

# ENGL 1301 - English Composition I

## Fall 2025 Syllabus, Section 162, CRN 16817

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### Instructor Information

**Melissa Castro**

Email: melissa.castro@tamiu.edu

Office Hours:

No Office Hours. Contact via email only.

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### Times and Location

TR 6pm-7:20pm in Bullock Hall 204

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### Course Description

The goal of this course is to develop students' expository and analytical writing skills by guiding them through the multiple stages of the writing process and by creating an awareness of authorial voice, audience, purpose, and occasion. Students will also employ critical thinking and reading skills in the evaluation of selected readings designed to further emphasize the writing process. This course will provide an introduction to writing the documented essay, to acquiring information literacy skills, and to evaluating both printed and electronic sources. To earn credit, this course must be completed with a "C" or better. Prerequisite: Completion of Texas Success Initiative (TSI) Writing requirements, English 1301 or appropriate level developmental course sequence.

Humanities Department, College of Arts & Sciences

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### Additional Course Information

This course meets face-to-face. Method of delivery: traditional, in-person instruction.

**Writing Projects** (30% of course grade): The projects for this course will require students to work in certain genres, but they also allow students to choose their own topics and positions. Short descriptions are provided below. For each writing project, a more extensive assignment prompt will be provided on Blackboard. The major projects are:

Essay 1: Written Genre Analysis (10% of course grade)

In this first essay, students will choose an example text of a written genre used by a specific community and describe, illustrate, and explain their interpretations of how and why the members of this community use the written genre as they do. Students will use the example text as evidence for their interpretations of the genre's use in a specific community. (750-900 words)

Essay 2: Visual Genre Analysis (10% of course grade)

In this second essay, students will choose one visual text and analyze the meaning the text creates. Students will use vivid descriptions of specific components in the visual text as evidence for their interpretations. (850-1,000 words)

Essay 3: Rhetorical Analysis of a Journal Article (10% of course grade)

In this third essay, students will choose a research article from a peer-reviewed journal and evaluate its rhetorical appeal to the community for which the argument is presented. Students will quote, paraphrase, and describe contents from the peer-reviewed article as their evidence supporting their analysis. (1,000-1,200 words)

**Reflective Writing Assignments** (15% of course grade)

This course is designed to encourage students to reflect continually on their writing processes and consider what can and will transfer to other writing situations. Students will write three reflective essays this semester—one for each writing project—and one overall course reflection essay at the end of the semester. Reflections should be taken as a serious component of the course and should not be done in the minutes before the essay is due.

#### ***Final Project: Portfolio*** (35% of course grade)

For the final project in this course, students will create a portfolio that showcases the writing they completed in this course. As a whole, the portfolio will walk the instructor through the student's learning process in English 1301.

#### ***Homework / Assignments / Classwork / Participation*** (15% of course grade)

Students will have multiple assignments due every week by a specific time. Deadlines for all assignments will be clearly posted on Blackboard. For each unit essay, rough drafts, participation in in-class activities, attendance in one-on-one conferences, homework and classwork assignments, and peer review workshops will factor into this grade category.

#### ***Academic Center for Excellence (ACE) Visits*** (5% of course grade)

Students must attend the Academic Center for Excellence twice during the semester for a **minimum** of thirty (30) minutes each session to seek writing consultation on one of the assigned writings in this course. Students will receive credit once they have submitted the Writing Center attendance forms on Blackboard. From the total 5% of this grade requirement, students will receive 50% of the grade (2.5 %) for a first visit by Sunday, September 28, and 50% of the grade (2.5%) for a second visit by Sunday, November 30. If students make their first and/or second visit after the listed dates, then they will only receive 25% of the grade for each visit. Students will not receive any credit if they visit ACE during Finals Week (December 3-9) or if they do not visit the center at all.

#### ***TurnItIn and Similarity Scores***

Students must submit all drafts of the unit essays and reflection essays via TurnItIn on Blackboard. Only essays with a similarity index of less than 20% (i.e.,  $SI \leq 20\%$ ) on a TurnItIn drop box will be accepted and graded.

