



CSDO 3321 - AnatPhys of SpchHrng Mech

Fall 2026 Syllabus, Section 101, CRN 18035

Instructor Information

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Clinical Assistant Professor

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Office: Clinical Health Sciences Center - CHS 210 E

Office Hours:

In-Person: MW: 2:00 - 3:00 PM, Thursday 9:00 - 12:00 PM

Virtual Meeting: Tuesday 9:00 - 10:00 AM

Additional times for both in-person and virtual meetings are available upon request.

Office Phone: 956-326-2452

All communication to be via blackboard.

Times and Location

MWF 10:50am-11:45am in Pellegrino Hall 112

Course Description

This course focuses on the major anatomical structures and physiological systems that support speech production. Specific emphasis is placed on the unique neuromuscular adaptations and species-specific behaviors associated with speech production. Prerequisites: Admitted to the CSDO program.

Health Sciences Department, College of Nursing&Health Sci

Additional Course Information

Prerequisites: Admitted to the CSDO program

Corequisites: CSDO 3305

Teaching Strategies: Instructional Approaches/Methodologies Utilized in this Course include Blended learning, active learning format, interactive lecture, directed lessons, research project, group learning, peer feedback, media (Blackboard, YouTube), and project-based learning. Media and technology will be integrated throughout the course.

Program Learning Outcomes

1. Graduates of the program will be able to identify normal aspects of speech-language and hearing as they relate to human communication.
2. Graduates of the program will be able to identify trends in discipline-specific professional practice and research principles.
3. Graduates of the program will be able to apply professional clinical writing skills in the field of communication disorders.
4. Graduates will apply foundational principles required to demonstrate basic knowledge of assessment and treatment of disorders related to speech-language and hearing.



Student Learning Outcomes

1. Identify basic anatomical and physiological concepts as they relate to speech and hearing function.
2. Demonstrate knowledge of the function of the nervous, respiratory, phonatory, and articulatory systems relevant to basic human communication processes.
3. Explain how disorders of various anatomical structures affect the production of speech-language and hearing.

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	Anatomy and Physiology for Speech, Language, and Hearing. Seventh Edition	Seikel, J.A., Drumright, D.G. King, D.W	

Other Course Materials

Follow PowerPoint for additional course information/requirement

Grading Criteria

1. Class attendance

- Essential for academic success and is expected of all students enrolled in this course.

2. Attendance Expectations

- Students are expected to attend all scheduled classes, arrive on time, and remain for the entire session.
- Students must notify the instructor in advance, if possible, if they anticipate missing class.

3. Communication

- **ALL CLASS COMMUNICATION TO BE COMPLETED VIA BLACKBOARD ONLY.** Not email. Not through text message/WhatsApp/voice note, phone call/ voicemail.
- It is the student's responsibility to obtain any notes, assignments, or announcements missed due to an absence.
- Contact faculty Monday through Friday via e-mail between 8 am and 5 pm. **Any messages sent left after 5 pm will be considered as submitted the following day.**
- **Messages will be responded to within 3 working days.**

4. Acceptable Excused Absences

- Excused absences include, but are not limited to:
 - Documented illness or medical emergency.
 - Medical Note to be provided to the professor within 7 days of absence via Blackboard.
 - Death or serious illness in the immediate family
 - Official university-sponsored activities (e.g., athletics, academic events)
 - Jury duty or court appearances
 - University/Job/Internship interviews
 - Religious holidays (with prior notification)

**** Documentation may be required for verification of excused absences. It is also up to the professor's discretion to make exceptions depending of the student's circumstances.**



5. Unexcused Absences

- Any absence not covered by the categories above will be considered unexcused.
- 3 unexcused absences will result in a full deduction of a letter grade
- Arriving more than 5 minutes late or leaving early without notice will be counted as a full absence (exceptions are at the professor's discretion, and it's the student's responsibility to address/discuss with the professor).

6. Assignment Due Dates

- **Absolutely NO Late work will be accepted.** ALL assignments are due by the designated date/time. If assignments are in class, the student must remain for the entire class to receive full credit for the assignment submitted on time.
- **Computer or internet problems or problems with Blackboard do not constitute valid reasons for late work.** Students should keep this in mind when completing assignments and **plan accordingly.** Blackboard problems should be referred to OIT.

7. Make-Up Work

- Students with excused absences will be given a reasonable opportunity to make up missed work. This needs to be discussed and planned with the professor.
- Make-up work for unexcused absences will not be granted unless special arrangements are approved by the instructor.

