



COMM 4330 - Special Issues in Comm: Leadership Communication-RELLIS

Fall 2026 Syllabus, Section 1H4, CRN 19045

Instructor Information

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Office: ACB2 332 RELLIS Campus
Office Hours:
Thursday: 3:00 PM-5:00 PM or by appointment
Office Phone: 9793173464

Times and Location

TR 2:50pm-4:05pm in RELLIS Campus Class

Course Description

Course provides intensive study of diverse and relevant specialized subjects and topics in communication. Subjects may focus on various trends, methodologies, research, measurements, and analysis within the field. Course may be repeated for credit when topic changes.
Psychology & Communication Department, College of Arts & Sciences

Additional Course Information

This course examines leadership from a communication perspective, treating leading as something people do through talk, writing, and presence rather than a trait some people simply have. Students study how leaders build trust, motivate groups, manage conflict, and adapt their message across one-to-one conversations, team and public settings, and digital and AI-mediated channels. The course pairs leadership theory and research with applied practice, including case analysis, a group project, and a semester-long personal leadership communication plan. Students also examine how generative AI tools are changing how leaders draft, review, and deliver messages, and what that shift means for authenticity and disclosure.

COURSE FORMAT

COMM 4330 is a hybrid course. The class meets in person every Tuesday from 2:50 to 4:05 PM. Thursdays are set aside for independent preparation rather than a second class meeting.

Each week follows the same rhythm. On your own time before Tuesday, you complete the assigned reading and a short preparation task, a reading response, a self-assessment, or a quiz, posted on Blackboard. In class on Tuesday, we build on that preparation directly, through case discussion, small-group work, role play, and skill practice, rather than lecture. Come to class Tuesday having done the Thursday work. The in-class time depends on it.

Attendance, Preparation, and Participation

Regular, punctual attendance at the Tuesday in-person class is required. Students are expected to attend every Tuesday session. More than three unexcused absences may reduce your final participation grade by five percent per additional absence. Synchronous online attendance is not available for the Tuesday session; if you cannot attend in person, contact me in advance to discuss options.

Thursdays have no class meeting to attend. Instead, you are responsible for completing that week's reading and prep checkpoint on your own, by the deadline described under Deadlines and Late Work below.



Come to each Tuesday session having completed the assigned reading and that week's prep checkpoint. All assigned materials, including readings, videos, and other posted media, are eligible for inclusion in quizzes and other assessments, whether or not we discuss them directly in class.

Tuesday's class time depends on your preparation. You are expected to contribute to discussion, ask relevant questions, and engage constructively with your classmates. This means arriving on time, being ready to discuss that week's material, and participating in whatever activity, case discussion, group work, role play, is scheduled.

Deadlines and Late Work

University life involves balancing multiple priorities. This policy is built to accommodate occasional late submissions while discouraging chronic lateness, since meeting deadlines is itself part of professional communication.

Reading and prep checkpoints are due on Blackboard by Monday at 11:59 PM of the week listed in the course schedule, ahead of that week's Tuesday class. Larger assignments (the leader communication analysis paper, project check-ins, the group case, and so on) are due on the date given in the course schedule, also by 11:59 PM unless otherwise noted.

Work submitted late will be penalized ten percent per day, unless you provide a documented, university-approved excuse (medical, legal, or an official university activity) in advance. In that case, contact me as soon as possible to arrange an alternative submission.

Assignments submitted more than nine days late without a valid excuse will not receive credit. All coursework, including late submissions, must be submitted no later than 11:59 PM on December 8 (the last day of the final exam period) to be eligible for grading. No submissions will be accepted after this date.

Feedback Timeline

Instructor feedback and grades for assignments are typically posted within two weeks of the submission deadline.

Grade Appeals

If you wish to appeal a grade, email me within one week of the grade being posted on Blackboard. Your appeal should include a clear, evidence-based argument that references specific parts of the assignment and the corresponding grading criteria. An appeal may result in an unchanged, higher, or lower grade. All appeals must be submitted within the one-week window; after that, grades are considered final.

Academic Integrity

TAMU enforces strict policies against plagiarism, copyright infringement, and other forms of scholastic dishonesty. All submitted work must be your own and must include proper APA-style citation, both in-text and in a reference list. Unauthorized collaboration, use of generative AI without permission, or submitting someone else's work as your own will result in a zero on the assignment and referral to the Office of Student Conduct.