#### ***TurnItIn / Assistive Technologies / AI Policy***

In keeping with the TAMIU Honor Code, the instructor will be using TurnItIn to evaluate the originality of all written student work. This is to ensure the integrity of student work and to forestall any attempts at plagiarism or cheating. If a student paper was submitted successfully, the student will be able to return to the assignment drop box and view their submission. Students must double check that their files uploaded correctly. Failure to ensure that work was successfully submitted is not an acceptable excuse for late or missed assignments.

Furthermore, all submitted essays and assignments should be the student's original work (written by the individual whose name is placed at the top of the submission) and **produced without the aid of assistive technologies or artificial intelligence. This includes Grammarly, Chat GPT, and other online resources that either produce text or make substantial, substantive changes to text that students have written.** Use of such technologies will be treated as cheating, and penalties will be applied in accordance with the TAMIU policies listed below. Students may not use "recycled" essays from other courses.

#### ***Formatting Style***

This course will use MLA format for all essays, writing assignments, and Blackboard posts.

#### ***Electronic Devices***

In the interest of creating an environment that is conducive to learning, the instructor **will not allow the use of any electronic devices during class time.** All electronic devices must remain completely out of sight during class time. If the student will be expecting an important phone call or text message, the student must step outside to receive it.

#### ***Late Work and Deadlines***

Late work (after the deadline date and time has passed) is not accepted in this course for homework assignments nor essays. Absolutely no late submissions will be accepted for the final portfolio.

#### ***Technical Issues / Difficulties***

At times, students may have difficulties with Blackboard, TurnItIn, email, Microsoft Word, or other programs that are required for this course. However, it is the student's responsibility to contact the Office of Information and Technology (OIT) when having these difficulties. The office is located in Cowart Hall 105; students may also contact them at 956-326-2310 or via email at [helpdesk@tamiu.edu](mailto:helpdesk@tamiu.edu).

If difficulties arise close to a deadline, it is the student's responsibility to email the instructor **before** the deadline passes. Students should take screenshots of error messages or time stamps of submission. Students will be made aware of all deadlines at the beginning of the semester;

therefore, students must ensure that they complete and submit work with enough time to address any technical difficulties. Leaving work until the last minute is a choice that the student makes, and unless there are extenuating circumstances, students should not expect the instructor to accommodate a student's decision not to work ahead of schedule.

### ***Class Attendance / Tardies***

Students who miss 2.5 or more weeks of class meetings typically fail the course. If absences are due to disability accommodations or official TAMU- event schedules, students must be proactive about rescheduling assignment and activity deadlines with the instructor. Students should also engage in anticipatory conversations about absences due to any reasons. Furthermore, **students must make every attempt to arrive to class on time**, since tardies negatively impact a student's learning. Finally, all students are expected to be engaged in class discussions and activities at all times.

### ***Email Policy***

The instructor should be emailed at melissa.castro@tamiu.edu or on Blackboard. Students can expect a response from the instructor typically within 24-72 hours for emails sent Monday through Friday. The instructor will not respond to emails that are sent late on Friday evenings (after 9 p.m.) or on Saturdays or Sundays. Those emails will receive responses until the following Monday morning. Students should nonetheless feel free to email the instructor at any time of the day or night.

When emailing the instructor, students should maintain a level of decorum and courtesy that is expected in a college setting.

### ***Grading Criteria***

The instructor will not round grades. For example, if a student earns a 69.9999 total grade at the end of the semester, that student will receive a D grade for the course. Students who seek a particular grade for the course should anticipate their GPA goals early in the semester and strive to comply with the completion of all required coursework. **Missing assignments cannot be made up.** Furthermore, the instructor does not give any additional credit at any time during the semester. Lastly, the instructor is always open to discussing an assignment grade with any student.

## **Program Learning Outcomes**

As one class in the First-Year Writing Program, students' successful completion of this course will contribute to their overall ability to:

1. Critically *analyze* and *evaluate* the audience, purpose, and genre of a writing situation or written piece.
2. *Recognize* and *apply* the writing elements of format, structure, and grammar in a written piece.
3. *Demonstrate* an effective writing process that includes drafting, revising, editing, and respectful and ethical collaboration.
4. *Apply* reflective writing practices across different writing tasks and genres.
5. *Develop* writing-related technological skills that allow them to *locate*, *engage*, and *evaluate* writing activities and artifacts in various genres and across media formats.

