BIOL 2101 - Anatomy Physiology I-Lab

Fall 2026 Syllabus, Section 1L2, CRN 17838

Instructor Information

Dr. Jasmin Escobar
Email: jasmin.escobar@tamiu.edu
Office: LBV 159
Office Hours:
Mon. 1:20 pm - 2:20 pm
Mon. 5:30 pm - 6:00 pm
Tue. 11:30 am - 1:00 pm
Wed. 12:00 pm - 1:15 pm
Wed. 4:15 pm - 6:00 pm
Office Phone: TBA

Times and Location

M 2:20pm-5:20pm in Lamar Bruni Vergara Science Ct 188

Course Description

Laboratory course to accompany BIOL 2301. Practical exercises reinforce BIOL 2301 lecture material. Topics include of the structure and function of the human body including cells, tissues, and organs of the following systems: integumentary, skeletal, muscular, nervous system and special senses. Not for students majoring or minoring in biology. Fulfills the laboratory science core curriculum requirement. Carries no credit for biology majors. Must be taken concurrently with BIOL 2301. Laboratory fee applicable.
Biology&Chemistry Department, College of Arts & Sciences

Additional Course Information

1. **Attendance/ Participation:** **Attendance is mandatory in this course.** Students may be excused from class only for illness (self), death in the immediate family, or official university business. However, documentation must be presented in order for the absence to be excused. If no documentation is provided within a week, the absence will remain unexcused and result in automatic zeros for any lab activities/quizzes missed that week. Please refer to the list of TAMIU approved excuses at the end of the syllabus. Active participation in lab is also required in order to receive full credit. Points will be deducted for lack of participation (i.e. leaving early or arriving very late without prior notification). **Three absences will result in an automatic drop of one letter grade and may result in failure of the lab.**
   - If you will be out due to official university business, such as games, events, etc., **please make sure to notify your instructor at least a week in advance.** This is to ensure you can be accommodated in another laboratory session to make up the lab for that week. **NO EXCEPTIONS!**
2. **Laboratory Assignments:** No late work will be accepted! **Lab activities must be completed by the end of every lab session** (unless the instructor has given you permission to submit the following week). Laboratory make ups will only be allowed if proper documentation is submitted. **An unexcused absence will result in 2 automatic zeros; both the lab assignment and quiz assigned that week.** Please advice the instructor in case of an emergency.
   - All lab assignments assigned must be submitted approximately **by the due date** after being assigned online via Blackboard, no exceptions! If a lab assignment is submitted under the incorrect dropbox, you will receive no credit for the lab.
3. **Quizzes:** Pre-lab quizzes will be administered the **first 10 minutes of class ONLY**. If you are late, you will receive an automatic zero, UNLESS proper documentation based on the acceptable course policy excuses is given.
4. **Group Presentations:** Students will be required to deliver a 10-minute presentation as a group on a Anatomy & Physiology -related topic toward the end of the semester. It must be relevant to the course material. Cooperation and equal amounts of input are important. If any complaints are

received from other group members about your lack of participation in the project, **you will be forced to be out of the group** to work on your own project. **Each group member MUST be present on the day of presentations.** If you fail to present, you will receive an automatic zero, dropping your final score by almost two letter grades from the total grade. We will discuss the guidelines further in the semester.

