



BA 3310 - Legal Environment of Business: Legal Envrnmt of Business-WIN

Fall 2025 Syllabus, Section 161, CRN 16385

Instructor Information

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Adjunct Faculty

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Office Hours:

Tuesday and Friday 3:00pm-5:00pm by appointment

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If you call my office number, you will be calling the Whitworth Cigarroa law offices.

Times and Location

MW 6pm-7:20pm in Bullock Hall 207

Course Description

An introduction to the legal principles relating to business and its regulation. Includes coverage of topics such as basic contracts, torts, debtor/creditor relations, intellectual property, agency and employment, employment discrimination, and the creation and ramification of various business associations. Written assignments and/or oral presentations are required. Prerequisite: Junior standing.

Intl Banking&Finance Studies Department, Sanchez School of Business

WIN-Designation

This course is designated as a writing-intensive (WIN) course. In this course, writing will not only be the subject of study, but it will also serve as a method of learning. Students will learn how communication in written, oral, and visual forms change according to purpose and genre. Brainstorming, drafting, revising, and peer-workshopping are integrated into the course curriculum and are the required components of this writing-intensive course. The final Research Paper is the designated assignment for WIN assessment.

Student Learning Outcomes

Module 1 LEARNING OBJECTIVES: • Describe the four sources of American law and their order of priority. • Describe the American Judicial system and its role in American government, and the business environment. • Learn about Court procedures and documents filed in litigation. • Analyze, in writing, a published appellate decision for its statement of the law and its significance to the legal environment of business and prepare a concise written statement to this effect: a case brief.

Module 2 LEARNING OBJECTIVES: • Identify the four elements of a valid, enforceable contract and apply these elements in order to determine whether a purported contract has each of the four elements. • Identify and explain the legal remedies available to an innocent party when an enforceable contract is breached. • Describe the principal-agency relationship and the responsibilities and liabilities created by it.

Module 3 LEARNING OBJECTIVES: • Analyze the major forms of business organizations: corporations, partnerships, and hybrid business organizations • Demonstrate knowledge as to how the business organizations are formed, their benefits and ramifications. • Demonstrate knowledge of the advantages and disadvantages of doing business in each of business forms we study.

Module 4: • Recognize and explain the major torts, and describe remedies available to injured parties, and defenses available to the alleged tortfeasor, by analyzing fact situations and applying these theories of recovery described.



Module 5 • Describe the major types of intellectual property, the law and process under which each is protected under American law, as well as apply the remedies available to an owner of intellectual property who believes their property has been infringed. • Distinguish an independent contractor from an employee and describe the legal ramifications of each relationship. • Explain and apply current laws concerning the American employer-employee relationship, including the laws prohibiting employment discrimination.

Important Dates

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

Textbooks

Group	Title	Author	ISBN
Required	West's Legal Environment of Business, 11th Edition	Frank Cross and Roger Miller	

Grading Criteria

Grades derive from five multiple-choice examinations (this includes a final exam), five writing assignments, Mindtap exercises, and possibly other assignments or in-class quizzes that may arise throughout the semester.

4 Exams & the Final 40%: Each is 8% of your overall grade

4 Writing Assignments 50%: Each is 12.5% of your overall grade

Mindtap homework 10%: Each unit is 8% of your overall grade

Pre-Writing Assignments

Grades are earned as follows:

90% to 100% A

80% to 89.9% B

65.9% to 79.9% C

Below 65.9% not passing;

For WIN Course credit, you must earn a "C" or better to pass

Attendance Policy: Attendance is expected. Roll is taken each day. You will find that attendance is essential to your success in this course, as well as working directly with the instructor and/or teaching assistant. Consequently, all students ARE EXPECTED to attend classes, arrive punctually, and participate in class discussions. Students are responsible for getting their own missed notes, etc. **A student missing more than 30% of class meetings cannot earn higher than a C in the course, regardless of other scores.**

Test attendance policy:

NO TEST is given early or late for any reason, other than those outlined in the university policy. Each student must be present at the scheduled date and time in order to take the exam. I follow the university's absence policy (available at the university website http://www.tamiu.edu/absence_rules.pdf (also see class BLACKBOARD page) to determine whether a student may take the exam early or late.

