



COMM 3308 - Intercultural Communication

Fall 2025 Syllabus, Section 101, CRN 17505

Instructor Information

Stephanie Mancha

Email: stephanie.mancha@tamiu.edu

Office Hours:

By Appointment Only

Times and Location

MWF 12pm-12:55pm in Bullock Hall 210

Course Description

This course provides students with an introductory knowledge base for examining constructions of culture. Course discussions will focus upon intercultural interactions, intercultural barriers, cultural perspectives, cultural adaptations, identity constructions and the greater social, political, philosophical, relational, and economic contexts that shape these concepts.

Psychology & Communication Department, College of Arts & Sciences

Additional Course Information

Blackboard: I will post all course materials on Blackboard. It is your responsibility to check this site daily for updates and read all materials I post. Please have your email and Blackboard apps on your personal devices. Also, please turn on notifications.

Participation: Because this is a communication course, students will be expected to contribute to class discussions and take part in in-class exercises. It is up to all of us to create an open and welcoming environment that will enable such participation. Please be respectful of your peers and your instructor.

COURSE STRUCTURE: This course is face-to-face, but I do use Blackboard to distribute course information (such as PowerPoints and assignment guidelines) and for some assignment submissions. It is imperative that you have a trustworthy Internet connection. Unless there is a verifiable blackout, I will not accept connectivity issues as a legitimate excuse for missing any deadline. Your success is determined by completing all coursework, from reading all chapters, submitting assignments, participating in class activities, and discussions. You must complete all tasks by the due dates in the course schedule. I do not accept any late work. Please ensure you give yourself the appropriate time needed to complete all the work. Chapter PowerPoint slideshows will be uploaded to Blackboard when we discuss them in class. These lectures highlight the most relevant information for each chapter. However, please make sure you read the entire chapter first to familiarize yourself with the material. This will assist you when attempting to complete all analytical assignments and as you participate in the in-class discussions and activities.

If you don't understand the instructions, a concept, or anything else covered in class, please schedule an appointment or email me your question or concern. I am here to help you. Don't forget that as the semester progresses.

Artificial Intelligence (AI) Policy Statement

This course recognizes that AI tools (such as ChatGPT, Grammarly, translation software, etc.) are increasingly part of our communication landscape and can be valuable learning tools when used appropriately and ethically. Students are permitted to use AI tools for:

- **Brainstorming and idea generation** for assignments and projects
- **Grammar and writing assistance** for polishing final drafts



- **Language translation support** for intercultural communication exercises

However, AI tools may NOT be used for:

- **Completing entire assignments** or having AI write substantial portions of the required work
- **Taking exams or quizzes** without explicit instructor permission
- **Replacing critical thinking** or personal reflection in analysis papers

You must create all written and creative work submitted for this class. Misusing AI tools to complete assignments or presentations will be considered academic misconduct and subject to disciplinary action. If you are unsure about appropriate usage, please consult the instructor.

Late Work Policy

Assignments must be submitted on the due date and time listed. Late work will be penalized **5 points per day** (including weekends). Assignments will not be accepted **more than 7 days past the deadline**, regardless of circumstances, unless proper documentation for an excused absence is provided. If you anticipate a conflict, please communicate with me **before** the due date whenever possible.

Other Rules to Live By:

1. Please always follow the “Golden Rule” and treat others as you want to be treated. I will not tolerate harassment or hate speech of any kind based on race, gender, sexual orientation, age, physical attributes, socioeconomic status, group membership, political affiliations, etc.
2. Communication is imperative, and all concerns should be communicated to me in person or through e-mail in a timely manner. If you do not communicate with me, then I cannot address your needs or complications.
3. Discussions and speeches might focus on controversial or taboo issues. Please be respectful of me and your fellow classmates as a member of this class.

Assignments Details

(For a complete explanation of assignments, please see Blackboard)

Things to consider...

CAUTION! Please make sure all papers and discussions are saved on Dropbox, Google Docs, flash drive, external hard drive, or any other saving format or device. Please be aware that I do not accept ANY late work, so all assignments must be done on time, regardless of computer problems. If you have trouble submitting an assignment, e-mail your assignments through the mail tool via Blackboard. Please be proactive in matters such as these.

IMPORTANT! All papers should be in APA or MLA format: double-spaced, 12-point font, 1-inch margins, abstract, and references page. If you need format assistance, here is a link to the Purdue citation website: <http://owl.english.purdue.edu/owl/resource/560/01/>. Please make sure you edit all of your papers and discussions. Grammar and spelling errors should be corrected prior to submitting each assignment.

Program Learning Outcomes

Students will be able to examine and analyze how cultures are constructed and maintained within various social contexts, while demonstrating effective communication competence in navigating intercultural interactions. Additionally, students will apply knowledge of social, political, philosophical, relational, and economic contexts to intercultural communication analysis, while demonstrating critical thinking skills in analyzing both theoretical concepts and personal intercultural experiences.

