

# ARTS 1316 - Drawing I

## Fall 2024 Syllabus, Section 102, CRN 14177

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### Instructor Information

**Kassandra Romero**

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Office Hours:

By Appointment.

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### Times and Location

TR 1:15pm-4:15pm in Fine/Performing Arts Center 224

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### Course Description

An introduction to basic drawing skills and rendering; focus will be on black and white drawing media, both dry and wash. Observational drawing of various types will provide the focus for renderings in this course. Value structure, line qualities, gesture, light logic, proportion, foreshortening, and perspective will represent some of the skills to be addressed. This class meets five hours a week. Prerequisite: ARTS 1311 recommended. Fine&Performing Arts Department, College of Arts & Sciences

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### Additional Course Information

#### Course Requirements:

- A sketchbook is required for this class. This will be used for in-class planning, for notes taken during class demos, AND sketches assigned for homework. Your sketchbook is meant to explore and organize your creative and original ideas.
- Students should bring all required materials and a sketchbook to all classes. Failure to do so will render the student unprepared and affect participation.
- You will be expected to spend 3-6 hours a week outside of class working on projects, homework, and/or preparation for class. Use of studio rooms outside of scheduled class time to complete your class projects may be arranged.
- Critiques are mandatory. All students are expected to present their finished work at critiques, at the beginning of class on designated days. Even if your project is not finished, expect to be at the critique. Dialogue about your and others' work is as critical to develop as your technical skills.

#### Nature of Instruction:

- Most class sessions begin with a drawing demonstration, and slide presentation/video. It is imperative that you are on-time to class to receive this critical information and take your own notes in your sketchbook. The majority of the class time is devoted to drawing while I routinely check in with your progress.
  - There will be one 10-minute break at our halfway point during class. You may use this time to check your phone, have a snack, or quietly step-out into the hall. Be prepared to promptly keep working at the end of the break. There will be mini breaks during drawing sessions to stretch and rest our eyes. Concentrated drawing is hard work!

#### Attendance:

- Attendance will be taken at the beginning of every class while you set up your workspace and regular attendance is part of your class participation grade.
  - It is your responsibility to promptly notify me of your absence via email to receive information you missed. In-class demonstrations will not be repeated UNLESS for an excused absence. Work may be made up for excused absences. \*See TAMU Course Policies below for exceptions/procedure.
  - If you arrive late, notify me when you come in. If you *must* leave class early, also notify me.

**Submitting Work:**

- Projects will be brought in for designated critique days and left in studio for grading. Artworks will be returned once graded. Students are responsible for properly storing works in portfolios for final examination periods.
  - Maintain a neat presentation of your work. Avoid creasing, tearing, or smudging your work. Damaged work will negatively impact your points/grade.

**Late Work:**

- Incomplete projects automatically have 10 points deducted from their grade per class they are late unless under excused circumstances discussed with the instructor before the due date.

**Studio Policies and Etiquette:**

- Be respectful. Treat the instructor and other students with respect. The studio is a shared space.
- NO cell phones, texting, or emailing during class time. If you have an emergency, please exit the studio quietly. Phones can be checked during the 10-minute break designated by the instructor. Otherwise, cell phone use during class time will result in deducted participation points. You will be given one warning.
- Headphones are allowed ONLY when instructor has music playing during work sessions. Please keep volume low so that you can still hear dialog when it begins. \*Please plan ahead with a long playlist; you should not be using your phone to frequently switch songs. This is disruptive to your drawing session and you will lose phone privileges during studio time.
- No disruptive behavior will be tolerated. Limit talking during drawing sessions. Drawing requires your full concentration.
- The drawing rooms are communal working areas. Be advised. We are not the only class that uses this room. This means, do not touch any still life arrangements or other materials that do not belong to you.
- You are responsible for cleaning up your work area after drawing! Make sure to check that your area is clean before setting up your work, too.
- You are responsible for caring for and storing your materials.
  - There are vertical storage slots available in the studio on a first come, first serve basis. NOTE: If you leave your materials, you are leaving them at your own risk.
- Please dress accordingly for working with studio materials, like charcoal, that can make your clothes messy.
- No food permitted in the studios. Food debris can damage another student's/your work.

**Communication:**

- Please reach out to me about questions, concerns, or additional help on class projects via email and allow at least 24 hours for response. This is a great opportunity to discuss works in progress or to communicate any information to me about your attendance and participation in class.
  - There is some time after class to meet face-to-face in the studio if you have additional questions; however, this time is limited due to scheduled classes. For office hours, please notify me about scheduling an appointment.