8. Exams

In-Class Exams:

- Students may not wear coats or jackets or bring food or drinks during the examination period. The faculty will determine which additional aids are allowed or used during the examination.
- If the faculty member suspects any sharing of information during an examination, **all students involved will receive a ZERO (0) on the test, examination, or Quiz and are subject to Article 7 Violations of Academic Conduct of the TAMU Honor Code Rules.**

Online Exams

- This course requires the use of Lockdown Browser and Respondus Monitor (webcam) for online exams.

1. Cellphones and Laptops

- Electronic devices (Laptops, iPads, Earpieces/Bluetooth, cell phones) will not be permitted for personal use in this course.
- Cellular phones must be placed on vibrate for the duration of the class. Students can be asked to leave the classroom if in violation of classroom rules. Cellular phones cannot be on desktops during class or tests/exams/quizzes, as this WILL result in an automatic zero (0).

10. Reporting and Monitoring

- Attendance will be recorded at the beginning of each class session.

11. Final Notes

- Consistent attendance reflects professionalism and commitment.
- Students with ongoing difficulties attending class should communicate with the instructor or academic advisor to discuss support options
- Desirable behaviors include: active listening, attention, promptness, group participation, constructive comments and questions, defense statements (NOT defensiveness), sharing knowledge in group interaction, and participation in the course.

AI USE: Use prohibited

- Students are not allowed to use advanced automated tools (artificial intelligence or machine learning tools, such as ChatGPT or DALL · E 2) on assignments in this course.
- Each student is expected to complete each assignment without substantive assistance from others, including automated tools

GRADE	PERCENTAGE
A	90-100
B	80-89
C	75-79
F	<74



Grade Distribution

Chapters

1. Basic Elements of Anatomy
2. Anatomy of Respiration
3. Physiology of Respiration
4. Anatomy of Phonation
5. Physiology of Phonation
6. Anatomy of Articulation and Resonation
7. Physiology of Articulation and Resonation
8. Physiology of Mastication and Deglutition
9. Anatomy of Hearing
10. Physiology of Hearing
11. Neuroanatomy
12. Neurophysiology

Quizzes - 30%

Quizzes are designed to support and reinforce your understanding of essential anatomical terminology, structures, and the location of important anatomical features. Developing familiarity with this terminology and accurately identifying anatomical structures are foundational skills for understanding course content and applying anatomical knowledge throughout the semester. The quizzes will also provide opportunities to assess your understanding of key concepts and identify areas that may require additional review before major examinations.

- There will be a total of **five (6) quizzes**.
- The **lowest grade will be dropped from the final grade**.
- Quizzes will cover the following chapters:
 - **Quiz 1:** Chapter 1
 - **Quiz 2:** Chapters 2–3
 - **Quiz 3:** Chapters 4–5
 - **Quiz 4:** Chapters 6–7
 - **Quiz 5:** Chapter 8
 - **Quiz 6:** Chapter 9-10

***Please note:** Quiz content, chapter coverage, and scheduling are subject to change. If modifications are necessary, the instructor will notify students accordingly.*

Midterm and Final Examinations - 40%

- Both the midterm and final examinations will be completed **during class time** or at the designated examination time assigned by the University.
- The Midterm Exam will cover Chapters 1–5.
- The Final Exam will cover Chapters 6–10.
- Chapters 11-12 will be covered in lecture; however, they are not part of the exam since there is a Neuroanatomy course in the Spring semester.

***Please Note:** Exam content and chapter coverage are subject to change. If any modifications are made, the instructor will notify students in a timely manner.*

Assignments - 30%

- Attendance in class is expected. No grades will be assigned if the student was not present in the lecture on the day of the assignment.
- Assignments are subject to change. Class will be notified in advance.
 - **Assignment 1** - Anatomy model - Cranial Nerves, Systems of Speech and the Cerebral Cortex.
 - **Assignment 2** - Anatomy model - Respiration Structures
 - **Assignment 3** - Anatomy model - Larynx Model, Laryngeal Cartilages, Vocal Folds.
 - **Assignment 4** - Anatomy model - Articulators Sagittal View, Types of malocclusion, Cavities of the Articulatory System, Anterior view of the oral cavity.



- **Assignment 5** - Anatomy Model - Phases of Deglutition. Structures for Deglutition: Sagittal View.
- **Assignment 6** - Anatomy model - External, Middle, and Inner Ear structures.

