Class Meeting Time and Place: Online
Class Duration: 08/20/2020 – 12/02/2020
Instructor: Gilbert Barrera, JD, CPA, MPA
Office: CAB 439 E
Tel: 210-784-2340
E-Mail: gbarrera@tamusa.edu
Student emails will receive a reply within two business days.

Course Website: https://tamusa.blackboard.com/
Office Hours: By appointment

CATALOG COURSE DESCRIPTION:
Analysis of Federal income tax laws, emphasis being placed on the determination of net taxable income and preparation of income tax returns for individuals. Special attention is given to accounting for sole proprietorships and single-owner disregarded entities. Students who complete the course will be able to accurately determine the appropriate income tax for affluent individual taxpayers. Prerequisite: Admitted into the College of Business, and ACCT 3301 or ACCT 3302.

COURSE OBJECTIVES:
The objective of this course is to provide students with a firm understanding of Title 26 of the United States Code (Internal Revenue Code) as it applies to individuals. Instruction also addresses other taxes, such as state ad valorem tax, federal and state excise taxes, federal estate and gift tax, state income tax, state property tax, and state sales tax in contrast to the federal income tax under the Internal Revenue Code. In addition, students will earn a working knowledge of personal deductions and exemptions, business deductions, capital gains and losses, and tax credits. This course has the additional purpose of teaching tax research which will help students research the tax law in the future as the tax laws change.

PREREQUISITES:
Admitted into the College of Business, and ACCT 3301 or ACCT 3302.

STUDENT LEARNING OUTCOMES:
1) At the conclusion of this course, you will:
   a) demonstrate a conceptual understanding of the imposition of income taxes in the United States
   b) be able to use authoritative sources of legislation, regulation, and precedent to determine the appropriate handling of complex tax situations
   c) be able to prepare commonly used tax forms and schedules
   d) be able to accurately complete a full tax filing for representative individual tax filers in the United States

AACSB Assessment:
The College of Business is in the process of applying for AACSB accreditation. As part of that process, students will be assessed on program level outcomes based on course outcomes from various courses. The materials from this course may be used for assessing such program level outcomes, and hence students must follow the necessary rigor to ensure mastery and retention of the above course outcomes.
REQUIRED MATERIALS:
1) TEXT: South-Western Federal Taxation 2019: Individual Income Taxes
   a) Edition: 42nd
   b) ISBN: 9781337671927
   c) Author: Young
   d) Publisher: Cengage Learning
   e) Formats: BryteWave Format
3) SOUTH-WEST CENGAGENOW
4) Time: 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.
5) Scantrons, lead pencil or mechanical pencil, hand held calculator for exams and final exam.

RECOMMENDED MATERIALS:
1) Check Blackboard for periodic current events or case law regarding the topic covered at the time.
2) CENGAGE
   a) Cengage Learning Tools:
   b) Tell Me More Videos
   c) Flashcards
   d) Crossword Puzzles
   e) Chapter Quiz
   f) Test Prep
   g) Show Me How video
   h) Personalized Study Plan
3) United States Code Title 26
4) Federal income tax case law as referenced in class
5) IRS Revenue Rulings as referenced in class
6) LexisNexis as referenced in class
7) RIA Checkpoint as referenced in class

ATTENDANCE POLICIES UNDER COVID-19
1) The course will divide students into A, B, and/or C groups for attendance on different days. Effectively, this results in each group attending class on campus once every three classes. These three groups will be in alphabetical order and the students will be notified by Blackboard Announcement and email which group they belong to. Students will be taking a health inventory every day before coming to campus that may preclude them from attending their in-person component. While it is important to encourage students to participate, the need to attend in person will be suspended to accommodate the health and safety of the campus without penalty to the student.
2) Faculty have the authority to remove a student from the classroom who is not complying with health and safety guidelines.
3) The class will be recorded live as it occurs. The recording will be available for students who may be in a group not designated for attendance on that day, and for students who have self-selected not to attend because of the daily health inventory.
4) Students who self-select not to attend due to their daily health inventory do not require medical documentation for accommodation, but they should contact the instructor. If a student tests positive for COVID-19, you will be contacted by the Dean of Students.
5) The instructor is prohibited from penalizing the student for not attending class in person.