Use of Generative AI

The use of artificial intelligence (AI) tools in this course is permitted only under specific, approved conditions designed to support, not replace, your own intellectual effort.

Approved AI Usage. You may use AI-assisted tools such as Grammarly to check the language quality, grammar, spelling, and clarity of your written work. If you use an approved AI tool on an assignment, note it at the bottom of the paper, for example, "Grammarly was used for grammar and style checking."

Generative AI Is Prohibited for Coursework. Generative AI tools that produce original text, outlines, or content, including ChatGPT, Claude, and similar systems, may not be used to write papers, projects, or substantive portions of any assignment. Students must write their own work. Unauthorized use of generative AI is a violation of the TAMU Honor Code and will be referred to the Honor Council.

Case-by-Case Approval. Any other use of AI beyond grammar and style checking needs my explicit approval in advance. Talk with me before using an AI tool for anything else in this course.

Transparency and Accountability. If I approve a generative AI tool for a specific purpose, such as brainstorming or organizing ideas, you must clearly cite and describe how you used it. Not disclosing AI assistance counts as academic dishonesty.

Review and Consequences. I may review assignments for AI use that was not approved or disclosed. If work is flagged, you may be asked to show evidence of your own process (drafts, notes, outlines), to revise and resubmit, or to accept a grade penalty, up to a zero on the assignment, and referral to the Honor Council. When in doubt, ask me before you use a tool, not after.



This policy governs how you complete your own assignments. It does not restrict engaging with AI-generated material as a subject of study, for example in the AI-mediated leadership communication unit, where you will analyze AI-generated messages as course content rather than submit AI-generated writing as your own.

Technology Use in Class

Laptops and tablets may be used only for course-related activity, such as note-taking or accessing assigned readings. Unrelated browsing, messaging, or social media use during class is not permitted and may affect your participation grade.

Student Responsibilities

Check your TAMIU email account and Blackboard announcements daily. All official course communication, updates, and reminders go through these channels. Non-TAMIU email addresses should not be used for course correspondence, since messages from outside domains may be filtered as spam and will not count as valid proof of contact. Make sure your Blackboard notifications are linked to your TAMIU email.

Professional Expectations

Professionalism applies to your conduct, communication, and academic work throughout the course, including the following.

- Submitting polished, proofread work free of grammatical and formatting errors.
- Completing assigned readings and tasks by the posted deadline.
- Taking ownership of your academic and technical responsibilities; technical issues need to be backed by an OIT service ticket.
- Communicating with courtesy and respect in every interaction, in person or online.
- Using the appropriate, monitored channels for communication; the assignment “comment” function is not a channel for messages to me.

I reserve the right to lower a student’s final course grade in cases of significant or repeated unprofessional behavior that disrupts the learning environment or the classroom community.

Creating a Respectful Learning Environment

A respectful, inclusive classroom is essential to real learning. Our differences enrich discussion and deepen understanding. Course topics can be challenging or contested, but all dialogue should stay civil, constructive, and focused on ideas rather than individuals. Disagreement is welcome; personal attacks, harassment, hate speech, or disruptive behavior are not. Treat others as you want to be treated. A student who violates this standard will receive one private warning; continued issues may result in reduced participation points or further academic penalties.

Communication with the Instructor

If you have questions, concerns, or run into difficulty during the semester, reach out promptly. I can only help if I know about it. When you email me, follow these guidelines.

Use your TAMIU email address.

- **Subject line:** Begin with “COMM 4330.” followed by a brief, specific reason for the email.
- **Greeting:** Use a formal greeting, for example Dear Professor Sharma or Hello Dr. Sharma.
- **Identification:** Include your full name and section in the body of the message.
- **Content:** Write clearly and concisely, the way you would a professional letter. State your purpose early and stay respectful.
- **Length:** Keep it brief and to the point.

A clear, correctly written email reflects your professionalism and helps me respond quickly. I reserve the right not to respond to emails that don't meet these standards. I will reply to weekday emails within 24 hours; emails sent on weekends or university holidays will be answered the next business day.