Mindtap HOMEWORK:

Homework is due on the date and time as appears in this syllabus and on the Mindtap website. THERE ARE NO EXTENSIONS GIVEN FOR MINDTAP DUE DATES.

This is a Writing Intensive (WIN) Course:

The ARSSB has determined BA 3310 Legal Environment of Business should be a WIN course. As a Writing Intensive course, writing has a central role in the learning process. Assignments are designed to be appropriate to this discipline and demanding of the students' writing skills in that they require



a student to exercise higher order thinking skills, write multiple drafts, and carry higher expectations than would have otherwise been acceptable. At least fifty per cent (50%) of the grade in this WIN course comes from the evaluation of the student's writing.

TAMU requires its undergraduate students to complete three courses beyond freshman English that are identified in the course schedule and on the transcript as "writing intensive" courses. Only one of these courses may be at the 2000-level, and at least one must be in the major in which the student is earning a degree. Chairs, with their dean's endorsement, may approve transfer courses at the 3000-4000 level as meeting up to two of the three required writing intensive courses if the student can provide documentation deemed adequate to justify such a substitution. The requirement that at least one of the writing intensive courses must be taken at TAMU in the student's major may not be met by the substitution of a transfer course. (Taken from the current *TAMU on-line catalog*.)

TAMU requires WIN courses have writing assignments into which revision is embedded. This may require successive assignments of the same type in which students are expected to improve the quality of their writing and to meet more closely the discipline-specific expectations. Alternatively, it may require submission of drafts of assignments for peer-review with subsequent revision and resubmission for final evaluation. Feedback received on quizzes/tests and on the successive case, briefing assignments will allow students to improve their writing for the next assignment.

Writing assignments:

As mentioned above, fifty percent (50%) of your grade is from successfully completing writing assignments. You will be given feedback on your writing; however, you are encouraged to utilize the TAMU Writing Center and other resources to improve your writing. One should never be satisfied with the first draft of their writing. For example, this syllabus has been revised and rewritten several times; all good writers are willing to revise and rewrite their writing. Be sure to allow yourself plenty of time to review and rewrite your assignments.

Schedule of Topics and Assignments

Day	Date	Agenda/Topic	Reading(s)	Due
Mon	8/25	Introduction Discuss Reading/Prewriting Assignments Unit 1	Brown v. Board of Education Module 1 LEARNING OBJECTIVES: • Describe the four sources of American law and their order of priority. • Describe the American Judicial system and its role in American government, and the business environment. • Learn about Court procedures and documents filed in litigation. • Analyze, in writing, a published appellate decision for its statement of the law and its significance to the legal environment of business and prepare a concise written statement to this effect: a case brief.	
Wed	8/27	Chapter 1 Lecture	Chapter 1 Law and Legal Reasoning	
Mon	9/1	Chapter 1 and 4 Lecture	Chapter 1 Law and Legal Reasoning and Chapter 4 Court and Alternative Dispute Resolution Meet in teams of 4 to prepare Step One of Reading/Prewriting Assignment for Brown v. Board of Education	
Wed	9/3	Chapter 4 Lecture	Chapter 4 – Courts and Alternative Dispute Resolution	
Mon	9/8	Chapter 5 Lecture	Chapter 5 – Court Procedures	
Wed	9/10	Chapter 5 Lecture	Chapter 5 – Court Procedures	
Mon	9/15	Exam 1-Chapters 1,4, and 5 Module 1 MindTap Due	Exam 1 covers the information contained in Chapters 1, 4-5, and the Mindtap Homework. Exam 1 will also include constitutional concepts from Brown v. Board of Education, and other legal doctrines, such as stare decisis and other concepts.	



