refer to your notes, but do not read directly from your notes. Practice, practice with your partner (your buyer) before you record your role play for submission!

If your partner is another student in the course, You and your partner must choose different topics. So, for example if you are a Sales Rep for Medtronic selling hospital beds to Baptist Hospital your partner may not choose the same topic. Your partner may be selling a Microsoft product to XYZ Company, for example.

Role Play Video-#2 (OPTIONAL)

If you are happy with your grade from Role Play #1, you will receive the same grade. Otherwise, complete Role Play Video #2.

Use my comments and feedback from your First Video Role play, as the basis for your video Role Play #2. This is a revision of Role Play #1. Record the role play again and then submit the file to Blackboard. You can use Zoom or any other program where you can record and submit your video to BB. All preparation work and creation of the video must be done online.

Role Play Paper-Individual Assignment

Write your paper in the following order. Remember to use APA formatting (see requirements below). Label your paragraph headings according to each prompt topic (ie. “Product”, Company, etc). NOTE: This is not to be written as a sales script. Write in research paper format.

- 1) Discuss your Company A) Describe the company you are representing; size, image, etc. or whatever else is important for your buyer to know about your company and industry.
- 2) Describe your product/service. A) What it is that you are selling, how it works, how will the buyer use it. B) Use easy to understand language (ie: do not copy information from a website, brochure or technical product description). Provide enough information so that the buyer can understand his or her options about what your selling Prices, strengths. Direct competitors (include names of two competitors and their strengths and weaknesses).
- 3) Describe your buyer. A) Who will you be calling on? Name of company? Title of buyer? (ie A purchasing agent?)B) Discuss your buyers needs regarding the type of product. You can make assumptions about previous meetings or phone calls you’ve had with your buyer, material you’ve sent them or conversations you’ve had with anyone else in the buyer’s organization.
- 5) Include a list of 5 possible objections from your buyer.(refer to CH 10) Use first person pronouns and verbs (ie: “I think you are overpriced”. This must be specific to your scenario. Then include how you will respond to each objection. Write your objections and responses in direct quotes (what you would actually say). Number your objections and responses (1-5). Write a few sentences per objection.
NOTE: Buyer “questions “are not the same as buyer objections. Review the material in the textbook.

Formatting

Paper length is about 5-7 pages. (not including Title Page and Reference page). Use APA formatting (see below) and Microsoft Word. (no PDF files). This is a Turnitin assignment. Match requirement is under 15% for Turnitin.(or plagiarism evaluations will be considered.). Use of AI is prohibited.

****APA Formatting Requirements:** 12 pt. font, 1” margins, double spacing, section/paragraph headings, (use the headings as listed in the assignment description). title page, reference page, page numbers and in-text citations. (no abstract, no introduction or Conclusion paragraph is required). Word documents only (no PDF files).

Reference Requirements

1) Include a minimum of five (5) 'quality references': (ie: Wikipedia, ask.com, blogs, etc. are NOT acceptable sources). You may use the company websites and textbook, plus any other credible sources such as Journal articles, books and periodicals you find in the University Library or other resources.

Make up and Late Assignment policy:

Late submissions or make-ups may be accepted/administered only in extra-ordinary circumstances such as an excused official university activity, a severe illness, or a dire emergency. However, you must provide comprehensive documentation either before or within a few days of the missed assignment/quiz/exam/paper.

SPRING 2026: MKTG 3360: 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.

DELIVERABLES MATRIX

DATE : WEEK OF:	READING DUE	DELIVERABLE/DUE
WEEK# 1		
JAN 20	Review Syllabus and Course materials on Blackboard	SUN JAN 25 None
WEEK #2		
M JAN 26	Chapter 1: Selling And Salespeople CH 2: Ethical & Legal Issues Process	CH 1,2: HW/Quiz -Due SUN FEB. 1
WEEK #3		
M FEB 2	CH 3: Buyer Behavior & Buying CH 4: Using Communication Principles to build relationships	CH 3,4: HW/Quiz /SUN FEB 8
WEEK #4		
M FEB 9	CH 5: Adaptive Selling for Relationship Building	CH 5 HW/Quiz/ Due SUN FEB 15

WEEK#5		
M FEB 16	CH 6: Prospecting	CH 6 HW/Quiz/ /Role Play Topic Form DUE SUN FEB 22
WEEK #6		
M FEB 23	CH 7: Planning the Sales Call	CH 7 HW/QUIZ: Due SUN MAR 1
WEEK #7		
M MAR 2	MIDTERM EXAM (CH 1-7) : Available online: MAR 6-7	MIDTERM EXAM (CH 1-7): Available online : MAR 6-7
WEEK #8		
M MAR 9	SPRING BREAK	NONE
WEEK #9		
M MAR 16	CH 8: Making the Sales Call CH 9: Strengthening the Presentation	CH 8-9 HW/QUIZ/Due SUN MAR 22
WEEK # 10		
M MAR 23	CH 10: Responding to Objections CH 11: Obtaining Commitment	CH 10-11 HW/QUIZ: DUE SUN MAR 29
WEEK #11		

