ARTS 1312 - Design II

Fall 2026 Syllabus, Section 102, CRN 18739

Instructor Information

Janice Lardey, MFA
Instructional Assistant Professor of Art
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Office: Fine and Performing Arts Building, RM 226 A
Office Hours:
Tuesdays and Thursdays: 4:20 pm - 5:00 pm and by Appointment.
Office Phone: 9563263459
Kindly email to schedule an appointment or send a message through our class blackboard and will respond as soon as I can.

Times and Location

MW 9:40am-12:40pm in Fine/Performing Arts Center 219

Course Description

A studio course concerning the fundamentals of art with emphasis on three-dimensional concepts.
Fine&Performing Arts Department, College of Arts & Sciences

Additional Course Information

GENERAL INFORMATION

This is a three-credit-hour course that builds on the design skills developed in Design I. It focuses on three-dimensional design and introduces students to the fundamentals of object-making in form and space. A variety of materials will be explored, including paper, wire, foam board, fabric, and found objects. Projects will encompass diverse media and techniques, encouraging students to examine the relationships between line, spatial organization, surface, mass, volume, and plane.

Prerequisite: ARTS 1311.

Class Participation Guidelines

All students are expected to actively participate in class to meet course expectations. Throughout the course, students are required to maintain a sketchbook for note-taking and creative explorations related to the coursework. This sketchbook will be utilized for in-class exercises and is intended solely for your creative practice. At the end of the semester, students will curate an art portfolio to assess their growth, making the sketchbook a mandatory item.

Students need to bring the required materials, including the sketchbook, to all classes, along with any additional tools needed. Expect to work on projects outside of class time, as effective time management is crucial in a studio class. Setting aside dedicated time each week for drawing and designing will help ensure your success.

Class Structure:

Our classes will include a variety of components, such as

1. Lectures and Visual Presentations
2. Studio Projects (In-Class and Home Assignments)
3. Demonstrations and Workshops
4. Individual and Group Discussions/Critiques
5. Outdoor Explorations
6. Final Portfolio Review and Critique

Meeting Schedule: Classes will meet twice a week on Mondays and Wednesdays from 9:40 AM to 12:40 PM in Fine/Performing Arts Center 219. Attendance is mandatory, and classes are held in person unless otherwise indicated.

Attendance & Lateness Policy: Attendance will be recorded at the start of each class from ***9:40 AM to 9:50 AM***. Arriving after 9:55 am will be considered late. Students must attend the entire duration of all classes; absences can result in missing important information and assignments. Leaving class 30 minutes before it ends without an approved excuse will be marked as an absence. Leaving during class for more than 10 minutes without notifying the instructor will lead to point deductions. Three instances of tardiness will count as one absence. One or two unexcused absences may lower your grade, while three or more will result in automatic failure unless due to an emergency.

Excused Absences: Each student is allowed two excused absences, which must be documented (e.g., through an official note from a doctor or an authorized source). Acceptable documentation must be original, include the student's name and date, and be on official letterhead.

Unexcused Absences: Unexcused absences include reasons such as oversleeping, recreational activities, or common health issues. Accumulating three or more unexcused absences, or multiple excused absences (three or more), will negatively impact your grade. Four absences may lead to withdrawal from the course.

Missed Classes: If you miss a class, it is your responsibility to obtain information and make up missed assignments from your classmates. Demonstrations will not be repeated.

Please refer to the Texas A&M International University Course Policies for any permitted exceptions.

Electronics Use: Cell phone use (including calls, social media, and text messaging) and non-class-related emails are prohibited during class. Points will be deducted for any misuse. Limited device use for studio research may be permitted on certain days with the instructor's prior permission. Please ensure your phone is silenced, and laptops may only be used for research purposes with the instructor's approval. The use of headphones, earbuds, and AirPods is generally not allowed, though the instructor may permit them during specific work sessions.