## **Student Learning Outcomes**

Upon successful completion of this course, students will be able to do the following relative to the First-Year Writing Program's Program Learning Outcomes (PLOs):

1. *Respond* appropriately to the needs of various audiences and writing situations through the use of various genres, context, and content (PLO 1)
2. *Recognize*, *critique*, and *defend* the rhetorical choices in writing situations (PLO 1)
3. *Apply* conventions of Standard American Academic English (SAAE) including word choice, formality, grammar and mechanics, MLA formatting, and essay format (PLO 2)
4. Effectively *apply* a process of writing from invention, drafting, revising, editing, and proofreading (PLO 3)
5. Ethically *collaborate* in the writing process with peers through peer-review, constructive self-critique, and teamwork (PLO 3)
6. *Compose* written work that reflects on the writing process, *articulate* how writing skills transfer across contexts, and *identify* the writer's strengths and weaknesses (PLO 4)
7. *Engage* a variety of technologies in order to locate sources and write across various media for specific audiences and purposes (PLO 5)

## **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	Everyone's an Author	Lunsford, Andrea, et al.	978-1-324-04523-6

## Other Course Materials

Additional readings will be available on Blackboard.

To go to the bookstore, click here (<https://www.bkstr.com/texasaminternationalstore/home/>).

## Grading Criteria

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

## Assignments and Weight Distribution

ASSIGNMENTS	WEIGHT
Homework / Assignments / Classwork / Participation	15%
Writing Projects	
Final Draft Essay 1	10%
Final Draft Essay 2	10%
Final Draft Essay 3	10%
Reflective Writing Essays	
Reflection Essay 1	5%
Reflection Essay 2	5%
Reflection Essay 3	5%
ACE Visits	5%
Final Portfolio	35%
Total	100%

## Course Schedule Overview

Week of	Agenda/Topic	Reading(s)	Due
8/26	Introduction Student Expectations Introduction to Rhetoric	Lunsford Introduction and Chapter 1	
9/2	Unit 1: Genre Analysis	Lunsford Chapters 6	
9/9	Unit 1: Genre Analysis	Lunsford Chapters 3, 34	
9/16	Unit 1: Genre Analysis	Lunsford Chapters 3, 34	Genre Analysis: 1st Draft Due (Friday)
9/23	Unit 1: Genre Analysis	Lunsford Chapter 10, 35	Genre Analysis: Final Draft Due (Friday)
9/30	Unit 2: Visual Analysis	Lunsford Chapter 9, 15	
10/7	Unit 2: Visual Analysis	Lunsford Chapter 32	Visual Analysis: 1st Draft Due (Friday)
10/14	Unit 2: Visual Analysis		Visual Analysis: Final Draft Due (Friday)
10/21	Unit 3: Rhetorical Analysis Essay	Lunsford Chapter 15, 29	

10/28	Unit 3: Rhetorical Analysis Essay	Lunsford Chapters 19, 28	Rhetorical Analysis: 1st Draft Due (Friday)
11/4	Unit 3: Rhetorical Analysis Essay	Lunsford Chapter 28	
11/11	Unit 3: Rhetorical Analysis Essay		Rhetorical Analysis: Final Draft Due (Friday)
11/18	Unit 4: Portfolio Design	Lunsford Chapter B: "Assembling a Portfolio" Video Tutorials for Wix or Weebly	
11/25	Unit 4: Portfolio Design		E-Portfolio: Draft 1 Due (Friday)
12/2	Unit 4: Portfolio Design / Finals Week		
12/9	Finals Week		Final E-Portfolio Due Dec. 5th by 11:59PM on Blackboard

## Core Curriculum Learning Outcomes

Core-Curriculum Learning Outcomes (CCLOs):

1. *Critical Thinking Skills (CT)* - creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information (SLOs 2, 6, 7)
2. *Communication Skills (COM)* - effective written, oral and visual communication (SLOs 1, 2, 3, 4, 6, 7)
3. *Teamwork (TW)* - ability to consider different points of view and work effectively with others to support a shared purpose or goal (SLO 5)
4. *Personal Responsibility (PR)* - ability to connect choices, actions and consequences to ethical decision-making (SLOs 2, 4, 5, 6)