COVID-19 SYLLABUS ADDENDUM
COVID-19 is a dangerous illness. Above everything else, your health and safety are our concern. The best estimate now is that 20–40% of people infected with the virus have no symptoms. In compliance with safety practices, students are required to complete the COVID-19 student training course. Upon completion, you will receive a certificate with your

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1 This course is online. These COVID-19 conditions apply only if the class is later converted to attendance in person.
2 This course is online. These COVID-19 conditions apply only if the class is later converted to attendance in person.
name and date of completion. If you have yet to complete the course, please do so immediately, as completion is required to return to campus and participate in the Fall 2020 academic semester.

NOTE: If you do not complete this training, you will have a Dean of Students hold on your records, which will prevent adds, drops, and registration.

Students are required to conduct a self-assessment each day before coming to campus to determine if they are exhibiting any signs or symptoms of COVID-19 or have been exposed to COVID-19. Your presence on campus means that you certify that you are not exhibiting any signs or symptoms.

CHECKLIST

If any of the following apply to you, stay home!

1. Have a diagnosis or suspected case of coronavirus;
2. Are currently exhibiting any of the symptoms associated with COVID-19 as listed on the CDC “Symptoms of Coronavirus” web page
https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html—even one symptom (e.g., cough or headache);
3. In the past 14 days have had close (less than six feet) contact with a person who has a lab-confirmed case of COVID-19;
4. In the past 14 days have had close (less than six feet) contact with a person who is awaiting results of a COVID-19 test because of symptoms or exposure;
5. In the past 14 days have returned from travel or have traveled through an area with state or local travel restrictions that mandate quarantine upon arrival home.

- Fever or chills (feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit)
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- Loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

When in doubt, stay home!

If any of the above apply to you, do NOT come to campus. Instead, contact your professor and the Dean of Students Office dos@tamusa.edu, office phone: (210) 784-1354.

All components of this class, including assessments, can be completed virtually, through Blackboard or other platform used in this class. Office hours will be held via Webex or other platform provided by the instructor.

For lecture classes that include a face-to-face component:
Accommodation for missing class if you meet one of the criteria on the checklist or do not feel comfortable physically attending will be made without penalty. Visitors are not allowed, and students can attend class only on their designated day for in-person attendance. All students have a responsibility to ensure they are always contributing to a safe learning environment by following all health and safety protocols.

While in the classroom:

1. Sanitize your hands upon entering.
2. Always maintain at least six feet from others, including your instructor and other students.
3. Front-row seating will not be used.
4. Sit in designated seats.
5. Always wear a cloth face covering or surgical mask fully covering your mouth and nose at all times while in the classroom, even if alone.

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3 This course is online. These COVID-19 conditions apply only if the class is later converted to attendance in person.
6. Observe and conform to any markings on the floor indicating appropriate spacing and don’t sit in a location that has been marked as being off limits.
7. You may ask questions by raising your hand during class or by emailing the instructor outside of class. Do not approach your instructor before or after class to ask a question or attempt to hand your instructor any document or item, as this does not facilitate social distancing.

Students who do not live up to these responsibilities will not be permitted to physically attend class. Failure to comply with these health and safety protocols is a violation of the Student Code of Conduct. A student who is not in compliance with these health and safety protocols will not be allowed to remain in the classroom and will be reported to the student-conduct office, which may result in the student being barred from the classroom for the remainder of the semester and may also lead to expulsion from the university.

Certain classes may transition to fully online when necessary for health and safety.

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

*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.
   a. The instructor can require students to physically sit for an examination in a proctored environment at the facilities of university testing services – setup of exam is responsibility of the student.
   b. The instructor can require students to take examinations using proctoring software as indicated in the Proctored Exams section.
   c. 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 examination. Instructors will allow 72 hours for students to complete any examination.

**GRADING POLICIES:**

*Grading:* Your Final Grade will be determined as follows:

<table>
<thead>
<tr>
<th>Component</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Final Exam</td>
<td>40%</td>
</tr>
<tr>
<td>Examinations (3 @ 100 pts. Ea.)</td>
<td>35%</td>
</tr>
<tr>
<td>Chapter Quizzes (each chapter)</td>
<td>20%</td>
</tr>
<tr>
<td>HW Assignments (each chapter)</td>
<td>5%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>

Grades are on a points-earned basis. No curve, no minimum or maximum number of grades. This is an upper-level undergraduate course for accounting majors.