M MAR 30	CH 12: Formal Negotiating	CH 12: HW/QUIZ: Role Play Video. SUN APRIL 5
WEEK #12		
M APRIL 6	CH 13: Building Partnering Relationships,	CH 13 HW/QUIZ: Due Sunday, APRIL 12
WEEK #13		
M APRIL 13	CH 14: Building Long Term Relationships	CH 14: HW/QUIZ: Due SUN APRIL 19
WEEK #14		
M APRIL 20	CH 15: Managing your Time and Territory	CH 15 HW/QUIZ. SUN APRIL 26
WEEK #15		
M APRIL 27	PAPERS + (OPTIONAL) ROLE PLAY VIDEO #2 ASSIGNMENT DUE MAY 3	Role Play Paper and OPTIONAL Video #2 are due : SUN MAY 3

FINAL EXAM WEEK:	FINAL EXAM: Available online: MAY 8-9	Available online: MAY 8-9

UPDATED POLICIES-SPRING 2026

University Email Policy and Course Communications: All correspondence between professors and students must occur via University email accounts. You must have your Jaguar email account ready and working. If it is not working, contact the help desk at helpdesk@tamusa.edu or at 210-784-HELP (4357). If you don't hear back within 48 hours, contact them again. They have many requests during the first part of the semester, so you may need to follow up with them.

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 at the [website](#) 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 academic accommodations with Disability Support Services and their instructors as soon as possible.

Academic Learning Center: All currently enrolled students at Texas A&M University-San Antonio can utilize the Academic Learning Center for subject-area tutoring. 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. Online tutoring is also available for after hours and weekend assistance.

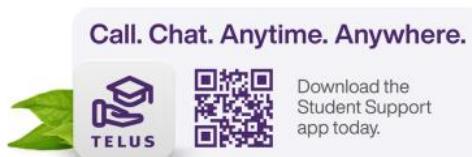
While tutoring hours may change based on tutor schedules and availability, the current tutoring hours for MATH in the ALC are as follows:

	Appointments available	Walk in Tutoring – No appointment needed
MONDAY	8 am – 6 pm	9 am – 5 pm
TUESDAY	8 am – 6 pm	9 am – 5 pm
WEDNESDAY	8 am – 6 pm	9 am – 5 pm
THURSDAY	8 am – 6 pm	9 am – 5 pm
FRIDAY	8 am – 5 pm	11 am – 4 pm

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, visit our website, call 210-784-1331 or visit Madla 120 between the hours of 8:00 AM and 5:00 PM.

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 24/7/365 by calling the SCC at 210-784-1331 or through the TELUS student support App.*

The TELUS Student Support App provides a variety of mental health resources to including 24/7/365 support for in the moment distress, crisis support, 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 system. 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](#). 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 by the published Census Date (the first week of class). Any student receiving federal financial aid who does not attend prior to the published Census Date (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.

Jaguar Writing, Language, and Digital Composing Center (WLDCC): The Jaguar Writing Center provides writing support to graduate and undergraduate students in all three colleges as well as faculty and staff. Writing 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. The Writing Center offers face-to-face, synchronous online, and asynchronous digital appointments. Students can schedule appointments with the Writing Center in JagWire under the Student Services tab. Click on "Writing, Language, and Digital Composing Center" to make your appointment. Students wanting to work in realtime with a tutor can schedule an "Online Appointment." Students wishing to receive asynchronous, written feedback from a tutor can schedule an "eTutoring" appointment. More information about what services we offer, how to make an appointment, and how to access your appointment can be found on our [website](#). The Writing Center can also be reached by

emailing writingcenter@tamusa.edu.

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 report](#) for support. Furthermore, please notify the professor if you are comfortable in doing so. This will enable them to direct you to available resources. A food pantry is available on campus; click [here](#) for hours and contact information.

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 wide variety 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 on our campus and within our state, nation, and world. All decisions and actions involving students and employees are to 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, or pregnancy/parenting status. Individuals who believe they have experienced harassment or discrimination prohibited by this statement are encouraged to contact the University's Civil Rights Officer at 210-784-2061 or titleix@tamusa.edu.

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 discrimination or harassment, including sexual assault, sexual harassment, domestic or dating violence, or stalking based on sex, 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 sex-based 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. Young Jaguars can support parenting students with daycare if students meet this criteria: (1) must be enrolled in classes at Texas A&M-San Antonio in the current semester, (2) must be Pell eligible or a single parent, (3) child(ren) must be aged 3 to 12-years-old, and (4) child(ren) must be enrolled in Pre-K-3 through 6th grade. For more information, please contact Young Jaguars at youngjaguars@tamusa.edu or call (210) 784-2636.

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, 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, 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](#) or visit the resources available in the [OSRR website](#)

Important Spring 2026 Dates:

Dates	Event
January 13	Tuition & Fee Payments deadline
January 19	Martin Luther King, Jr. – No Classes
January 20	First day of class
February 4	Census date
February 23-March 6	Midterm grading period
March 9-March 14	Spring Break
April 3	Study Day – No classes
April 17	Last day to drop with an automatic "W"
May 1	Last day to drop a course or withdraw from the University
May 4	Last day of classes
May 5	Study Day – No classes
May 6-May 12	Final exams
May 19	Commencement

The complete [academic calendar](#) is available online