**Additional Information:**

- AI: The use of generative AI (artificial intelligence) tools (such as ChatGPT, DALL-E, etc.) are NOT permitted in this foundation class. Any use of AI tools for any work in this class may be considered a violation against this course's agreement and constitute a failing grade.
- BE AWARE OF COPYRIGHT LAWS IN ART: Falsely taking ownership of someone else's work is a violation of the TAMU Honor Code.
  - What is Copyright? Copyright is a form of protection provided by the laws of the United States to the authors of "original works of authorship" that are fixed in a tangible form of expression. An original work of authorship is a work that is independently created by a human author and possesses at least some minimal degree of creativity. A work is "fixed" when it is captured (either by or under the authority of an author) in a sufficiently permanent medium such that the work can be perceived, reproduced, or communicated for more than a short time.
- End of the semester. All students are required to remove all materials from the drawing studio after final grades have been submitted. Any materials left, will be disposed of at the department's discretion.

## REQUIRED MATERIALS

- Mixed Media Sketchbook, minimum size 8.5"x11" (Canson)
- 18"x24" All-Purpose Drawing Pad, White, 24 Sheets (Strathmore or Canson, smooth)
- 18x24" Newsprint pad, 50 sheets (Strathmore or Canson, smooth)
- 1 box of vine or willow charcoal (thin or medium width sticks)
- Compressed charcoal sticks (soft or medium) (General's set)
- General's Peel and Sketch Pencils (soft and medium) (3-pack)
- Graphite pencil set (2H/HB - 6B range recommended)
- Small pencil sharpener
- Erasers - 1 Gray kneaded eraser / 1 White Staedtler Mars Plastic Eraser
- 2 black ink pens with different points (fine, medium) (Microns, Faber Castell, Pitts, etc.) (must be acid-free)
- A roll of 1" painters tape
- Art box/bag for storing and transporting art supplies
- 23" x 26" Drawing board with clips

Optional:

- Portfolio tote/folder for storing 18"x24" work
- Small cotton cloth

## Student Learning Outcomes

### Course Objectives:

1. Learn the fundamentals of drawing by engaging in various technical exercises.
2. Develop drawing skills through ample observational drawing opportunities.
3. Learn about proper handling and application of drawing materials.
4. Engage in structured and constructive critiques of self and peers' artwork.

## Important Dates

Visit the Academic Calendar ([tamui.edu](https://www.tamui.edu)) (<https://www.tamui.edu/academiccalendar/>) page to view the term's important dates.

## Grading Criteria

Your final grade will be composed of:

- 10% Sketchbook homework (100 points)
- 30% Class participation (In-class exercises/studio work days/critiques) (300 points)
- 50% Projects (5 total, 100 points each) (500 points total)
- 10% Final Drawing (100 points)



Total: 100% or 1000 points total

\*Rubrics will be provided for all 5 projects and the final drawing to breakdown grading categories.

Grade Scale:

A (90-100%)

B (80-89%)

C (70-79%)

D (60-69%)

F (<60%)

## Schedule - Drawing I (Tentative and subject to change)

Day	Date	Agenda/Topic	Reading(s)	Due
Tue	8/27	Introduction to course and materials. Blind contour exercises.		
Thu	8/29	Blind contour cont. / Gesture exercises. / DEMO		
Tue	9/3	Proportions / Mapping compositions / Tools for accuracy.		
Thu	9/5	Project 1: Contour Drawing - Still Life / DEMO Work day: Project 1 Sketchbook Homework		
Tue	9/10	Work day: Project 1		
Thu	9/12	CRITIQUE: Project 1 Shape contour exercises Sketchbook Homework		
Tue	9/17	Project 2: Cross Contour (Shape/Form/ Proportion) / DEMO Work day: Project 2		
Thu	9/19	Work day: Project 2 Sketchbook Homework		
Tue	9/24	CRITIQUE: Project 2 Value introduction: Cross hatching exercise / DEMO		
Thu	9/26	Cross hatching exercise cont. Project 3: Value and Shading - Still Life / DEMO Sketchbook Homework		
Tue	10/1	Work day: Project 3		
Thu	10/3	Work day: Project 3 Sketchbook Homework		
Tue	10/8	Work day: Project 3		
Thu	10/10	CRITIQUE: Project 3 / Midterms Sketchbook Due		
Tue	10/15	Project 4: Reductive Value Drawing / DEMO		
Thu	10/17	Work day: Project 4 Sketchbook Homework		
Tue	10/22	Work day: Project 4		
Thu	10/24	Work day: Project 4 Sketchbook Homework		
Tue	10/29	CRITIQUE: Project 4 Perspective Exercises / DEMO		

