

BIOL 5472 - Special Topics in Biology: Advanced Cancer Biology

Fall 2024 Syllabus, Section 108, CRN 15055

Instructor Information

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Office: LBV 379D

Office Hours:

Monday 3pm-5pm

Wednesday 3pm-5pm

Thursday 12pm - 2pm

Or by appointment

Times and Location

TR 2:50pm-4:40pm in Bullock Hall 118

Course Description

A seminar course on topics of current biological interest. May be repeated when topic changes. No laboratory section included. Prerequisites: Graduate standing and permission of the instructor. Biology&Chemistry Department, College of Arts & Sciences

Additional Course Information

This course focuses on the cancer risk factors, mechanisms behind mutations causing tumor development, commonly mutated genes in cancer, and mechanisms of drug resistance to chemotherapeutics. As part of this class, students will learn how to access big data sets from the ICGC Data Portal and cBioPortal to answer questions about the demographics of specific gene mutations in cancer patients, the effect of gene mutation on patient survival, and whether certain mutations tend to occur together.

Students are recommended to have taken Cell Biology (BIOL 3412) and Introduction to Genetics (BIOL 3413) prior to this course.

Secrets to success:

We have a lot to cover this semester. Some topics may be familiar, but many will be new. There are few techniques you can use to help you to succeed in this course.

1. Read the book before coming to lecture. This will allow you to familiarize yourself with the material before it is covered in class. You can also make lists of questions you have and ask them during class. There are no dumb questions! Never be afraid to ask a question or speak up if you need better clarification. There is a 90% chance that someone else in the room has the same question. It will help everyone if I have an opportunity to explain something in a slightly different way or clarify a point.
2. Take notes during class. This is an excellent way to reinforce your learning of the material. Although I will post slides on Blackboard before the lecture, I will discuss the material in much more detail than is on the slide and you will be responsible for this material on the exam.
3. Make time to review your notes within 24 hours of the lecture. Please reach out to me if something is still unclear or fill in missing pieces with information from the text.
4. Make time to use the review questions at the end of each chapter in MBC. This will help you test your knowledge.

- Most of all, do not procrastinate! There is no way you can do well on an exam in this course by waiting until the night before the exam to study. Start studying as soon as you get the study guides.

Student Learning Outcomes

Upon successful completion of this course, students will:

- Understand the molecular and environmental causes behind tumor development.
- Know the hallmarks of cancer.
- Know the genes or signaling cascades frequently mutated or altered during tumorigenesis and metastasis.
- Understand the mechanisms behind chemotherapeutic drug resistance.
- Understand the role of the immune system in fighting cancer and how tumor cells avoid immune detection.
- Be aware of how research is “educating” the immune system to fight cancer.
- Understand the role our diet, microbiome, and pathogens play in tumor development and growth.
- Learn how to access big data sets from data portals and use it for research.

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.

Textbooks

Group	Title	Author	ISBN
Required	Molecular Biology of Cancer 5th Edition	Lauren Pecorino	9780192569622
Required	Immortal Life of Henrietta Lacks	Rebecca Skloot	9781400052189
Required	Henrietta Lacks The Untold Story	Ron Lacks	9781098307424

Grading Criteria

GRADE	PERCENTAGE
A	90-100
B	80-89.9
C	70-79.9
D	60-69.9
F	Below 60

Grading and Assessment Policy

ASSIGNMENT	VALUE
Discussions	15%
Quizzes	10%
Biportal Assignments	15%
Exam 1	15%
Exam 2	15%
Exam 3	15%
Final Exam	15%

Discussion posts will be used to assess completion of the required reading for The Immortal Life of Henrietta Lacks and (for graduate students) Henrietta Lacks the Untold Story. These discussion threads and reflections are open and can be completed early. If a student is able to complete all the discussion posts at least 1 week before the final post is due, then the 2 lowest quiz grades will be dropped for that student. Failure to participate in the discussions disqualifies a student from being able to have their 2 lowest quiz grades dropped. The second required book (Henrietta Lacks the

Untold Story) will also be used for discussions. At the end of the semester, graduate students will write an essay comparing the different viewpoints offered in the assigned reading on Henrietta Lacks, her life, and how she benefitted the scientific community. Graduate students will also need to reflect on the sensitive nature of conducting research with patient samples.