Preparation and Participation: Arrive prepared and actively engage in all activities. Stay updated on weekly tasks and bring the required materials for projects. Check Blackboard and your emails regularly. This studio class encourages collaboration and peer learning, so students are urged to exchange ideas with classmates and faculty during class and to set aside time outside of class for assignments. The instructor may play background music, sounds, or instrumentals during studio work time, and students are welcome to suggest tracks for the class.

Coursework: Ongoing art production, reflection, and discussion. Students are expected to engage fully in all class sessions.

Lectures, Discussions, and Demonstrations: These will occur before or alongside studio projects to provide essential information as needed. Note-taking is highly encouraged.

Studio Projects: All readings, assignments, and projects will be assigned by the instructor and must be completed by the designated due date, either during class or as homework. All assignments and projects should be thoroughly completed and well-documented according to class guidelines. Approach your work as a problem solver, striving to meet, challenge, and exceed objectives. If you are uncertain about requirements, please consult the instructor. All work must be presentation-ready for critique at the beginning of each class.

Classroom/Studio Management: The studio is a shared workspace; please maintain cleanliness and ensure materials are not left behind. Always clean up after yourself and leave the area in good condition for the next group. Be mindful of others' work; do not touch or move anything that does not belong to you without the instructor's permission.

If you see an area for personal improvement, you are encouraged to be proactive and arrange a time to meet with the instructor to discuss strategies for better class participation. It is your responsibility to take completed graded work with you.

Note: Other classes use this room, so be sure to check and wipe down your work surfaces before sitting down. Avoid wearing your best clothes to class, as charcoal and other materials may stain. Since this is a shared studio, the safety of your materials and tools is solely your responsibility; do not leave anything important behind.

Food Policy: No food is permitted in the studios.

Project Documentation: Photograph and document all projects, assignments, and works throughout the semester. Upload the documentation to OneDrive or Blackboard as instructed for each project. All submissions are mandatory; failure to upload by the deadline will impact your final grade.

Documentation must include both in-progress and final project work. Work is considered incomplete until it has been adequately documented and uploaded.

Submission of Work: Approach all projects diligently and submit them by the specified deadlines. Late or incomplete submissions will not receive credit and must be revised or redone. All assigned work must be completed and mounted before critiques. Unprepared students should still attend and participate. All work must be submitted and/or presented on the due date. For each class a project is late, 10% of your grade will be deducted. For example, if a project is due on Thursday and is worth 50 points, it will automatically be lowered by 10 points. If you are absent when a project is due without an emergency notice or an excused absence, your grade will be negatively affected. Any assignments submitted more than 3 classes late will not be accepted.

Make-Up Work: The instructor will not provide information about quizzes, critiques, or class material missed due to unexcused absences; information will be provided only for authorized absences. Students may redo any project (except the final) during the semester. The original and new grades will be averaged; if the average is higher than the original, that will be the final grade; lower grades will be discarded. All redone or late projects must be submitted by the last day of regular classes.

Email Communications: Before sending emails, please reread your message for spelling errors, tone, content, grammar, and sentence structure. Use appropriate salutations when addressing your instructor and peers in emails or on Blackboard messages.

Please note my email response policy: All emails will be answered within 24 to 48 hours.

Copyright Awareness: Be aware of copyright laws in art. The use of AI tools for art projects is not allowed. Utilizing AI tools for class projects will be considered academic dishonesty, and misrepresenting ownership of someone else's work violates the TAMIU Honor Code.

Critique (Mandatory):

Reflection is an essential component of the learning process. Students will evaluate the overall success or shortcomings of their final project during critique sessions. In these sessions, students will discuss which aspects of the project worked well and which did not. Active participation in critiques is critical and will influence your overall grade. Critiques may take place with the entire class, in small groups, or individually to assess the progress and methodologies of studio projects. The critique format may be adjusted based on individual student needs. Students must demonstrate respect for their peers. All feedback should be given and received objectively, focusing on the work rather than personal attacks. Please avoid profanity, sarcasm, and hurtful language when interacting. Attendance at class critiques is compulsory. If you anticipate being unable to attend a critique for a valid reason, it is your responsibility to arrange this with your instructor in advance and submit your project beforehand.