Thu	10/31	Project 5: Perspective Drawing / DEMO Work day: Project 5 Sketchbook Homework
Tue	11/5	Workday: Project 5
Thu	11/7	Workday: Project 5 Sketchbook Homework
Tue	11/12	CRITIQUE: Project 5 Life drawing exercises
Thu	11/14	Life drawing exercises cont. Project 6: Self-portrait with a grid / DEMO Sketchbook Homework
Tue	11/19	Prep day: (reference photo due/composition thumbnails) Work day: Project 6
Thu	11/21	Work day: Project 6 Sketchbook Homework
Tue	11/26	Work day: Project 6
Thu	11/28	Thanksgiving Holidays. University Closed.
Tue	12/3	Last Class Day. Work day: Project 6 Sketchbook Due
Thu	12/5	Final Critique - TBA

## University/College Policies

Please see the University Policies below.

### COVID-19 Related Policies

If you have tested positive for COVID-19, please refer to the Student Handbook, Appendix A (Attendance Rule) for instructions.

### Required Class Attendance

Students are expected to attend every class in person (or virtually, if the class is online) and to complete all assignments. If you cannot attend class, it is your responsibility to communicate absences with your professors. The faculty member will decide if your excuse is valid and thus may provide lecture materials of the class. According to University policy, acceptable reasons for an absence, which cannot affect a student's grade, include:

- Participation in an authorized University activity.
- Death or major illness in a student's immediate family.
- Illness of a dependent family member.
- Participation in legal proceedings or administrative procedures that require a student's presence.
- Religious holy day.
- Illness that is too severe or contagious for the student to attend class.
- Required participation in military duties.
- Mandatory admission interviews for professional or graduate school which cannot be rescheduled.

Students are responsible for providing satisfactory evidence to faculty members within seven calendar days of their absence and return to class. They must substantiate the reason for the absence. If the absence is excused, faculty members must either provide students with the opportunity to make up the exam or other work missed, or provide a satisfactory alternative to complete the exam or other work missed within 30 calendar days from the date of absence. Students who miss class due to a University-sponsored activity are responsible for identifying their absences to their instructors with as much advance notice as possible.

### Classroom Behavior (applies to online or Face-to-Face Classes)

TAMU encourages classroom discussion and academic debate as an essential intellectual activity. It is essential that students learn to express and defend their beliefs, but it is also essential that they learn to listen and respond respectfully to others whose beliefs they may not share. The University will always tolerate different, unorthodox, and unpopular points of view, but it will not tolerate condescending or insulting remarks. When students

verbally abuse or ridicule and intimidate others whose views they do not agree with, they subvert the free exchange of ideas that should characterize a university classroom. If their actions are deemed by the professor to be disruptive, they will be subject to appropriate disciplinary action (please refer to Student Handbook Article 4).

## TAMU Honor Code: Plagiarism and Cheating

As a TAMU student, you are bound by the TAMU Honor Code to conduct yourself ethically in all your activities as a TAMU student and to report violations of the Honor Code. Please read carefully the Student Handbook Article 7 and Article 10 available at <https://www.tamui.edu/scce/studenthandbook.shtml> (<https://www.tamui.edu/scce/studenthandbook.shtml/>).

We are committed to strict enforcement of the Honor Code. Violations of the Honor Code tend to involve claiming work that is not one's own, most commonly plagiarism in written assignments and any form of cheating on exams and other types of assignments.

Plagiarism is the presentation of someone else's work as your own. It occurs when you:

1. Borrow someone else's facts, ideas, or opinions and put them entirely in your own words. You must acknowledge that these thoughts are not your own by immediately citing the source in your paper. Failure to do this is plagiarism.
2. Borrow someone else's words (short phrases, clauses, or sentences), you must enclose the copied words in quotation marks as well as citing the source. Failure to do this is plagiarism.
3. Present someone else's paper or exam (stolen, borrowed, or bought) as your own. You have committed a clearly intentional form of intellectual theft and have put your academic future in jeopardy. This is the worst form of plagiarism.