Exams will be closed book and in class. All exams will contain a mix of multiple choice, fill in the blank, ranking, matching, labeling and essay questions. Multiple choice, fill in the blank, ranking, and matching questions will be given in online format. Labeling and essay questions will be on paper. **Some of the questions on the exam will say "select all answers that apply" or "select all correct answers." If you select all the answers to spam the exam software into marking the question correct, the question will be marked wrong.** There will be at least one wrong choice for each of these types of questions. For each exam, students will be required to sign-in before the exam. Students will then be allowed to take the online portion of the exam. Once the online portion of an exam is completed, students will be allowed to take a short break before receiving the essay portion of the exam. **Failure to sign-in and attempt the essay portion of the exam will result in a zero for the exam.** If you know that you will miss an exam day, it is your responsibility to make arrangements with Dr. Muñoz to take the exam. Students who do not take the exam with the class will receive a different version of the exam than the one(s) given on the day of the exam. The final exam will be comprehensive. Study guides will be issued 1 week prior to the exam. Use them wisely. I will adjust the exam policy for students with official accommodations on a case by case basis.

Quizzes will be used to test your completion of the required reading for the Molecular Biology of Cancer textbook. Each quiz consists of a pool of up to 40 questions about the chapter being quizzed. It is highly unlikely that your friend will have the same quiz questions as you, so make sure to read the textbook before taking each quiz. As with the Exams, if a question says "select all answers that apply" or "select all correct answers" and you select all the answers to spam the correct choice, the question will be marked wrong.

The BioPortal project/assignments will consist of a series of guided exercises in data acquisition from data portals like cBioPortal and ICGC Data Portal. At the beginning of the semester, students will specify 3 cancer types they are interested in learning more about. Based on those cancer selections, students will be assigned the cancer type they will use for all their bioportal assignments. For undergraduates, the cancer selections will also be used to help create groups for the bioportal assignments. You may or may not get your first choice based on how rare the cancer is and (for undergraduates only) how many people are interested in that cancer. Note that the bioportal assignments will be group assignments for undergraduates and individual assignments for graduates. At the end of the semester, all students will submit individual reflections on their experience using data portals.

Group grading policy. To ensure fairness of group work, groups will be required to create group contracts and each group member will be required to submit a group evaluation after each bioportal assignment. These evaluations will be used to help determine 10% of each group member's grade for the bioportal group assignments. If a group member is absent on a bioportal activity day, that person will not be included in the group grade and must make up the assignment on their own or they will receive a zero.

Missed Classes and Late Work Policy: Students are required to attend all lectures. If a student knows they will miss a class in advance (e.g. a funeral, work, university sponsored event), they should notify the instructor by email prior to missing lecture. Students are responsible for catching up on any missed lectures, notes, activities, etc. Late work will be accepted without penalty for TAMIU approved absences (e.g. participation in sports or illness with doctor's note). Without an excuse, late work will still be accepted for a portion of the original grade. *After 1 week, late work will no longer be accepted without an approved excuse.*

Days Late	Penalty
1	10%
2	20%
3	30%
4	40%
5	50%
6	60%
7	70%

Schedule of Topics and Assignments

Day	Date	Agenda/Topic	Reading(s)	Due
Tue	8/27	First day of class Syllabus review Introduction to Cancer	MBC Ch. 1 HeLa pgs. 1-26	
Thu	8/29	Genetic repair gone wrong, its causes, and why cancer develops	MBC Ch. 2.1-2.4	Selection of cancer type and gene family for BioPortal project (Due Aug. 30)