ASSIGNMENTS	POINTS
Quizzes	30%
Midterm	20%
Final	20%
Assignments	30%
TOTAL	100%

Schedule of Topics and Assignments

Day	Date	Agenda/Topic	Reading(s)	Due
Mon	8/24	Introduction Syllabus Review		Submit Acknowledgement of Syllabus
Wed	8/26	Chapter 1 - Basic Elements of Anatomy		
Fri	8/28	Chapter 1 - Basic Elements of Anatomy		
Mon	8/31	Chapter 1 - Basic Elements of Anatomy		
Wed	9/2	Chapter 1 - Assignment		Assignment 1 - Anatomy model - Cranial Nerves, Systems of Speech and the Cerebral Cortex. Due on Blackboard @11:59 PM. * No credit if not present in class.
Fri	9/4	Chapter 1 - Review		Quiz 1 - Ch. 1 - Quiz will be available via blackboard ON 9/4/26 from 12:00 PM - 11:59 PM. * No credit if not present in class.
Mon	9/7	Chapter 2 - Anatomy of Respiration		
Wed	9/9	Chapter 2 - Anatomy of Respiration		
Fri	9/11	Chapter 2 - Anatomy of Respiration		Assignment 2: Anatomy model - Respiration Structures. Due on Blackboard @11:59 PM * No credit if not present in class.
Mon	9/14	Chapter 3 - Physiology of Respiration		
Wed	9/16	Chapter 3 - Physiology of Respiration		
Fri	9/18	Review Ch. 2-3		Quiz 2 - Chapter 2-3. Quiz will be available via blackboard ON 9/18/26 from 12:00 PM - 11:59 PM. * No credit if not present in class.
Mon	9/21	Chapter 4 - Anatomy of Phonation		
Wed	9/23	Chapter 4 - Anatomy of Phonation		
Fri	9/25	Chapter 4 - Anatomy of Phonation Chapter 5 - Physiology of Phonation		Assignment 3: Anatomy model - Larynx Model, Laryngeal Cartilages, Vocal Folds. Due on Blackboard @11:59 PM. * No credit if not present in class.
Mon	9/28	Chapter 5 - Physiology of Phonation		
Wed	9/30	Chapter 5 - Physiology of Phonation		Midterm Study Guide available via Blackboard.
Fri	10/2	No classes Quiz 3 Ch. 4-5		Quiz 3 - Ch. 4-5. Quiz will be available Friday 10/2/26 from 10:50 am - 11:45 am via Blackboard. Extra credit. Submit midterm study guide. Due date: Sunday 10/4/26 - 11:59 PM via blackboard.
Mon	10/5	Midterm Review		



Wed	10/7	Midterm - Ch. 1-5	Midterm Exam - In class at 10:50 AM
Fri	10/9	No Class	
Mon	10/12	Chapter 6 - Anatomy of Articulation and Resonance	
Wed	10/14	Chapter 6 - Anatomy of Articulation and Resonance	
Fri	10/16	Chapter 6 - Anatomy of Articulation and Resonance	Assignment 4 - Anatomy model: Articulators Sagittal View, Types of malocclusion, Cavities of the Articulatory System, Anterior view of oral cavity. Due on Blackboard at 11:59 PM * No credit will be given if not present in class.
Mon	10/19	Chapter 7 - Physiology of Articulation and Resonance	
Wed	10/21	Chapter 7 - Physiology of Articulation and Resonance	
Fri	10/23	Review Ch. 6-7	Quiz 4 - Ch. 6-7. Quiz will be available via blackboard on 10/23/26 from 12:00 PM - 11:59 PM. * No credit if not present in class.
Mon	10/26	Chapter 8 - Physiology of Mastication and Deglutition	
Wed	10/28	Chapter 8 - Physiology of Mastication and Deglutition	
Fri	10/30	Chapter 8 - Physiology of Mastication and Deglutition	Assignment 5 - Anatomy Model: Phases of Deglutition. Structures for Deglutition: Sagittal View. Due on Blackboard at 11:59 PM * No credit will be given if not present in class.
Mon	11/2	Review Ch. 8	Quiz 5 - Ch. 8. Quiz will be available via blackboard on 11/2/26 from 12:00 PM - 11:59 PM. * No credit if not present in class.
Wed	11/4	Chapter 9 - Anatomy of Hearing	
Fri	11/6	Chapter 9 - Anatomy of Hearing	
Mon	11/9	Chapter 9 - Anatomy of Hearing Chapter 10 - Physiology of Hearing	
Wed	11/11	Chapter 10 - Physiology of Hearing	Assignment 6 - Anatomy model - External, Middle and Inner Ear structures. Due on Blackboard at 11:59 PM * No credit will be given if not present in class.
Fri	11/13	Review Ch 9-10	Quiz 6 - Ch. 9-10. Quiz will be available via blackboard on 11/13/26 from 12:00 PM - 11:59 PM * No credit if not present in class.
Mon	11/16	Chapter 11 - Neuroanatomy	Course Evaluations
Wed	11/18	Chapter 11 - Neuroanatomy	Course Evaluations November 19th - Last day to drop course or withdraw from the university
Fri	11/20	Chapter 11 - Neuroanatomy	Course Evaluations
Mon	11/23	Chapter 11 - Neuroanatomy Chapter 12 - Neurophysiology	Final Exam Study guide will be posted on Blackboard



Wed	11/25	No Class	
Fri	11/27	No Class	
Mon	11/30	Chapter 12 - Neurophysiology	Extra credit: Study Guide Final - due via blackboard at 11:59 PM. * No credit will be given if not present in class.
Wed	12/2	Final Review - Ch. 6-10	
Fri	12/4	Final Exam Ch. 6-11	Final Exam - In class at 10:50 AM
Mon	12/7	No Class	
Wed	12/9	No Class	

University/College Policies

Please see the University Policies below.