Here is another explanation from the 2020, seventh edition of the Manual of The American Psychological Association (APA):

"Plagiarism is the act of presenting the words, idea, or images of another as your own; it denies authors or creators of content the credit they are due. Whether deliberate or unintentional, plagiarism violates ethical standards in scholarship" (p. 254). This same principle applies to the illicit use of AI.

**Plagiarism:** Researchers do not claim the words and ideas of another as their own; they give credit where credit is due. Quotations marks should be used to indicate the exact words of another. Each time you paraphrase another author (i.e., summarize a passage or rearrange the order of a sentence and change some of the words), you need to credit the source in the text. The key element of this principle is that authors do not present the work of another as if it were their own words. This can extend to ideas as well as written words. If authors model a study after one done by someone else, the originating author should be given credit. If the rationale for a study was suggested in the discussion section of someone else's article, the person should be given credit. Given the free exchange of ideas, which is very important for the health of intellectual discourse, authors may not know where an idea for a study originated. If authors do know, however, they should acknowledge the source; this includes personal communications (p. 11). For guidance on proper documentation, consult the Academic Success Center or a recommended guide to documentation and research such as the Manual of the APA or the MLA Handbook for Writers of Research Papers. If you still have doubts concerning proper documentation, seek advice from your instructor prior to submitting a final draft.

TAMU has penalties for plagiarism and cheating.

- **Penalties for Plagiarism:** Should a faculty member discover that a student has committed plagiarism, the student should receive a grade of 'F' in that course and the matter will be referred to the Honor Council for possible disciplinary action. The faculty member, however, may elect to give freshmen and sophomore students a "zero" for the assignment and to allow them to revise the assignment up to a grade of "F" (50%) if they believe that the student plagiarized out of ignorance or carelessness and not out of an attempt to deceive in order to earn an unmerited grade; the instructor must still report the offense to the Honor Council. This option should not be available to juniors, seniors, or graduate students, who cannot reasonably claim ignorance of documentation rules as an excuse. For repeat offenders in undergraduate courses or for an offender in any graduate course, the penalty for plagiarism is likely to include suspension or expulsion from the university.
  - *Caution:* Be very careful what you upload to Turnitin or send to your professor for evaluation. Whatever you upload for evaluation will be considered your final, approved draft. If it is plagiarized, you will be held responsible. The excuse that "it was only a draft" will not be accepted.
  - *Caution:* Also, do not share your electronic files with others. If you do, you are responsible for the possible consequences. If another student takes your file of a paper and changes the name to his or her name and submits it and you also submit the paper, we will hold both of you responsible for plagiarism. It is impossible for us to know with certainty who wrote the paper and who stole it. And, of course, we cannot know if there was collusion between you and the other student in the matter.
- **Penalties for Cheating:** Should a faculty member discover a student cheating on an exam or quiz or other class project, the student should receive a "zero" for the assignment and not be allowed to make the assignment up. The incident should be reported to the chair of the department and to the Honor Council. If the cheating is extensive, however, or if the assignment constitutes a major grade for the course (e.g., a final exam), or if the student has cheated in the past, the student should receive an "F" in the course, and the matter should be referred to the Honor Council. Additional penalties, including suspension or expulsion from the university may be imposed. Under no circumstances should a student who deserves an "F" in the course be allowed to withdraw from the course with a "W."
  - *Caution:* Chat groups that start off as "study groups" can easily devolve into "cheating groups." Be very careful not to join or remain any chat group if it begins to discuss specific information about exams or assignments that are meant to require individual work. If you are a member

of such a group and it begins to cheat, you will be held responsible along with all the other members of the group. The TAMIU Honor Code requires that you report any such instances of cheating.

- **Student Right of Appeal:** Faculty will notify students immediately via the student's TAMIU e-mail account that they have submitted plagiarized work. Students have the right to appeal a faculty member's charge of academic dishonesty by notifying the TAMIU Honor Council of their intent to appeal as long as the notification of appeal comes within 10 business days of the faculty member's e-mail message to the student and/or the Office of Student Conduct and Community Engagement. The Student Handbook provides more details.

## Use of Work in Two or More Courses

You may not submit work completed in one course for a grade in a second course unless you receive explicit permission to do so by the instructor of the second course. In general, you should get credit for a work product only once.

## AI Policies

Your instructor will provide you with their personal policy on the use of AI in the classroom setting and associated coursework.

