

## ARTS 1317 - Drawing II

### Spring 2026 Syllabus, Section 201, CRN 28726

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## Instructor Information

**Janice Lardey, MFA**

Email: [janice.lardey@tamiu.edu](mailto:janice.lardey@tamiu.edu)

Office: Academic Innovation Center (AIC) Room 383 & Fine and Performing Art Department

Office Hours:

Mondays/Wednesdays - 1:00 PM-2:00 PM

Tuesdays/Thursdays - By Appointment

Office Phone: 9563263459

Email to schedule an appointment

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## Times and Location

TR 9:40am-12:40pm in Fine/Performing Arts Center 224

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## Course Description

A continuation of ARTS 1316. Black and white drawing, introduction and partial exploration of color. The student will also develop self-initiated projects that are based on individual creative research. Prerequisite: ARTS 1316 or consent of instructor.

Fine&Performing Arts Department, College of Arts & Sciences

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## Additional Course Information

### GENERAL INFORMATION

Throughout this course, students are required to maintain a sketchbook that will be used to take notes during class and for their creative explorations related to the class. We will be using it for in-class exercises. Your sketchbook in this class is for your creative practice only. Additionally, students are required to have a newsprint sketchpad. Students will be required to curate an art portfolio at the end of the semester to assess their growth. (REQUIRED).

### Class Participation Guidelines

All students are expected to demonstrate a strong commitment, fully participate, and put forth their best effort throughout the course.

**Methodology:** Our class structure will include various elements based on the topic and needs, such as

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

**Class Meetings:** We will meet twice a week on Mondays and Wednesdays from **9:40 AM to 12:40 PM** in the Fine/Performing Arts Center 224. All classes will be held in person, unless otherwise indicated by the instructor.

**Attendance and Lateness Policy:** Attendance will be recorded at the beginning of each class, between **9:40 AM and 9:55 AM**. Arriving after this time counts as an absence. Students are expected to attend the entire duration of all classes. Please note that three tardies will count as one absence. While one or two unexcused absences may lower your grade by some points, three or more unexcused absences will result in an automatic failure, unless they are due to an emergency beyond your control. If you anticipate being late or face an emergency, please notify me immediately.

Each student is allowed two excused absences, which must be supported by documentation from an authorized source. Excused absences may include representing the college, a doctor's visit due to illness, or a family emergency. Acceptable sources for documentation include a coach, advisor, instructor, doctor, or nurse.

Unexcused absences do not have official documentation and include reasons such as oversleeping, incomplete homework, recreational activities affecting sleep, personal issues, and common health problems. If you are ill and expect to miss more than two classes or a class critique, please see a doctor promptly and inform me. Excessive unexcused absences (three or more), multiple excused absences (three or more), or a combination of both will negatively impact your grade.

***Note: If you miss a class, it is your responsibility to obtain information from your fellow students. I do not repeat demonstrations.***

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

**Electronics Use:** Cell phone use (calls, social media, and text messaging) and email (not related to class) are prohibited during class time. Points will be deducted from your overall grade for any misuse during active class interactions. On certain days, the instructor may permit limited device use, but you must wait for permission before using your phone in class. Please ensure your phone is silenced, and be considerate when using laptops (laptops are allowed only for research purposes and with the instructor's approval). Use of headphones, earbuds, and AirPods is not allowed in class, although the instructor may permit their use during specific work sessions.

**Preparation and Participation:** Come to class prepared and actively engage in all activities. Stay updated on weekly tasks and bring the required materials for projects. Check Blackboard and your emails regularly. This studio class encourages collaboration and peer learning, so students are urged to exchange ideas with classmates and faculty during class and set aside time outside of class for assignments. The instructor might play some background music, sounds, or instrumentals during studio work time. I would encourage everyone to share something they would like to hear played in class. Use of headphones, earbuds, and AirPods is not allowed in class, although the instructor may permit their use during specific work sessions.

**Coursework:** Coursework consists of ongoing art production, reflection, and discussion. Students are expected to engage fully in all class sessions.