- A = ≥90%
- B = ≥80%->89.99%
- C = ≥70%->79.99%
- D = ≥60%->69.99%
- F = < 60%

**Final Examination**
The final examination is comprehensive of the entire course. The final examination accounts for 40% of the overall grade. The final examination will be administered online through Cengage. You will receive notice of the availability of the final exam by Blackboard Announcement and email. Extensions will **not** be granted for lack of availability of internet connections.
connections. You are strongly discouraged from using any wireless connection for completion of any homework, quiz, examination, or final examination. It is the student’s responsibility to have an adequate connection to complete these.

Examinations
There will be three class examinations administered online through Cengage. Together, these three tests account for 35% of your grade. Each examination is limited in time, and you will have only one opportunity to obtain the highest grade you can. You will receive notice of the availability of the examinations by Blackboard Announcement and email. Extensions will not be granted for lack of availability of internet connections. You are strongly discouraged from using any wireless connection for completion of any homework, quiz, examination, or final examination. It is the student’s responsibility to have an adequate connection to complete these.

Chapter Quizzes
Chapter quizzes will be administered online through Cengage. You will receive notice of the availability of the chapter quizzes by Blackboard Announcement and email. Each quiz will consist of ten multiple choice questions. Together, chapter quizzes account for 20% of your grade. Each chapter quiz will be limited in time, and you will have two quizzes per chapter. You will have one opportunity to complete each quiz. You are strongly discouraged from using any wireless connection for completion of any homework or quiz assignment. It is the student’s responsibility to have an adequate connection to complete these.

Homework Assignments:
Homework problems will be administered online through Cengage. Notice of Homework assignments will be given online by Blackboard Announcement and email. Each assignment will consist of ten to fifteen multiple choice questions. You have as many as twenty attempts on each homework assignment to earn the highest grade you can. The grade for the homework assignments is based on completion and accuracy. A total of 5% of your grade is based on your homework assignments. Extensions will not be granted for lack of availability of internet connections. You are strongly discouraged from using any wireless connection for completion of any homework or quiz assignment. It is the student’s responsibility to have an adequate connection to complete these.

COMPLETION OF HOMEWORK AND QUIZ ASSIGNMENTS
Students will receive notice by Blackboard Announcement (which sends simultaneous notice to the Blackboard Announcements section in Blackboard, and to webmail) that a homework and/or quiz assignment is available for completion. Upon receiving such notice, it is the student’s responsibility to check Cengage for the due date/time. You are strongly discouraged from using any wireless connection for completion of any homework or quiz assignment. It is the student’s responsibility to have an adequate connection to complete these.

As a general rule, make-ups or late submissions will NOT be offered or accepted for any missed assignments or quizzes. 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. If you have a medical excuse, your medical documentation must include names, addresses, and phone numbers of the medical personnel who addressed your medical emergency, along with your waiver of your physician-patient privilege. Although I do not have an interest in what your medical condition was, I do have a need to verify when the emergency occurred, how long it lasted, and whether it prevented you from completing the exam, quiz, or homework assignment.

In general, the homework and quiz assignments will allow for 72 hours, from date/time of assignment, to complete the homework or quiz. It is the student’s responsibility to check Cengage for when the assignment is due. The time allowed for completion of the assignment will vary because students must be allowed time to review these assignments in preparation for Examinations.

MAKE UP AND LATE ASSIGNMENT/EXAM/QUIZ/FINAL EXAM POLICY:
As a general rule, make-ups or late submissions will NOT be offered or accepted for any missed assignments/exams/quizzes/final exam. 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. If you have a medical excuse, your medical documentation must include names, addresses, and phone numbers of the
medical personnel who addressed your medical emergency, along with your waiver of your physician-patient privilege. Although I do not have an interest in what your medical condition was, I do have a need to verify when the emergency occurred, how long it lasted, and whether it prevented you from completing the exam, quiz, or homework assignment.

**Class conduct and civility code**:4

1. Everyone in class is expected to follow all rules of common courtesy during classroom lectures and discussions. You are expected to be in class on time and to remain until the end of the class. If you anticipate leaving a class early, you are expected to notify the professor before class starts. You are expected to turn off your cell phones, beepers or any other gadgets that can make noise or create distraction in class. You may not engage in any activity disruptive to the class (e.g. talking, sleeping etc.) while the class is in session. Food is not allowed in class, but coffee/soft drinks/water are allowed.