## TAMIU E-Mail and SafeZone

Personal Announcements sent to students through TAMIU E-mail (tamiu.edu or dusty email) are the official means of communicating course and university business with students and faculty –not the U.S. Mail and no other e-mail addresses. Students and faculty must check their TAMIU e-mail accounts regularly, if not daily. Not having seen an important TAMIU e-mail or message from a faculty member, chair, or dean is not accepted as an excuse for failure to take important action.

Students, faculty, and staff are encouraged to download the SafeZone app, which is a free mobile app for all University faculty, staff, and students. SafeZone allows you to: report safety concerns (24/7), get connected with mental health professionals, activate location sharing with authorities, and anonymously report incidents. Go to <https://www.tamiu.edu/adminis/police/safezone/index.shtml> for more information.

## Copyright Restrictions

The Copyright Act of 1976 grants to copyright owners the exclusive right to reproduce their works and distribute copies of their work. Works that receive copyright protection include published works such as a textbook. Copying a textbook without permission from the owner of the copyright may constitute copyright infringement. Civil and criminal penalties may be assessed for copyright infringement. Civil penalties include damages up to \$100,000; criminal penalties include a fine up to \$250,000 and imprisonment. Copyright laws do not allow students and professors to make photocopies of copyrighted materials, but you may copy a limited portion of a work, such as article from a journal or a chapter from a book for your own personal academic use or, in the case of a professor, for personal, limited classroom use. In general, the extent of your copying should not suggest that the purpose or the effect of your copying is to avoid paying for the materials. And, of course, you may not sell these copies for a profit. Thus, students who copy textbooks to avoid buying them or professors who provide photocopies of textbooks to enable students to save money are violating the law.

## Students with Disabilities

Texas A&M International University seeks to provide reasonable accommodations for all qualified persons with disabilities. This University will adhere to all applicable federal, state, and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal education opportunity. It is the student's responsibility to register with the Office of Student Counseling and Disability Services located in Student Center 126. This office will contact the faculty member to recommend specific, reasonable accommodations. Faculty are prohibited from making accommodations based solely on communications from students. They may make accommodations only when provided documentation by the Student Counseling and Disability Services office.

## Student Attendance and Leave of Absence (LOA) Policy

As part of our efforts to assist and encourage all students towards graduation, TAMIU provides LOA's for students, including pregnant/parenting students, in accordance with the Attendance Rule (Section 3.07) and the Student LOA Rule (Section 3.08), which includes the "Leave of Absence Request" form. Both rules can be found in the TAMIU Student Handbook (URL: <http://www.tamiu.edu/studentaffairs/StudentHandbook1.shtml>) (<http://www.tamiu.edu/studentaffairs/StudentHandbook1.shtml/>).

## Pregnant and Parenting Students

Under Title IX of the Education Amendments of 1972, harassment based on sex, including harassment because of pregnancy or related conditions, is prohibited. A pregnant/parenting student must be granted an absence for as long as the student's physician deems the absence medically necessary. It is a violation of Title IX to ask for documentation relative to the pregnant/parenting student's status beyond what would be required for other medical conditions. If a student would like to file a complaint for discrimination due to his or her pregnant/parenting status, please contact the TAMIU Title IX Coordinator (Lorissa M. Cortez, 5201 University Boulevard, KLM 159B, Laredo, TX 78041, [TitleIX@tamiu.edu](mailto:TitleIX@tamiu.edu), 956.326.2857) and/or the Office of Civil Rights (Dallas Office, U.S. Department of Education, 1999 Bryan Street, Suite 1620, Dallas, TX 75201-6810, 214.661.9600). You can also report it on TAMIU's anonymous electronic reporting site: <https://www.tamiu.edu/reportit> (<https://www.tamiu.edu/reportit/>).

TAMIU advises a pregnant/parenting student to notify their professor once the student is aware that accommodations for such will be necessary. It is recommended that the student and professor develop a reasonable plan for the student's completion of missed coursework or assignments. The Office of Equal Opportunity and Diversity (Lorissa M. Cortez, [lorissam.cortez@tamiu.edu](mailto:lorissam.cortez@tamiu.edu)) can assist the student and professor in working out the reasonable accommodations. For other questions or concerns regarding Title IX compliance related to pregnant/parenting students at the University, contact the Title IX Coordinator. In the event that a student will need a leave of absence for a substantial period of time, TAMIU urges the student to consider a Leave of Absence (LOA) as outlined in the TAMIU Student Handbook. As part of our efforts to assist and encourage all students towards graduation, TAMIU provides LOA's for students, including pregnant/parenting students, in accordance with the Attendance Rule and the Student LOA Rule. Both rules can be found in the TAMIU Student Handbook (<https://www.tamiu.edu/scce/studenthandbook.shtml>)).