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

**Studio Projects:** All readings, assignments, and projects will be assigned by the instructor and must be completed during class or as homework by the designated due date. All assignments and projects should be thoroughly completed and well-documented according to class documentation guidelines. See yourself as a problem solver, and strive to understand, meet, challenge, and exceed these objectives. If you have any uncertainty regarding requirements, please consult the instructor. All work must be presentation-ready for critique at the start of each class.

**Respect for Studio Space:** The studio is a communal working area; maintain cleanliness and ensure that no materials are left behind. Always clean up after yourself and leave the area in good condition for the next group. Please do not touch anything that does not belong to you or move works or still lifes without the instructor's permission.

*There are vertical slots available in the drawing rooms on a **first-come, first-served basis**. **NOTE: If you leave your materials, you do so at your own risk.***

**Project Documentation:** Photograph and document all projects, assignments, and works throughout the semester. Upload the documentation to OneDrive or Blackboard as instructed for each project. All submissions are mandatory; failure to upload by the deadline will affect your final grade. Documentation must include both in-progress and final project work. Work is considered incomplete until it has been adequately documented and uploaded.

**Submission of Work:** Approach all projects diligently and submit them by the specified deadlines. Late or incomplete submissions will not receive credit and must be revised or redone. All assigned work must be completed and mounted before critiques. Unprepared students should still attend and participate. Late submissions may earn partial credit if submitted as soon as possible.

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

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

#### **BE AWARE OF COPYRIGHT LAWS IN ART.**

The use of AI tools for studio design projects is not allowed. Utilizing AI tools for class projects will be considered academic dishonesty.

**Critique (Mandatory):** Reflection is an essential component of the learning process. Students will evaluate the overall success or shortcomings of their final project during critique sessions. In these sessions, students will discuss which aspects of the project worked well and which did not. Active participation in critiques is critical and will influence your overall grade. Critiques may be organized with the entire class, in small groups, or conducted individually to assess the progress and methodologies of studio projects. The critique format may be adapted based on individual student needs. It is imperative for students to demonstrate respect for their peers, and all feedback should be given and received in an objective manner. Attendance at class critiques is compulsory. If you anticipate being unable to attend a critique for a valid reason, it is your responsibility to arrange in advance with your instructor and submit your project beforehand.

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

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

**NOTE:** This room is sometimes used by the painting class, so make sure to check your easel before sitting down to work. Please don't wear nice/your best clothing to class (to avoid staining). Expect to get charcoal and other materials on your clothes, so dress accordingly.

No food permitted in the studios.

## Program Learning Outcomes

### Course Objectives

- Develop an advanced understanding of drawing from observation.
- Enhance skills in rendering light, color, and perspective.
- Explore mixed media and conceptual approaches to drawing.
- Strengthen compositional strategies and imaginative elements.
- Analyze and critique drawing works effectively.

## Student Learning Outcomes

By the end of the ARTS 1317 - Drawing II course, students will:

Build upon the techniques and skills learned in Drawing I.

Understand color theory and its practical application in drawing.

Develop the ability to comprehend different surfaces and their interaction with space and light, as well as how to approach them in drawing, shading, or adding color.

Understand perspective and its application in drawing.

Develop a strong vocabulary and confidence for discussing their work.

Gain the ability to critically assess their own work and that of their peers.

Acquire the technical knowledge needed to work with mixed media, combining both traditional and non-traditional materials to expand their creative sensibilities.

Become aware of contemporary drawing practices and artists.

## Important Dates

Visit the Academic Calendar ([tamui.edu](https://www.tamui.edu)) (<https://www.tamui.edu/academiccalendar/>) page to view the term's important dates.