Anyone violating these policies may be subject to disciplinary actions.

2. 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. Reading the assigned chapter(s) and having some familiarity with them before class will be very useful for understanding lectures.

3. The course covers a great deal of material and most students find at least some parts of it difficult. Your participation is highly encouraged in the class as it makes class more interesting and enhances the learning experience. I encourage you to ask questions, participate in class discussions and problem solving.

4. The provisions and information set forth in this syllabus and schedule are intended to be informational and not contractual in nature. I reserve the right to amend, alter, change, delete or modify the provisions of the syllabus and schedule. All the changes will be announced in class, and you are responsible for the announcements made in class.

5. Duplication of any questions or solutions administered online, as part of your grade in this class, is strictly prohibited.

6. 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:

7. Attendance may be taken at the beginning or the end of the class.

8. It is the students’ responsibility to obtain and be able to use the required materials and software for this class.

9. Student must retain copies of all assignments and graded work for verification purposes and provide it to the instructor, if necessary. Keep own copies of all computer files and e-mails till final grade is received.

10. Talking while the instructor is lecturing is extremely disruptive and discourteous to the instructor and other students.

11. Using computers or phones (except for a valid urgent need) during class for a purpose not related to class is disruptive. All cell phones and gadgets should be turned OFF and headphones removed.

12. For any questions about the exams and assignments, a student should contact the instructor, well in advance of the day they are due, so the instructor may have enough time to provide feedback.

13. 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 24 hours during week days (Monday-Friday).

14. All assignment submissions must be uploaded to Blackboard by the due date and time. Submission window may close or marked late, even if late by one second.

15. Anyone violating these policies may be subject to disciplinary actions.

**Class attendance and Participation**5

A vital part of every student's education is regular attendance of class meetings. Any absences tend to lower the quality of a student's work, and frequent or persistent absences may result in a failing grade. Students are responsible for the materials covered in class. The course covers a lot of material and most students find at least some parts of it difficult. Class participation is highly encouraged as it makes the class more interesting and enhances the learning experience. Students are strongly encouraged to ask questions, participate in class discussions and problem solving, and visit/contact the instructor during office hours in case of questions or concerns. 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 the class is expected for every one hour

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4 This course is online. These conditions apply only if the class is later converted to attendance in person.

5 This course is online. These conditions apply only if the class is later converted to attendance in person.
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.

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.

<table>
<thead>
<tr>
<th>WEEK</th>
<th>DATE</th>
<th>ASSIGNMENT</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Monday</td>
<td>24-Aug INTRO / CH. 1</td>
</tr>
<tr>
<td></td>
<td>Wednesday</td>
<td>26-Aug CH. 1</td>
</tr>
<tr>
<td>2</td>
<td>Monday</td>
<td>31-Aug CH. 2</td>
</tr>
<tr>
<td></td>
<td>Wednesday</td>
<td>2-Sep CH. 2</td>
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<tr>
<td>3</td>
<td>Monday</td>
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<td></td>
<td>Wednesday</td>
<td>9-Sep CH. 3</td>
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<td>4</td>
<td>Monday</td>
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</tr>
<tr>
<td></td>
<td>Wednesday</td>
<td>16-Sep TEST I (CH. 1-3)</td>
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<tr>
<td>5</td>
<td>Monday</td>
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<tr>
<td></td>
<td>Wednesday</td>
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<tr>
<td>6</td>
<td>Monday</td>
<td>28-Sep CH. 5</td>
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<tr>
<td></td>
<td>Wednesday</td>
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<td>7</td>
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<td>8</td>
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<tr>
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<td>Wednesday</td>
<td>14-Oct TEST II (CH. 4-6)</td>
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<td>Monday</td>
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<tr>
<td>10</td>
<td>Monday</td>
<td>26-Oct CH. 7</td>
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<tr>
<td></td>
<td>Wednesday</td>
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<tr>
<td>11</td>
<td>Monday</td>
<td>2-Nov CH. 8</td>
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<tr>
<td></td>
<td>Wednesday</td>
<td>4-Nov CH. 8</td>
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<tr>
<td>12</td>
<td>Monday</td>
<td>9-Nov CH. 9</td>
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<tr>
<td></td>
<td>Wednesday</td>
<td>11-Nov CH. 9</td>
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<tr>
<td>13</td>
<td>Monday</td>
<td>16-Nov TEST III (CH. 7-9)</td>
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<tr>
<td></td>
<td>Wednesday</td>
<td>18-Nov CH. 10</td>
</tr>
<tr>
<td>14</td>
<td>Monday</td>
<td>23-Nov CH. 10</td>
</tr>
<tr>
<td></td>
<td>Wednesday</td>
<td>25-Nov CH. 10</td>
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<tr>
<td>15</td>
<td>Monday</td>
<td>30-Nov CH. 14</td>
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<td></td>
<td>Wednesday</td>
<td>2-Dec CH. 14</td>
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<tr>
<td></td>
<td>December 3-4</td>
<td>Reading Days</td>
</tr>
<tr>
<td></td>
<td>December 7-12</td>
<td>Final Examinations</td>
</tr>
</tbody>
</table>