## Anti-Discrimination/Title IX

TAMIU does not discriminate or permit harassment against any individual on the basis of race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation or gender identity in admissions, educational programs, or employment. If you would like to file a complaint relative to Title IX or any civil rights violation, please contact the TAMIU Director of Equal Opportunity and Diversity/Title IX Coordinator, Lorissa M. Cortez, 5201 University Boulevard, Killam Library 159B, Laredo, TX 78041, [TitleIX@tamiu.edu](mailto:TitleIX@tamiu.edu), 956.326.2857, via the anonymous electronic reporting website, ReportIt, at <https://www.tamiu.edu/reportit> (<https://www.tamiu.edu/reportit/>), and/or the Office of Civil Rights (Dallas Office), U.S. Department of Education, 1999 Bryan Street, Suite 1620, Dallas, TX 75201-6810, 214.661.9600.

## Incompletes

Students who are unable to complete a course should withdraw from the course before the final date for withdrawal and receive a "W." To qualify for an "incomplete" and thus have the opportunity to complete the course at a later date, a student must meet the following criteria:

1. The student must have completed 90% of the course work assigned before the final date for withdrawing from a course with a "W", and the student must be passing the course;
2. The student cannot complete the course because an accident, an illness, or a traumatic personal or family event occurred after the final date for withdrawal from a course;
3. The student must sign an "Incomplete Grade Contract" and secure signatures of approval from the professor and the college dean.
4. The student must agree to complete the missing course work before the end of the next long semester; failure to meet this deadline will cause the "I" to automatically be converted to an "F"; extensions to this deadline may be granted by the dean of the college. This is the general policy regarding the circumstances under which an "incomplete" may be granted, but under exceptional circumstances, a student may receive an incomplete who does not meet all of the criteria above if the faculty member, department chair, and dean recommend it.

## WIN Contracts

The Department of Biology and Chemistry does not permit WIN contracts. For other departments within the college, WIN Contracts are offered only under exceptional circumstances and are limited to graduating seniors. Only courses offered by full-time TAMIU faculty or TAMIU instructors are eligible to be contracted for the WIN requirement. However, a WIN contract for a course taught by an adjunct may be approved, with special permission from the department chair and dean. Students must seek approval before beginning any work for the WIN Contract. No student will contract more than one course per semester. Summer WIN Contracts must continue through both summer sessions.

## Student Responsibility for Dropping a Course

It is the responsibility of the student to drop the course before the final date for withdrawal from a course. Faculty members, in fact, may not drop a student from a course without getting the approval of their department chair and dean.

## Independent Study Course

Independent Study (IS) courses are offered only under exceptional circumstances. Required courses intended to build academic skills may not be taken as IS (e.g., clinical supervision and internships). No student will take more than one IS course per semester. Moreover, IS courses are limited to seniors and graduate students. Summer IS course must continue through both summer sessions.

## Grade Changes & Appeals

Faculty are authorized to change final grades only when they have committed a computational error or an error in recording a grade, and they must receive the approval of their department chairs and the dean to change the grade. As part of that approval, they must attach a detailed explanation of the reason for the mistake. Only in rare cases would another reason be entertained as legitimate for a grade change. A student who is unhappy with his or her grade on an assignment must discuss the situation with the faculty member teaching the course. If students believe that they have been graded unfairly, they have the right to appeal the grade using a grade appeal process in the Student Handbook and in the Faculty Handbook.

## Final Examination

All courses in all colleges must include a comprehensive exam or performance and be given on the date and time specified by the Academic Calendar and the Final Exam schedule published by the Registrar's Office. In the College of Arts & Sciences all final exams must contain a written component.

The written component should comprise at least 20% of the final exam grade. Exceptions to this policy must receive the approval of the department chair and the dean at the beginning of the semester.

## **Mental Health and Well-Being**

The university aims to provide students with essential knowledge and tools to understand and support mental health. As part of our commitment to your well-being, we offer access to Telus Health, a service available 24/7/365 via chat, phone, or webinar. Scan the QR code to download the app and explore the resources available to you for guidance and support whenever you need it. The Telus app is available to download directly from TELUS (tamiu.edu) (<https://www.tamiu.edu/counseling/telus/>) or from the Apple App Store and Google Play.