## Textbooks

Group	Title	Author	ISBN
Optional	Drawing on the right side of the brain	Betty Edwards	
Optional	The Natural way to draw	Kimon Nicolaides	
Optional	Practice and Science of Drawing	Harold Speed	
Optional	Light, Shade and Shadows	E.L.Koller	
Required	Drawing as Expressions	Sany Brooke	



Required	Keys to Drawing	Bert Dodson
Optional	Perspective Made Easy	David R Morin
Optional	Drawing from Observation	Brian Curtis
Optional	Creative Drawing	Howard J Smagula

## Other Course Materials

### MATERIALS AND SUPPLIES:

We will use a variety of materials to explore different techniques and media throughout the course. The specific material requirements for each project will be discussed in class and will depend on the assignments. You may need to purchase additional materials as required for certain projects.

Please make sure that you have the necessary supplies ready before each class to maintain a smooth workflow. Be sure to check Blackboard for any updates related to the supplies needed for each class.

### REQUIRED

#### PAPERS

- Sketchbook 9" x 12" or larger (non-lined)
- Multimedia Strathmore Drawing pad series 400 white, 18" x 24"
- Two 24" x 30" Stonehenge or Bristol papers (more might be required, TBD)
- Newsprint sketchpad 18" x 24"

**Note: Larger paper and other materials might be needed, but depending on some projects (like mid-semester and final studio projects)**

### DRAWING TOOLS

- Faber-Castell 9000 pencil set. different grades
- Ebony pencil
- Kneadable erasers
- Premier Prisma Colored pencil sets
- Posca Paint Markers
- Woodless pencil-graphite sticks (4B, 6B)
- Conté crayons (medium or soft grade)—both noir and sanguine
- Assorted pastels
- Micron pens
- Black ink pens with extra-fine permanent ink (.05)
- Black Sharpies and markers

### SUPPLIES FOR MIXED MEDIA PROJECTS

- Brushes, VARIOUS SIZES and TYPES (broad, flat, round)
- Metal Palette Knife and palette tray
- Acrylic paint set. primary colors and white (5/6 Set)
- Gouache paint set
- Round Watercolor Brush
- Waterproof Indian Ink

### ESSENTIAL MUST-HAVES

- Portfolio (can be self-made or bought): something sturdy, dry, and safe to transport works/projects
- Large Drawing clipboard, (23" x 26") or larger (30" x 40")
- Artist toolbox
- X-Acto knife (thin pen-like) and replaceable blades

- Kylon Spray fixative (workable spray fixative), alternative: Winsor & Newton
- Erasers,
- Ruler (preferably the metal type with a cork base)
- Pushpins, scissors,
- Mechanical/technical pencil,
- Tracing pad
- Masking Tape
- Glue sticks.

**(SIZE AND QUALITY OF PAPER/SKETCHBOOK IS A MUST!!)**

*Few Old masters and contemporary Artists(Student Reference)*

- Caravaggio
- Kara Walker
- Julie Mehretu
- Paul Cézanne
- William Kentridge
- Albrecht Dürer
- Leonardo Da Vinci
- Johannes Vermeer

## Grading Criteria

Evaluation occurs throughout this course, with a strong emphasis on the timely completion of assignments and projects, as well as student growth, curiosity, and levels of ambition and independence.

**Assignments & Projects:** Focus on the quality of work, completion, and adherence to guidelines.

**Studio Habit (Participation) & Attendance:** Engage actively in class discussions and critiques, and maintain timely attendance. Participation also includes involvement in studio cleanup, presentations, and all other related in-class activities.

**Improvement/Growth:** Demonstrate progress, learning, and critical thinking abilities.

**Creative Ingenuity:** Show the ability to develop new and innovative ideas, transform those ideas into reality, and apply them to real projects while challenging existing concepts.

**Your overall course grade will be calculated according to the following breakdown:**

1. **Studio Habits-5%**
2. **Attendance: 10%**
3. **Final Project Critique and Portfolio Review: 15%**
4. **Class Projects—20%**
5. **Quality completed Assignments: 50%**

**Note:** Creativity, technical skill, process, effort, and growth are all factored into this breakdown. Since this is a studio course, it's key that we promote and assess how your projects embody these criteria for a holistic approach.

### **Grading Scale:**

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

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

**C:** Satisfactory and average work. Meets the assignment's requirements but needs more creativity and understanding.

**D:** Below average. Barely meets course requirements, with minimal performance that requires further study to improve academic and creative skills and ingenuity.