5. **Exams:** Two practical exams will be given (a midterm and a final) and will cover the activities done within the lab. Make-up exams are offered in accordance with the policies of the College of Arts and Sciences ONLY for exceptional cases such as those students with official, medical or other excusable documentation. Make-up exams may, at the instructor's discretion, differ in content from the regular exams.
6. **Special Assistance:** If a student has any special needs, it is the responsibility of the student to register with the Office of Student Counseling and Disability Services and notify your instructor as soon as possible.
7. **Electronics:** Electronic devices (**no cellphones**) are permitted during lecture (for note taking) as long as they don't interfere with the lecture or another student's learning. If students disrupt the lecture (i.e. distract other students or the instructor) or other classroom activities by using electronic devices, they will be asked to stop or to leave the class. Students must refrain from using electronics during lab activities except the lecture portion. Students are not allowed to use any artificial intelligence program to complete lab activities. If any student is found using these programs to complete assignments during class it will result in an **automatic zero for the assignment.**
8. **Plagiarism**: According to the student handbook, "Should a faculty member discover that a student has committed plagiarism, the student will receive a grade of 'F' in that course, and the matter will then be referred to the Executive Director of Student Life for possible disciplinary action." More info on this can be found in the TAMIU course policies at the end of this syllabus and on the TAMIU website.
9. **Safety Rules:** The safety rules and policies are for your (and everyone else's) safety. **FAILURE TO FOLLOW THE SAFETY RULES WILL RESULT IN EXPULSION FROM THE LABORATORY AND A GRADE OF ZERO FOR ALL COMPONENTS OF THE DAY'S WORK.** Safety will be thoroughly discussed at the first lab meeting.
10. **Artificial Intelligence:** The use of artificial intelligence is not permitted for this class including the use of Grammarly or similar programs. Detection of the use of artificial intelligence on any assignment will result in an **automatic zero for the assignment.**

Oral Presentation General Instructions

1. Topic: Anatomy and Physiology research topic.
2. Purpose: Teams of four to five students will review and discuss a current Anatomy and Physiology research question.
3. Goals: create a presentation containing the following sections and requirements.
4. Give a presentation during a laboratory session.
5. More information will be given during laboratory session.

Writing Assignment General Instructions

1. Topic: Anatomy and Physiology research topic.
2. Purpose: Student will review and discuss a pathology and focus on the effect on the human anatomy and physiology.
3. Goals: **write** a literature review paper containing the following sections and requirements.
   - **Title**: the title must be short; it should inform the reader that the paper is a review article and should have the most important terms to describe the research question addressed.
   - **Abstract**: the abstract length should be between 200 and 250 words. It must inform the reader the objectives and results of the paper.
   - **Table of contents:** the table of contents lists the sections or chapters of the paper.
   - Introduction: the introduction should provide information about the objectives of the paper and describe the research topic that will be explored within the review.
   - **Body:** the body consists of the evidence found in the literature with reference to the research topic addressed. The sources of the information must be identified, cited. The body of the article must be properly organized.
   - **Conclusions:** In this section, student will conclude paper with highlights on their research topic.
   - **References:** The review article should include at least seven references from scientific journal articles only. The article should follow APA documentation
4. **Paper length:** the total length of the review paper should be four pages not including: Title page, Abstract, Table of Contents and Reference page.

Writing Center:

- Students are **required** to review the draft of the research paper with a Writing Center's mentor.
- A copy of your visit to the Writing Center (*Writing Center Receipt*) will need to be submitted as part of the research paper for a grade.
- Papers that are not reviewed by the Writing Center and/or do not have the writing center receipt attached to the last page of the research paper and/or the writing center receipt is submitted after the deadline will **result in an automatic 20 pt. deduction per day!!**

Writing Assignment Due Date: November 8, 2026

Submissions of Oral Presentation and Writing Assignments

Dropbox software will be used for the following:

- As a tool for grading.
- The instructor will review the "Originality Report" to detect potential academic dishonesty. The similarity percentage for this course must not exceed 20%.
- Assignments that exceed 20% will be evaluated for academic dishonesty and will be reported accordingly.

Late Submission:

Submission after due date for either assignment will result in an automatic 20 pt. deduction per day!!

Student Learning Outcomes

After completing the course, the students will be able to:

1. Use the anatomical terms to describe structures in the human body.
2. Microscopically identify human cells and tissues.
3. Identify and describe skeletal tissue and human bones.
4. Identify and describe muscle tissue and the major muscles of the human body.
5. Identify and describe the structure and function of the neuron.
6. Identify and describe the organs and function of the nervous system.
7. Describe the structure and function of the human senses.
8. Write a review article discussing an anatomy and physiology research question.
9. Orally present the results of their research during a laboratory session.