**Drop Policy**

You may drop the course with an automatic grade of W on or before the date listed in the academic calendar at www.tamusa.edu. The last date to drop a course, or withdraw from the University is also indicated in the academic calendar on the university website (www.tamusa.edu). If you wish to drop the class, you must submit the necessary paperwork to the proper authority. Students dropping a course are subject to all conditions listed in the university catalog.
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 includes 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 his/her 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 his/her federal aid.

Jaguar Writing Center
The Jaguar Writing Center provides writing assistance to graduate and undergraduate students in all three colleges. Writing tutors work with students to develop reading skills, prepare oral presentations, and plan, draft, and revise their written assignments. Students can make individual or group appointments with a writing tutor. The Writing Center can be contacted by email at: Student.Success@tamusa.edu or by phone at (210) 784-1307, or by visiting its web page from www.tamusa.edu.

Jaguar Tutoring Center
The Tutoring Center at Texas A&M University–San Antonio provides academic assistance to students in TAMU-SA’s schools of Business, Education, and Arts and Sciences. Literacy tutors help students develop reading skills, prepare oral presentations, and plan, draft, and revise their papers. Business tutors provide individual assistance in statistics, accounting, and math. The goal of TAMU-SA tutors is to empower students to succeed academically. The tutoring center can be contacted by email at: Tutoring@tamusa.edu or by phone at: (210) 784-1332, or by visiting its web page from www.tamusa.edu.

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

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.

Students with Disabilities
The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disability. If you believe you have a disability that may require accommodations, please contact Disability Support Services (DSS) for the coordination of services. The phone number for DSS is (210) 784-1335 and email is dsupport@tamusa.edu.

Violations of Academic Conduct (Section 14.5 Student Handbook)
As a member in an academic community, students at Texas A&M University–San Antonio are expected to exhibit a high level of honesty and integrity in their pursuit of higher education, be mature, be self-directed and be able to manage their own affairs. Students who are unwilling to abide by these basic expectations will find themselves facing academic and/or disciplinary sanctions. Students are expected to share in the responsibility and authority with faculty and staff to challenge and make known acts that violate the Texas A&M University-San Antonio Code of Conduct. For more information please visit the Office of Student Rights &Responsibilities website http://bit.ly/TAMUSAStudentRR.

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. Academic misconduct includes, but is not limited to, cheating, plagiarism, multiple submissions, collusion, lying and bribery. For more information, refer to the Student Code of Conduct, Article III:
Conduct Rules and Regulations. Texas A&M University-San Antonio faculty has the discretion to impose grade penalties as deemed necessary.

Faculty members are required to report such serious breaches of academic honesty to their chair, their dean and the Office of Student Rights and Responsibilities. In cases of academic misconduct, students may be subject not only to grade sanctions in courses but to disciplinary action. Grade sanctions may be imposed only by faculty members, but suspension or expulsion may be imposed only by the Vice President for Student Affairs. If a student wishes to appeal the decision of suspension or expulsion due to violations of academic misconduct, they must initiate their appeal as outlined within the Student Code of Conduct. Extenuating circumstances may cause the University to deviate from the defined time frames.