Wed	9/17	How to Write a Legal Brief	Brown v. Board of Education: Review of Pre-writing process and final draft process Assign Case for Writing Assignment 1
Mon	9/22	Unit 2 Chapter 12 Lecture	Module 2 LEARNING OBJECTIVES: • Identify the four elements of a valid, enforceable contract and apply these elements in order to determine whether a purported contract has each of the four elements. • Identify and explain the legal remedies available to an innocent party when an enforceable contract is breached • Describe the principal-agency relationship and the responsibilities and liabilities created by it. Chapter 12 – Formation of Traditional and E-Contracts Submit Step One of Prewriting Process for Writing Assignment 1 and bring a copy to class.
Wed	9/24	Chapter 12 Lecture	Chapter 12 – Formation of Traditional and E-Contracts Submit Steps 2 and 3 of Prewriting Process for Writing Assignment 1 and bring a copy to class.
Mon	9/29	Chapter 13 Lecture	Chapter 13 – Contract Performance, Breach, and Remedies Submit First Draft of Writing Assignment 1 and bring a copy to class.
Wed	10/1	Chapter 13 Lecture Writing Assignment 1 Final Draft	Chapter 13 – Contract Performance, Breach, and Remedies Writing Assignment 1 Due Sunday, October 5, 2025, by 11:59pm Writing Assignment 1 Due Sunday 10/05/25
Mon	10/6	Chapter 19 Lecture	Chapter 19 Agency Relationships
Wed	10/8	Exam 2: Chapters 12-13 and 19 Writing Assignments 2 and 3 Module 2 MindTap Homework Due	Exam 2 covers material learned in Chapters 12-13 and 19, plus legal concepts discussed in Writing Assignment 1. Assign Writing Assignments 2 and 3 Module 2 MindTap Homework Due
Mon	10/13	Unit 3 Chapter 16 Lecture Step One Prewriting Assignments 2 and 3	Module 3 LEARNING OBJECTIVES: • Analyze the major forms of business organizations: corporations, partnerships, and hybrid business organizations • Demonstrate knowledge as to how the business organizations are formed, their benefits and ramifications. • Demonstrate knowledge of the advantages and disadvantages of doing business in each of business forms we study. Chapter 16 – Small Businesses and Franchises Submit Step One for Prewriting Assignments 2 and 3 and bring a copy to class.
Wed	10/15	Chapter 16 Lecture Step Two and Three Prewriting Assignments 2 and 3	Chapter 16 – Small Businesses and Franchises Submit Step Two for Prewriting Assignments 2 and 3 and bring a copy to class.
Mon	10/20	Chapter 18	Chapter 18- Corporations Lecture



Wed	10/22	First Draft of Assignments 2 and 3 Chapter 18 and 17	Submit First Draft of Writing Assignments 2 and 3 and bring copies to class. Final Draft of Writing Assignments 2 and 3 Due Sunday, October 26, 2025 Chapter 18 Corporations and Chapter 17 Limited Liability LectureBusiness Forms	Final Drafts of Writing Assignments 2 and 3 due Sunday, October 26, 2025 by 11:59pm
Mon	10/27	Chapter 17	Chapter 17 Lecture	
Wed	10/29	Exam 3 MindTap for Module 3	Exam 3 covers material learned in Chapters 16-18, and legal principles in writing assignments 2-3. MindTap Homework for Module 3	
Mon	11/3	Chapter 6	Module 4: • Recognize and explain the major torts, and describe remedies available to injured parties, and defenses available to the alleged tortfeasor, by analyzing fact situations and applying these theories of recovery described. Chapter 6 Torts	
Wed	11/5	Chapter 7 Lecture	Chapter 6 Torts Chapter 7 Strict Liability and Product Liability Assign Writing 4	
Mon	11/10	Module 4 Exam Module 4 MindTap Homework	Exam 4 covers material learned in Chapters 6-7	
Wed	11/12	Chapter 8 Lecture	Module 5 • Describe the major types of intellectual property, the law and process under which each is protected under American law, as well as apply the remedies available to an owner of intellectual property who believes their property has been infringed. • Distinguish an independent contractor from an employee and describe the legal ramifications of each relationship. • Explain and apply current laws concerning the American employer-employee relationship, including the laws prohibiting employment discrimination. Chapter 8: Intellectual Property	
Mon	11/17	Chapter 8 Lecture Chapter 20 Lecture	Chapter 8: Intellectual Property Chapter 20: Employment Law Submit Writing Assignment 4	
Wed	11/19	Chapter 20 Lecture	Chapter 20: Employment Law	
Mon	11/24	Chapter 21 Lecture	Chapter 21: Employment Discrimination	
Wed	11/26	No Class		
Mon	12/1	Chapter 21 Lecture Final Exam Review	Chapter 21: Employment Discrimination Final Exam Review, which covers Chapters 1, 4-5, and 8, 20-21	
Mon	12/8	Final Exam	Final Exam covers material in Chapters 1, 4-5, 8, and 20-21	6:00pm

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.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.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, 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.