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	Exploring Anatomy and Physiology in the Laboratory	Erin C. Amerman	9781640433984

Grading Criteria

Grades will be recorded from "A" to "F". Numerical values corresponding to these letters are as follows:

GRADE	PERCENTAGE
A	90-100
B	80-89
C	70-79
D	60-69
F	Below 60

Course Grading Policy

There will be a writing assignment, a midterm exam, and a final exam. The final grade will be calculated based on the following distribution:

ASSIGNMENT	VALUE
Writing Assignment	25 points
Oral Presentation	10 points

Midterm Exam	20 points
Laboratory Reports and Quizzes	20 points
Final Exam	25 points

Tentative Laboratory Sessions

Week of	Agenda/Topic	Reading(s)	Due
8/24	-Safety & Intro to Class -Unit 1: Introduction to Anatomical Terms -Research Presentation	pg. 1 - 28	Check Your Recall: Unit 1 pg. 29 - 30
8/31	-Unit 4: Cytology -Unit 5: Histology -Research Part 1	pg. 79 - 102 pg. 109 - 140	Check Your Recall: Unit 4 pg. 103 - 105 Check Your Recall: Unit 5 pg. 141 - 142
9/7	-Unit 6: Integumentary System -Research Part 2	pg. 145 - 160	Check Your Recall: Unit 6 pg. 161 - 162
9/14	-Unit 7: Introduction to Skeletal System -Research Part 3	pg. 165 - 180	Check Your Recall: Unit 7 pg. 181 - 182
9/21	-Unit 8: Skeletal System -Research Part 4	pg. 185 - 222	Check Your Recall: Unit 8 pg. 223 - 229
9/28	-Unit 9: Articulations -Review for Midterm	pg. 239 - 258	Check Your Recall: Unit 9 pg. 259 - 262
10/5	Midterm Exam		
10/12	-Unit 11: Muscle Tissue -Research Part 5	pg. 299 - 318	Check Your Recall: Unit 11 pg. 319 - 320 Group 1 Presentation Group 2 Presentation
10/19	-Unit 10: Muscular System -Research Part 6	pg. 265-292	Check Your Recall: Unit 10 pg. 293 - 296 Group 3 Presentation
10/26	-Unit 12: Introduction to Nervous System -Unit 13: Central Nervous System -Research Part 7	pg. 323 - 336 pg. 341 - 360	Check Your Recall: Unit 12 pg. 337 - 338 Check Your Recall: Unit 13 pg. 361 -364 Group 4 Presentation
11/2	-Unit 14: Peripheral and Autonomic Nervous System -Research Part 8	pg. 367 - 388	Check Your Recall: Unit 14 pg. 389 - 390 Group 5 Presentation Group 6 Presentation Research Paper Due: 11/8 before midnight
11/9	-Unit 15: General and Special Senses -Review for Final Exam	pg. 393 - 418	Check Your Recall: Unit 15 pg. 419 - 422
11/16	Final Exam		

Core Curriculum Learning Outcomes

*[REMOVE the Core-Curriculum Learning Outcomes which do NOT apply to this course. **Please don't forget to remove these instructions.**]*

Core-Curriculum Learning Outcomes:

1. **Critical Thinking Skills (CT)** - creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
2. **Communication Skills (COM)** - effective development, interpretation and expression of ideas through written, oral and visual communication
3. **Empirical and Quantitative Skills (EQS)** - manipulation and analysis of numerical data or observable facts resulting in informed conclusions
4. **Teamwork (TW)** - ability to consider different points of view and to work effectively with others to support a shared purpose or goal
5. **Social Responsibility (SR)** - intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities
6. **Personal Responsibility (PR)** - ability to connect choices, actions and consequences to ethical decision-making

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.