All student term papers and other written assignments are subject to analysis by anti-plagiarism software. Posting of any class work given to student, or solutions, or discussion, on publicly accessible forums or on social media is not permissible. Considering the potential consequences of academic misconduct, it is obviously in students' best interests to avoid even the appearance of such behavior. If a student is unclear whether a specific act might constitute academic misconduct, please she/he should contact the instructor for an assessment of the situation.

### Fall 2020: Regular 16-week Fall Session

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 3</td>
<td>Monday</td>
<td>Tuition &amp; fee payment deadline for students registered prior to July 31</td>
</tr>
<tr>
<td>August 5</td>
<td>Wednesday</td>
<td>Drop for non-payment for students registered prior to July 31st</td>
</tr>
<tr>
<td>August 13</td>
<td>Thursday</td>
<td>Tuition &amp; fee payment deadline for students registered July 31st</td>
</tr>
<tr>
<td>August 18</td>
<td>Tuesday</td>
<td>CONVOCATION</td>
</tr>
<tr>
<td>August 18</td>
<td>Tuesday</td>
<td>Drop for non-payment for students registered July 31st and later</td>
</tr>
<tr>
<td>August 19</td>
<td>Wednesday</td>
<td>Last Day of students withdrawing to receive 100% refund and responsible for 0%</td>
</tr>
<tr>
<td>August 20</td>
<td>Thursday</td>
<td>CLASSES BEGIN</td>
</tr>
<tr>
<td>August 22</td>
<td>Saturday</td>
<td>Weekend classes begin</td>
</tr>
<tr>
<td>August 28</td>
<td>Friday</td>
<td>Last day to register for Fall 16-Week Session</td>
</tr>
<tr>
<td>September 4</td>
<td>Friday</td>
<td>Census Date</td>
</tr>
<tr>
<td>September 4</td>
<td>Friday</td>
<td>Deadline for students who have applied for Fall graduation to complete Change of</td>
</tr>
<tr>
<td>September 4</td>
<td>Friday</td>
<td>Last day for students to apply for Fall 2020 graduation</td>
</tr>
<tr>
<td>September 7</td>
<td>Monday</td>
<td>Labor Day Holiday – A&amp;M-SA Closed Weekend Classes will meet</td>
</tr>
<tr>
<td>September 8</td>
<td>Tuesday</td>
<td>Students dropped for Non-Payment will be assessed a $363 Reinstatement Fee if</td>
</tr>
<tr>
<td>September 10</td>
<td>Thursday</td>
<td>Application for Spring 2021 graduation can be submitted</td>
</tr>
<tr>
<td>September 24</td>
<td>Thursday</td>
<td>Fall 2020 Graduation Application Fee Payment Deadline</td>
</tr>
<tr>
<td>October 23</td>
<td>Friday</td>
<td>Last day to drop with an automatic “W”</td>
</tr>
<tr>
<td>October 26</td>
<td>Monday</td>
<td>Title IV 60% of semester (Financial Aid)</td>
</tr>
<tr>
<td>November 26-28</td>
<td>Thursday</td>
<td>Thanksgiving Holiday – No Classes</td>
</tr>
<tr>
<td>November 30</td>
<td>Monday</td>
<td>Application for Summer 2021 Graduation can be submitted</td>
</tr>
<tr>
<td>December 2</td>
<td>Wednesday</td>
<td>Last day to drop a course or withdraw from the University</td>
</tr>
<tr>
<td>December 2</td>
<td>Wednesday</td>
<td>Last day of Scheduled Classes for weekday Classes</td>
</tr>
<tr>
<td>December 3-4</td>
<td>Thursday</td>
<td>Reading Days</td>
</tr>
<tr>
<td>December 7-12</td>
<td>Monday</td>
<td>Final Examinations</td>
</tr>
<tr>
<td>December 12</td>
<td>Saturday</td>
<td>End of Fall Semester</td>
</tr>
<tr>
<td>December 15</td>
<td>Tuesday</td>
<td>Commencement</td>
</tr>
<tr>
<td>December 15</td>
<td>Tuesday</td>
<td>All grades for Fall 16-week session due by Noon</td>
</tr>
<tr>
<td>December 24 – January</td>
<td>Thursday</td>
<td>Winter Break – A&amp;M-SA Closed</td>
</tr>
</tbody>
</table>