## 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)

In the classroom, students are expected to listen attentively, participate respectfully, and adhere to established rules. Behavior that interferes with the class lecture may result in disciplinary action, ensuring a productive and respectful learning environment for everyone. Any disputes over academic matters should be addressed calmly and constructively, ideally during designated times such as office hours or after class. If a student does not agree with a decision, they can request a meeting with the instructor to discuss their concerns in more detail. Should further resolution be needed, the

student may escalate the matter to the department head or use formal grievance procedures as outlined in the sections below. (please refer to Student Handbook Article 4 (<https://www.tamui.edu/handbook/article-04.shtml>)).

## TAMUI Honor Code: Plagiarism and Cheating

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

TAMUI 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 TAMUI 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 SafeZone (<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 Disability Services for Students located in Student Center 124. 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 Office of Disability Services for Students.

For accommodations or assistance with disabilities, contact the Disability Coordinator, Karla Pedraza, at [karla.pedraza@tamiu.edu](mailto:karla.pedraza@tamiu.edu), call 956.326.2763, or visit Student Center 124.

## 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: Student Handbook (<https://www.tamiu.edu/handbook/index.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. Students who experience or observe alleged or suspected discrimination due to their pregnant/parenting status, should report to the TAMIU Title IX Coordinator (Lorissa M. Cortez, 5201 University Boulevard, KLM 159B, Laredo, TX 78041, [TitleIX@tamiu.edu](mailto:TitleIX@tamiu.edu), 956.326.2857) and/or the Office of Civil Rights (Dallas Office, U.S. Department of Education, 1999 Bryan Street, Suite 1620, Dallas, TX 75201-6810, 214.661.9600). You can also report it on TAMIU's anonymous electronic reporting site, *Report It*, at <https://www.tamiu.edu/reportit> (<https://www.tamiu.edu/reportit/index.shtml>).

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 Compliance (Lorissa M. Cortez, [lorissam.cortez@tamiu.edu](mailto:lorissam.cortez@tamiu.edu)) can assist the student and professor in working out the reasonable accommodation. For other questions or concerns regarding Title IX compliance related to pregnant/parenting students, contact the Title IX Coordinator. In the event that a student needs 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 LOAs 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*.

For parenting-related rights, accommodations, and resources, contact the Parenting Liaison, Mayra Hernandez, at [mghernandez@tamiu.edu](mailto:mghernandez@tamiu.edu), call 956.326.2265, or visit Student Center 226.

For pregnancy-related rights, accommodations, and resources, contact the TIX Coordinator, Lorissa Cortez, at [lorissaM.cortez@tamiu.edu](mailto:lorissaM.cortez@tamiu.edu), call 956.326.2857, or visit Killam Library 159.

## 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@tamiu.edu](mailto:TitleIX@tamiu.edu), 956.326.2857, via the anonymous electronic reporting website, ReportIt (<https://www.tamiu.edu/reportit>) and/or the Office of Civil Rights (Dallas Office), U.S. Department of Education, 1999 Bryan Street, Suite 1620, Dallas, TX 75201-6810, 214.661.9600.

## Incompletes

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

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

## WIN Contracts

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

## Student Responsibility for Dropping a Course

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

## Independent Study Course

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

## Grade Changes & Appeals

Faculty are authorized to change final grades only when they have committed a computational error or an error in recording a grade, and they must receive the approval of their department chairs and the dean to change the grade. As part of that approval, they must attach a detailed explanation of the reason for the mistake. Only in rare cases would another reason be entertained as legitimate for a grade change. A student who is unhappy with



his or her grade on an assignment must discuss the situation with the faculty member teaching the course. If students believe that they have been graded unfairly, they have the right to appeal the grade using a grade appeal process in the Student Handbook and in the Faculty Handbook.

## **Final Examination**

All courses in all colleges must include a comprehensive exam or performance and be given on the date and time specified by the Academic Calendar and the Final Exam schedule published by the Registrar's Office. In the College of Arts & Sciences all final exams must contain a written component. The written component should comprise at least 20% of the final exam grade. Exceptions to this policy must receive the approval of the department chair and the dean at the beginning of the semester.

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

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