Student Learning Outcomes

By the completion of this course, students will be able to:

1. **Analyze** cultural influences on communication patterns and processes
2. **Apply** theoretical frameworks to understand intercultural communication dynamics
3. **Evaluate** the role of identity, history, and power in intercultural interactions
4. **Demonstrate** effective intercultural communication competence in various contexts
5. **Examine** contemporary issues, including globalization, technology, and popular culture, in intercultural communication
6. **Develop** strategies for managing intercultural conflict and building relationships across differences



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	Intercultural communication in contexts	Martin, J. N., & Nakayama, T. K.	1266597093

Other Course Materials

To go to the bookstore, [click here \(https://www.bkstr.com/texasaminternationalstore/home/\)](https://www.bkstr.com/texasaminternationalstore/home/).

Supplementary readings and videos will be posted on Blackboard.

In-class activities may require an electronic device.

Grading Criteria

Attendance: 10%

In-Class Activities & Participation: 25%

Reflections: 15%

Assessments: 5%

Mid-term: 15%

Final: 30%

A= 90-100%, B=80-89%, C= 70-79%, D= 60-69%, F= 59% and below

Open Boilerplate

Reflections

Throughout the semester, you will complete reflections (1-2 pages, double-spaced) based on videos we watch in class. These reflections should go beyond simply summarizing what you watched - instead, focus on your personal reactions, connections to your own cultural experiences, and how the content relates to our course concepts and readings. Consider what surprised or challenged you, how your perspective might differ from others, and what new insights or questions the video raised about intercultural communication. Be genuine and thoughtful in your analysis, using specific examples from the video and your experiences. Submit your reflection to Blackboard by 11:59 PM on the due date in APA format.

In-Class Activities & Participation

Your participation grade is based on active, respectful engagement in class discussions and other in-class assignments. This includes thoughtfully sharing your perspectives during intercultural discussions, listening actively to classmates' experiences, participating in group activities, and contributing to a welcoming classroom environment where everyone feels comfortable sharing their cultural backgrounds. Quality participation means being prepared for class, asking thoughtful questions, making connections between course material and real-world experiences, and demonstrating respect for diverse viewpoints even when they differ from your own.

Final Project

Your final project is a capstone group presentation that demonstrates your understanding of intercultural communication concepts and their practical application. Working in small groups, you will choose a specific intercultural communication topic, issue, or case study to explore in depth, incorporating multiple course theories and concepts into your analysis. The presentation should showcase your group's ability to synthesize course material, apply theoretical frameworks to real-world situations, and communicate your findings effectively to the class. Your project may take the form of a traditional presentation, creative multimedia project, or interactive demonstration, but must include substantial research, critical analysis, and



clear connections to course content. Group presentations will be delivered during our scheduled final exam period on December 8th at 12:00 PM, with specific requirements and guidelines provided closer to the due date.

Course Outline

The instructor maintains the right to change this schedule. It may be changed to accommodate student and/or instructor needs. It is the student's responsibility to follow the provided schedule in terms of assignment due dates and reading assignments. The schedule provided in this syllabus will inform students of when those dates are, and it is their responsibility to keep up with approaching deadlines. These dates may not always be announced in class, but it does not excuse the student from completing the required reading and assignments.

Schedule of Topics and Assignments

Week of	Agenda/Topic	Reading(s)	Due
8/25	Course introduction, syllabus overview	Read: Chapter 1 & Chapter 3 (pg. 78 – 88)	
9/1	The study of intercultural communication	Read: Chapter 2	
9/8	Culture, Communication, Context, and Power	Read: Chapter 3	Due: Cultural Self-Assessment by 11:59 pm on Sept. 8th
9/15	The History of Intercultural Communication	Read: Chapter 4; Watch Video #1	Sept. 15th
9/22	Identity and Intercultural Communication	Read: Chapter 5; Watch Video #2	Due: Week 4 Reflection Video #1 by 11:59 pm, Monday, Sept. 22nd
9/29	Language and Intercultural Communication	Read: Chapter 6; Discuss Language Reflection	Due: Week 5 Reflection Video #2 by 11:59 pm, Monday Sept. 29th
10/6	Nonverbal Codes	Read: Chapter 7 : Discuss Nonverbal Reflection	Due: Language Reflection #3 by 11:59 pm, Monday Oct. 6th
10/13	Mid-term Review	Intro to Chapter 8; Review for Final; Discuss Final Project	Friday – Mid-term Exam (Chapter 1 – 7)
10/20	Intercultural Transitions	Read: Continue with Chapter 8	Due: Nonverbal Reflection #4 due by 11:59 pm, Monday Oct. 22th
10/27	Popular Culture and Intercultural Communication	Read: Chapter 9; Discuss Media Reflection	
11/3	Intercultural Relationships	Read: Chapter 10	Due: Media Reflection #5 Due by 11:59, Monday Nov. 3rd
11/10	Culture, Conflict, and Communication	Read: Chapter 11 : Discuss Cultural Assessment #2	
11/17	Intercultural Communication	Read: Chapter 12	Due: Cultural Assessment #2
11/24		THANKSGIVING BREAK (NOV. 26 – NOV 29)	Final Project Prep - Monday
12/1		Last Class Day - Dec. 1st	Final Project Prep
12/8			Final Project Presentations - Dec. 8th at 12 pm

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.

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.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.