Syllabus Statement and Modifications

This syllabus is an agreement between you and me. By staying enrolled in this course, you agree to follow the policies, deadlines, and requirements described here. I reserve the right to modify the syllabus, schedule, or assignments as needed to support the course’s objectives. Any changes will be announced on Blackboard. You are responsible for checking Blackboard and your TAMIU email regularly to stay current.

Program Learning Outcomes

PLO 1. Graduates will develop critical thinking skills to evaluate theories and approaches to selected media and communication problems.



PLO 2. Graduates of the program will be able to explore appropriate data, tools, or techniques to draw informed, evidence-based conclusions within communication fields.

PLO 3. Graduates of the program will be able to communicate effectively and with high fluency in oral, written, and mediated professional contexts.

PLO4. Graduates of the program will be able to collaborate effectively in teams and integrate communication knowledge with practical experiences to address community or industry communication needs.

Student Learning Outcomes

SLO1. Students will be able to examine emerging issues in the field of communication and their social and cultural relevance.

SLO2. Students will be able to distinguish between different approaches and methodologies appropriate to analyze emerging communication issues.

SLO3. Students will be able to develop research strategies to study emerging communication issues.

SLO4. Students will be able to evaluate the different characteristics of an emerging communication issue in teams.

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	Leadership: A Communication Perspective (7th ed.)	Craig E. Johnson & Michael Z. Hackman	1-4786-3502-9

Other Course Materials

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

Selected weeks pair the assigned chapter with a short supplementary article drawn from academic or business publications. These are listed alongside the relevant chapter in the course schedule below and are posted on Blackboard; there is nothing extra to purchase for them.

Grading Criteria

GRADE	PERCENTAGE
A	90-100
B	80-89.99
C	70-79.99
D	60-69.99
F	Below 60

Assignments and Grading

Your grade is built from six components, weighted as follows. Full assignment prompts and rubrics will be posted on Blackboard for each component.

Reading & Prep Checkpoints (15 percent)

Short tasks tied to the Thursday reading (response, self-assessment, or quiz), submitted on Blackboard before each Tuesday class. Graded for completion and genuine engagement, not polish.

Discussion Leadership (10 percent)

Each student leads one in-class discussion segment during the semester, built around that week's reading or an outside case.

**Leader Communication Analysis Paper (15 percent)**

A paper analyzing the communication practice of a real leader, using concepts from the course.

Group Case Analysis & Presentation (20 percent)

Working in an assigned team of three or four, students analyze a leadership case and present findings to the class.

Personal Leadership Communication Plan (30 percent)

A semester-long project: a proposal, two in-class check-ins, a final presentation, and a written reflection. Students assess their own leadership communication style and set a concrete development goal.

Chapter Quizzes (10 percent)

Short quizzes given periodically across the semester, checking understanding of the assigned textbook chapters.

ASSIGNMENT	VALUE
Reading & Prep Checkpoints	150 points
Discussion Leadership	100 points
Leader Communication Analysis Paper	150 points
Group Case Analysis & Presentation	200 points
Personal Leadership Communication Plan	300 points
Chapter Quizzes	100 points
TOTAL	1000 points

Schedule of Topics and Assignments

Week of	Agenda/Topic	Reading(s)	Due
8/25	Leadership and Communication	Ch. 1. Kotter, "What Leaders Really Do," Harvard Business Review, 1990	Course introduction; groups formed; discussion-leadership rotation assigned
9/1	Leadership and Followership Communication Styles	Ch. 2. Goleman, "What Makes a Leader?" Harvard Business Review, 1998	
9/8	Traits, Situational, Functional, Skills, and Relational Leadership	Ch. 3	Personal Leadership Communication Plan: proposal due
9/15	Transformational and Charismatic Leadership	Ch. 4. Collins, "Level 5 Leadership: The Triumph of Humility and Fierce Resolve," Harvard Business Review, 2001	
9/22	Leadership and Power	Ch. 5. Korver, "Privileged," The Players' Tribune, 2019	
9/29	Leadership and Influence	Ch. 6	
10/6	Leadership in Groups and Teams	Ch. 7. Katzenbach & Smith, "The Discipline of Teams," Harvard Business Review, 1993	Group case assigned; Leadership Plan check-in #1
10/13	Leadership in Organizations	Ch. 8.	In-class group work session
10/20	Public Leadership	Ch. 9. Heifetz & Laurie, "The Work of Leadership," Harvard Business Review, 1997	
10/27	Leadership and Diversity	Ch. 10. Cook & Glass, "Glass Cliffs and Organizational Saviors," Social Problems, 2013	Leadership Plan check-in #2