Additionally, select sections from **The Critique Handbook** will be discussed during class. Remember that all feedback can be valuable when it is thoughtful and constructive.

Please note that the syllabus (course schedule) is subject to change based on the pace and needs of the class.

Program Learning Outcomes

This course aims to engage students in critical, conceptual, and visual thinking as well as theoretical analysis through projects that investigate the interplay of line, spatial organization, surface, mass, volume, and plane. Students will be introduced to essential tools, including scissors, hot glue guns, craft knives, drills, adhesives, clay modeling tools, plaster, wire, measuring instruments, and more

Student Learning Outcomes

By the end of the semester, students should:

1. Understand and apply various elements and principles of organization in the creation of three-dimensional artworks.

2. Demonstrate proficiency in using different forms in 3D design.

3. Engage in critical thinking and theoretical analysis of both their work and contemporary sculpture practices.

4. Create original works of art on demand and effectively incorporate historical and contemporary research into their designs.

5. Critically evaluate their own creations and those of their peers while producing innovative 3D artworks that are well-structured and creatively address assignment prompts, ensuring safe handling of 3D tools throughout the process.

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
Optional	Shaping Space: The Dynamics of 3D Design	Paul Zelanski and Mary Pat Fisher	
Required	Design Basics 3D	Richard Roth and Stephen Pentak	
Optional	Launching the Imagination 3D	Mary Stewart	
Required	Three Dimensional Design: Abstract Exercises for Developing Visual and Tactile sensitivity	Martin Zane Skalski	

Other Course Materials

MATERIAL LISTS

REQUIRED MATERIALS:

1. Spiral-bound 9" x 12" sketchbook
2. 12- to 14-gauge wire
3. Mixed-media drawing pad, 18" x 24"
4. Drawing pencils and erasers
5. Markers
6. Watercolor and acrylic paints
7. Cardboard and shipping boxes (multiple sizes, as many as you can gather); ***no need to buy. Can be collected/ found***
8. Foam board (multiple)
9. Paper
10. Hot glue and hot glue sticks
11. Wire cutter
12. Pliers (needle-nose and regular)
13. Utility knife, X-Acto knife, and replacement blades
14. Hammer
15. Scissors
16. Toolbox
17. Simple Found objects (when required for the project, start gathering)
18. Recycled materials ***(no need to buy; can be collected/ found)***
19. Fabric/thread/string ***(can be thrifted or no need to buy if possible; can be collected/ found, repurposed old fabrics and materials)***
20. Batteries and string or monofilament (for mobile project, when needed)
21. Plaster of Paris (when needed)
22. Plaster bandage roll, 4 x 180" x 2 (when needed)
23. 5 oz measuring bucket
24. Small clear plastic cups (when needed)
25. Apron
26. Artist's tape/masking tape
27. Cutting (self-healing) mat
28. Ruler/metal ruler
29. Protractor for drawing circles
30. Paper tape
31. Painter's tape
32. White glue

Possible materials introduced by the project (subject to change and add-ons depending on project needs)

1. Armature materials
2. Foam
3. Paper mâché
4. Wire
5. Fabric
6. Plastic
7. Fasteners
8. Hardware
9. Reclaimed materials

Grading Criteria

Evaluation in Design II is continuous, emphasizing the timely submission of assignments and projects, as well as the growth of each student's creativity, curiosity, ambition, and independence.

Grading Breakdown:

1. Assignments & Projects (50%) - Focus on the quality of work, completion, and adherence to guidelines.

2. Studio Habits & Participation (10%) - Actively engage in class discussions, critiques, and studio activities. Participation includes attendance and contribution to studio maintenance and presentations.

3. Attendance (5%) - Consistent and timely attendance is required to facilitate a collaborative learning environment.

4. Final Project Critique & Portfolio Review (20%) - Comprehensive evaluation of your final project and overall portfolio.

5. Class Projects (15%) - Assessment based on individual projects throughout the course.

Evaluation Criteria for Each Assigned Project (if total avoided points is 50)

Technical and Conceptual Skills (30 Points): Mastery in execution and command of materials and tools.