COVID-19 Related Policies

If you have tested positive for COVID-19, please refer to the Student Handbook, Appendix A (Attendance Rule) for instructions.

Required Class Attendance

Students are expected to attend every class in person (or virtually, if the class is online) and to complete all assignments. If you cannot attend class, it is your responsibility to communicate absences with your professors. The faculty member will decide if your excuse is valid and thus may provide lecture materials of the class. According to University policy, acceptable reasons for an absence, which cannot affect a student's grade, include:

- Participation in an authorized University activity.
- Death or major illness in a student's immediate family.
- Illness of a dependent family member.
- Participation in legal proceedings or administrative procedures that require a student's presence.
- Religious holy day.
- Illness that is too severe or contagious for the student to attend class.
- Required participation in military duties.
- Mandatory admission interviews for professional or graduate school which cannot be rescheduled.

Students are responsible for providing satisfactory evidence to faculty members within seven calendar days of their absence and return to class. They must substantiate the reason for the absence. If the absence is excused, faculty members must either provide students with the opportunity to make up the exam or other work missed, or provide a satisfactory alternative to complete the exam or other work missed within 30 calendar days from the date of absence. Students who miss class due to a University-sponsored activity are responsible for identifying their absences to their instructors with as much advance notice as possible.

Classroom Behavior (applies to online or Face-to-Face Classes)

In the classroom, students are expected to listen attentively, participate respectfully, and adhere to established rules. Behavior that interferes with the class lecture may result in disciplinary action, ensuring a productive and respectful learning environment for everyone. Any disputes over academic matters should be addressed calmly and constructively, ideally during designated times such as office hours or after class. If a student does not agree with a decision, they can request a meeting with the instructor to discuss their concerns in more detail. Should further resolution be needed, the student may escalate the matter to the department head or use formal grievance procedures as outlined in the sections below. (please refer to Student Handbook Article 4 (<https://www.tamui.edu/handbook/article-04.shtml>)).

TAMUI Honor Code: Plagiarism and Cheating

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

We are committed to strict enforcement of the Honor Code. Violations of the Honor Code tend to involve claiming work that is not one's own, most commonly plagiarism in written assignments and any form of cheating on exams and other types of assignments.

Plagiarism is the presentation of someone else's work as your own. It occurs when you:

1. Borrow someone else's facts, ideas, or opinions and put them entirely in your own words. You must acknowledge that these thoughts are not your own by immediately citing the source in your paper. Failure to do this is plagiarism.
2. Borrow someone else's words (short phrases, clauses, or sentences), you must enclose the copied words in quotation marks as well as citing the source. Failure to do this is plagiarism.
3. Present someone else's paper or exam (stolen, borrowed, or bought) as your own. You have committed a clearly intentional form of intellectual theft and have put your academic future in jeopardy. This is the worst form of plagiarism.

Here is another explanation from the 2020, seventh edition of the Manual of The American Psychological Association (APA):

"Plagiarism is the act of presenting the words, idea, or images of another as your own; it denies authors or creators of content the credit they are due. Whether deliberate or unintentional, plagiarism violates ethical standards in scholarship" (p. 254). This same principle applies to the illicit use of AI.

Plagiarism: Researchers do not claim the words and ideas of another as their own; they give credit where credit is due. Quotations marks should be used to indicate the exact words of another. Each time you paraphrase another author (i.e., summarize a passage or rearrange the order of a sentence and change some of the words), you need to credit the source in the text. The key element of this principle is that authors do not present the work of another as if it were their own words. This can extend to ideas as well as written words. If authors model a study after one done by someone else, the originating author should be given credit. If the rationale for a study was suggested in the discussion section of someone else's article, the person should be given credit. Given the free exchange of ideas, which is very important for the health of intellectual discourse, authors may not know where an idea for a study originated. If authors do know, however, they should acknowledge the source; this includes personal communications (p. 11). For guidance on proper documentation, consult the Academic Success Center or a recommended guide to documentation and research such as the Manual of the APA or the MLA Handbook for Writers of Research Papers. If you still have doubts concerning proper documentation, seek advice from your instructor prior to submitting a final draft.

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 \(https://www.tamiu.edu/handbook/index.shtml\)](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.