11/3	Ethical Leadership and Followership	Ch. 11. Kellerman, "What Every Leader Needs to Know About Followers," Harvard Business Review, 2007	
11/10	Leader and Leadership Development	Ch. 12. Cain, "Not Leadership Material? Good. The World Needs Followers," The New York Times, 2017	Leader Communication Analysis Paper due
11/17	Leadership in Crisis	Ch. 13. Gulati, Casto, & Krontiris, "How the Other Fukushima Plant Survived," Harvard Business Review, 2014	Group case presentations
11/24	AI-Mediated Leadership Communication	HBR Editors, "Why CEOs Should Think Twice Before Using AI to Write Messages," Harvard Business Review, May/June 2025	
12/1	Course Wrap-Up		Personal Leadership Communication Plan: final presentations and reflection due

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>)).



TAMU Honor Code: Plagiarism and Cheating

As a TAMU student, you are bound by the TAMU Honor Code to conduct yourself ethically in all your activities as a TAMU student and to report violations of the Honor Code. Please read carefully the Student Handbook Article 7 and Article 10 available at 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.

TAMU has penalties for plagiarism and cheating.

- **Penalties for Plagiarism:** Should a faculty member discover that a student has committed plagiarism, the student should receive a grade of 'F' in that course and the matter will be referred to the Honor Council for possible disciplinary action. The faculty member, however, may elect to give freshmen and sophomore students a "zero" for the assignment and to allow them to revise the assignment up to a grade of "F" (50%) if they believe that the student plagiarized out of ignorance or carelessness and not out of an attempt to deceive in order to earn an unmerited grade; the instructor must still report the offense to the Honor Council. This option should not be available to juniors, seniors, or graduate students, who cannot reasonably claim ignorance of documentation rules as an excuse. For repeat offenders in undergraduate courses or for an offender in any graduate course, the penalty for plagiarism is likely to include suspension or expulsion from the university.
 - **Caution:** Be very careful what you upload to Turnitin or send to your professor for evaluation. Whatever you upload for evaluation will be considered your final, approved draft. If it is plagiarized, you will be held responsible. The excuse that "it was only a draft" will not be accepted.
 - **Caution:** Also, do not share your electronic files with others. If you do, you are responsible for the possible consequences. If another student takes your file of a paper and changes the name to his or her name and submits it and you also submit the paper, we will hold both of you responsible for plagiarism. It is impossible for us to know with certainty who wrote the paper and who stole it. And, of course, we cannot know if there was collusion between you and the other student in the matter.
- **Penalties for Cheating:** Should a faculty member discover a student cheating on an exam or quiz or other class project, the student should receive a "zero" for the assignment and not be allowed to make the assignment up. The incident should be reported to the chair of the department and to the Honor Council. If the cheating is extensive, however, or if the assignment constitutes a major grade for the course (e.g., a final exam), or if the student has cheated in the past, the student should receive an "F" in the course, and the matter should be referred to the Honor Council. Additional penalties, including suspension or expulsion from the university may be imposed. Under no circumstances should a student who deserves an "F" in the course be allowed to withdraw from the course with a "W."
 - **Caution:** Chat groups that start off as "study groups" can easily devolve into "cheating groups." Be very careful not to join or remain any chat group if it begins to discuss specific information about exams or assignments that are meant to require individual work. If you are a member of such a group and it begins to cheat, you will be held responsible along with all the other members of the group. The TAMU Honor Code requires that you report any such instances of cheating.
- **Student Right of Appeal:** Faculty will notify students immediately via the student's TAMU 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 TAMU 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.

TAMU E-Mail and SafeZone

Personal Announcements sent to students through TAMU 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 TAMU e-mail accounts regularly, if not daily. Not having seen an important TAMU 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, TAMU 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 TAMU 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 TAMU 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 TAMU's anonymous electronic reporting site, *Report It*, at <https://www.tamiu.edu/reportit> (<https://www.tamiu.edu/reportit/index.shtml>).

TAMU 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.