Innovation and Craftsmanship (10 Points): Ability to showcase original ideas and skillful execution.

Understanding of Assignment Objectives (5 Points): Clarity in comprehending and addressing the assignment requirements.

Presentation Quality (5 Points): Professionalism and neatness in presenting work.

Grading Scale

A: Outstanding: Excellent development in skill, exploration, and work ethic.

B: Good: Above-average development in skill, exploration, and work ethic.

C: Satisfactory: Meets assignment requirements but requires more creativity and understanding.

D: Below Average: Minimally meets course requirements, demonstrating a need for improvement in skills and creativity.

F: Failing: Little to no progress in academic and creative skills, with poor quality work and consistent tardiness.

Note: Creativity, technical skill, effort, process, and improvement are integral to this holistic assessment. As a studio course, we emphasize how your projects reflect these essential criteria.

GRADE	PERCENTAGE
A	91-100
B	80-90.9
C	70-79.9

D	60-69.9
F	Below 60

Open Boilerplate

Projects (Classwork/Homework) 1-4: 65%
Attendance: 5%
Participation: 10%
Final Project: 15%
Final Portfolio Review: 5%

*The grades for each project will be based upon the following criteria and will be evaluated on a 1- 50-point grade scale (except final project, which will be 100points). See the criteria below.
1. Originality of Concept and Technical Ability and Effort (general artistic execution) 35pts
2. Understanding of Assignment Objective/Command of Materials 10pts.
3. Good and neat Presentation 5pts

PROJECT	VALUE
Project #1	50 Points
Project #2	50 Points
Project #3	50 Points
Project #4	50 Points
Final Project	100 Points

Schedule of Topics and Assignments

Day	Date	Agenda/Topic	Reading(s)	Due
Mon	8/24	Intro/Course Overview / General Introductions Introduce Project One		
Wed	8/26	Introductions: Critique handbook Review of Design Principles Demos as needed Work day In class and Take home activities: readings, research, sketches	TBA	
Mon	8/31	Workday on Project One		
Wed	9/2	Workday and Critique Project One		
Mon	9/7	No Classes. LABOR DAY		
Wed	9/9	Introdcution to Planes into Volumes Cardboard Construction: From Plane to Body Demos(if needed) Workday on Project Two		
Mon	9/14	Workday on Project Two		
Wed	9/16	Workday on Project Two		
Mon	9/21	Workday (1st half of class) Critque Second half		
Wed	9/23	Critique Introduction to Low relief and Introduce Project Three		
Mon	9/28	Low relief design : Demos(if needed) Workday on Project Three		
Wed	9/30	Workday		

Mon	10/5	Project Three Workday
Wed	10/7	Critique Project Three
Mon	10/12	Introduction to Assemblage and Mixed media Sculpture Presentations Demos(if required)
Wed	10/14	Group Work Time
Mon	10/19	Group Wok Time
Wed	10/21	Critique Project Four Introduction to soft sculpture Introduce Project five
Mon	10/26	Soft Sculpture Presentations (demo if required)
Wed	10/28	Work Time
Mon	11/2	Work Time
Wed	11/4	Introduce Final Project and Critique Project five
Mon	11/9	Final Project Presentations/Individual Meetings and Work Time
Wed	11/11	Final Project Workday and Check In
Mon	11/16	Final Project Workday Course Evaluations: Nov 16-22
Wed	11/18	Final Project Workday and Check Ins
Mon	11/23	Final Project Work Day Artist Statement Writing
Wed	11/25	NO CLASS - READING DAY. Work on Projects at home
Mon	11/30	Final Project Work Day and Check Ins
Wed	12/2	Portfolio Review
Mon	12/7	FINAL CRITIQUE

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.tamiu.edu/handbook/article-04.shtml)).

TAMIU Honor Code: Plagiarism and Cheating

As a TAMIU student, you are bound by the TAMIU Honor Code to conduct yourself ethically in all your activities as a TAMIU 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.tamiu.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.

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 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, 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, 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) 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, 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, 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, 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.