Tue	9/3	Therapeutic treatments to fight cancer cells Review of Transcription, epigenetics, and small non-coding RNA	MBC Ch. 2.4-3.5 & 3.9 HeLa pgs. 27-62	Quiz 1 Discussion post: Prologue and introduction to Henrietta Lacks
Thu	9/5	Epigenetic diagnostic markers and targeted epigenetic or histonomic cancer therapy	MBC Ch. 3.6-3.11	
Tue	9/10	Introduction to data portals and their use in biomedical research – cBioPortal lecture Bioportal Activity 1	HeLa pgs. 63-88	Quiz 2 Discussion Post: HeLa pgs. 27-62
Thu	9/12	Growth factor signaling and oncogenes	MBC Ch. 4	Quiz 3 BioPortal Activity 1 (Due Sept. 13)
Tue	9/17	Exam 1 review	HeLa pgs. 89-117	Quiz 4 (Due Sept. 18) Discussion Post: HeLa pgs. 63-88
Thu	9/19	Exam 1		
Tue	9/24	Review of the cell cycle The cell cycle and cancer	MBC Ch. 5 HeLa pgs. 118-143	Discussion Post: HeLa pgs. 89-117
Thu	9/26	BioPortal lecture part 2: IGCG data portal Bioportal Activity 2		
Tue	10/1	Introduction to tumor suppressor genes, the RB pathway, and the p53 pathway	MBC Ch. 6 HeLa pgs. 144-178	Quiz 5 Discussion Post: HeLa pgs. 118-143
Thu	10/3	All about apoptosis and cell death	MBC Ch. 7	BioPortal activity 2
Tue	10/8	Cancer Stem Cells and their favorite signaling pathways	MBC Ch. 8 HeLa pgs. 179-211	Quiz 6 Discussion Post: HeLa pgs. 144-178
Thu	10/10	How cancer spreads BioPortal lecture part 3: GDC data portal Bioportal 3 activity	MBC Ch. 9.1-9.5	Quiz 7
Tue	10/15	Blocking metastasis	MBC Ch. 9.6-9.10 HeLa pgs. 212-240	Quiz 8 Discussion Post: HeLa pgs. 179-211
Thu	10/17	Guest lecture?		BioPortal activity 3
Tue	10/22	Review for Exam 2		Quiz 9 Discussion Post: HeLa pgs. 212-240
Thu	10/24	Exam 2	HeLa pgs. 241-278	
Tue	10/29	Angiogenesis	MBC Ch. 10 HeLa pgs. 279-328	Discussion Post/Reflection: HeLa pgs. 241-278
Thu	10/31	Diet and cancer Supplements, hormones, and targeting cancer metabolomics	MBC Ch. 11	
Tue	11/5	Basic immunology review and introduction to tumor immunology	MBC Ch. 12.1-12.5 The Untold Story Ch. 1-3	Quiz 10 Discussion Post: HeLa pgs. 279-328
Thu	11/7	Using the immune system to cure cancer	MBC Ch. 12.6-12.11	Quiz 11
Tue	11/12	Inflammation, infection, and the microbiome influence on cancer growth	MBC Ch. 13 The Untold Story Ch. 4-6	Discussion Post: The Untold Story Ch. 1-3
Thu	11/14	Strategies and tools for cancer biology research and clinical development part 1	MBC Ch. 14.1-14.5	Quiz 12
Tue	11/19	Strategies and tools for cancer biology research and clinical development part 2	MBC Ch. 14.6-14.10 The Untold Story Ch. 7-8	Quiz 13 Discussion Post: The Untold Story Ch. 4-6
Thu	11/21	Review for Exam 3		Quiz 14 (Due Nov. 25)
Tue	11/26	Exam 3	The Untold Story Ch. 9-10	Discussion Post: The Untold Story Ch. 7-8 (Due 11/27)
Thu	11/28	No Class		
Tue	12/3	Review for Final Exam		BioPortal Project Reviews Discussion Post: The Untold Story Ch. 9-10 Final Discussion/Reflection: Learning from Henrietta's story
Thu	12/5	No Class		

Tue	12/10	Final Exam
Thu	12/12	No Class

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.tamtu.edu/scce/studenthandbook.shtml> (<https://www.tamtu.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.

TAMIU 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.tamiau.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.tamiau.edu/studentaffairs/StudentHandbook1.shtml> (<http://www.tamiau.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@tamiau.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.tamiau.edu/reportit> (<https://www.tamiau.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@tamiau.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.tamiau.edu/scce/studenthandbook.shtml> (<https://www.tamiau.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@tamiau.edu, 956.326.2857, via the anonymous electronic reporting website, ReportIt, at <https://www.tamiau.edu/reportit> (<https://www.tamiau.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.