F. Failing. Little or no progress in academic and creative skills and ingenuity. Displays poor quality of work and tardiness.

GRADE	PERCENTAGE
A	91-100
B	80-90.9
C	70-79.9
D	60-69.9
F	Below 60

## COURSE DAILY SCHEDULE

Day	Date	Agenda/Topic	Reading(s)	Due
Tue	1/20	General Introductions and Course syllabus overview & expectations Warm up exercises		
Thu	1/22	Advanced Line Drawing Introduction Contour , inner/structural line, outer line drawings Line as structure In-class exercises (timed drawings) Introduce Project One( Line )		
Tue	1/27	Mark making exercises, in class sketchpad exercises Expressive Line studies and exercises Work on Project One completion and critique at the end of class		
Thu	1/29	Light studies : Direct Light and Reflective Surfaces In class Exercise Introduce Project Two (Light studies)		
Tue	2/3	In class reflective surface study In class Direct light studies		
Thu	2/5	Work Time		
Tue	2/10	Work Time		
Thu	2/12	Critique Project Two		
Tue	2/17	Introduction to Perspective- review of One-point perspective) Two point perspective discussion In class exercise Introduce Project Three		
Thu	2/19	Studio Work Time on Project Three		
Tue	2/24	Studio Work Time on Project Three		
Thu	2/26	Studio Work Time on Project Three		
Tue	3/3	Critique Project Three Atmospheric Perspective Introduce Spring Break Project Four		
Thu	3/5	Work on Spring Break Project		
Tue	3/10	SPRING BREAK		
Thu	3/12	SPRING BREAK		
Tue	3/17	Critique Project Color Theory In Drawing In class exercises Introduce Project Five (Color)		



Thu	3/19	Discuss Expressive and non-local use of color Studio Work Time on Color Project
Tue	3/24	Studio Work Time on Color Project
Thu	3/26	Continue work time on project (first half of class and critique second half)
Tue	3/31	Discussion on Conceptual Drawing : Concept Development and Personal Voice Imaginative/ Expressing Drawing and Space Introduce Project Six (Conceptual Drawing)
Thu	4/2	Work on Project on Conceptual Drawing
Tue	4/7	Continue work time on project (first half of class and critique second half)
Thu	4/9	Mixed media Drawing Introduce Mixed media Drawing Project Seven
Tue	4/14	Work time on Mixed Media project Introduce Final Project Eight
Thu	4/16	Studio Work Time on Mixed Media Project(first half) Critique Mixed Media Project (other half of class)
Tue	4/21	Final Project Proposals and Presentations Course Evaluation period (20th -26th April, 2026)
Thu	4/23	Studio Work Time on Final project and check in
Tue	4/28	Studio Work Time on Finals
Thu	4/30	Studio Time and Check In
Tue	5/5	Studio Work Time on Finals
Thu	5/7	Final Project Critique and Portfolio Review

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## 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>)).

## 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.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](mailto:karla.pedraza@tamiu.edu), call 956.326.2763, or visit Student Center 124.

## Student Attendance and Leave of Absence (LOA) Policy

As part of our efforts to assist and encourage all students towards graduation, TAMIU provides LOA's for students, including pregnant/parenting students, in accordance with the Attendance Rule (Section 3.07) and the Student LOA Rule (Section 3.08), which includes the "Leave of Absence Request" form. Both rules can be found in the TAMIU Student Handbook (URL: Student Handbook (<https://www.tamiau.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@tamiau.edu](mailto:TitleIX@tamiau.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.tamiau.edu/reportit> (<https://www.tamiau.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@tamiau.edu](mailto:lorissam.cortez@tamiau.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@tamiau.edu](mailto:mghernandez@tamiau.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@tamiau.edu](mailto:lorissaM.cortez@tamiau.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@tamiau.edu](mailto:TitleIX@tamiau.edu), 956.326.2857, via the anonymous electronic reporting website, ReportIt (<https://www.tamiau.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.