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Spring 2026 Syllabus, Section , CRN

Instructor Information

Dr. Nicholas Pollock
Adjunct Professor
Email: nicholas.pollock@tamiu.edu
Office: Online
Office Hours:
Monday - Friday, by appointment online

Times and Location

Course Description

Additional Course Information

OTHER NOTES ON GRADED MATERIAL

- All graded materials are due at the end of the specified week. A "week" in this course begins on a Sunday at 12am CST and ends on Saturday at 11:59pm CST. It is your responsibility to keep up with the work.
- Late work is absolutely **NOT** accepted! You have a whole week to complete any assignments.
- Make-up work is **NOT** allowed! Again, you have a whole week to complete assignments, so do not wait until Sunday night to get things done.
- **Any technical issues or other problems when a timed assignment is taken or an activity is attempted within 24 hours of the due date will not be excused (documented or not).**
- You have **1 week from the time a grade is posted to dispute any points lost.**

LAB ACTIVITIES

Lab activities (including PhysioX virtual labs, exercises, and questions) are to be completed through Mastering A&P. Grades will be posted to Blackboard within 48 hours of completion. These activities are a very large part of your laboratory grade and are very important for monitoring your learning progress. That being said, make sure to follow all instructions, take your time, take notes, and thoroughly complete any activities assigned. **DO NOT just complete the activities without taking notes and studying the material.** Activities cannot be taken after the due date. Activities can be reviewed after the due date, but wrong answers will require you to determine why the answers are wrong and what the correct answers are.

LAB QUIZZES

Quizzes will be administered through Mastering A&P and grades will be posted to Blackboard within 48 hours of completion. Questions will focus primarily on material covered in the current lab, but because A&P is interconnected, quizzes may also include material from previous labs. All questions use images from Mastering A&P and focus on terms from the provided term outlines. Make sure to follow all instructions and study for these quizzes (using terms lists, PAL, PhysioX, etc.) since they are a sizeable part of your laboratory grade and will be one metric to follow your learning progress. Quizzes will consist of 10-20 questions, have a 15-20-minute time limit, and you will not be able to go back to previous questions. Quizzes cannot be taken after the due date.

Absolutely no redos either... once you access the quiz, you have to complete it. No excuses of accidentally accessing it. Any technical issues or problems must be reported within 48 hours of the due date. Any reports after that will not be taken into account. Quizzes can be reviewed after the due date, but wrong answers will require you to determine why the answers are wrong and what the correct answers are.

LAB PRACTICALS

The practicals will be administered through Blackboard and LockDown Browser with a webcam (SEE BELOW FOR INSTRUCTIONS). There are 3 lab practicals, each with 50 multiple-choice, fill-in-the-blank, and labeling questions. All questions will be chosen from material included in terms lists, lab quizzes/activities, and will include anatomical models and histology slides. You will have 50 minutes to complete all questions and once you submit an answer, it locks, and you cannot go back to previous questions... Just like a real lab practical! **There are NO make-ups or extensions.** If you lose your internet connection, log back in and keep going. The timer does not stop! Grades will be posted to Blackboard within 48 hours after the due date, and you can review your practicals with me the week after completion by scheduling an office hour appointment. The last tip is **DO NOT PROCRASTINATE ON STUDYING FOR THESE!**

Lab Practical 1: labs 1-3 (body orientation, tissues, integumentary system)

Lab Practical 2: labs 4-6 (skeletal system, muscular system)

Lab Practical 3: labs 7-9 (central nervous system, peripheral nervous system, sensory system)

INVOLVEMENT IN EACH WEEK'S LAB

For each lab, you will need to go into Blackboard, find the appropriate lab module you are in, and follow all instructions or links. The main focus is to complete the term outlines while examining the virtual models and histology slides in Mastering A&P. The outlines have all the terms you need to learn for lab and I tell you what you need to know for each set of terms. From there, you should complete the lab assignments, and finish by completing the lab quiz.

For each week, you have multiple opportunities to study, review, and learn the lab material (i.e., on your own with online activities and any time you wish to review models, histology slides, etc.). You should complete the term outlines by using Mastering A&P, your textbook, lecture notes, and other reputable sources. Use the outlines and further study them as you work through the lab activities (all about time management!). **DO NOT** just complete the activities without taking notes and studying the material... this will not help you learn and perform well on practicals. Make sure to keep up and review the term outlines and other material as the weeks progress. This will allow you to better learn, remember, and recall the information needed to succeed on the practical and in lab.

EXAM, PRACTICAL, & LOCKDOWN BROWSER INSTRUCTIONS (also posted in the "PRACTICAL INSTRUCTIONS AND LDB QUIZ" module)

Read through these instructions very carefully. Violation of these rules and instructions can result in a 0 on the lab practical and students suspected of cheating will be referred to the Office of Student Conduct. You are responsible for ensuring the integrity of your lab practical and the quality of the recording.

Each student must have access to:

1. a desktop computer or laptop
2. high-speed internet connection. Plugging your computer directly into your modem with an Ethernet cable rather than using wifi can ensure quality connection. Poor internet quality can prevent you from completing things and/or can result in a 0.
3. audio/microphone capability.
4. a separate/stand alone webcam, preferably with a tripod. **INTEGRATED WEBCAMS (i.e, BUILT INTO A COMPUTER) WILL NOT BE ALLOWED AND YOU WILL GET A 0.** Your webcam must be positioned to the side and such that your entire workspace is visible for the duration of the exam (see the "Setting Up Your Testing Environment" document in the LDB module).

During your exam/practical set-up, you MUST select the external camera, NOT the integrated webcam. <https://support.respondus.com/hc/en-us/articles/4409595441819-How-can-I-change-my-webcam->

LockDown Browser will be used to administer the LDB quiz, syllabus quiz, and 3 lab practicals. Lockdown Browser can be installed on your personal computer or laptop but cannot be used on a smartphone or tablet. Download Lockdown Browser prior to taking the LDB quiz. You will be prompted to download it when you attempt to access quizzes or exams or you can access it here: <https://download.respondus.com/lockdown/download.php?id=163943837> (<https://nam05.safelinks.protection.outlook.com/?url=https%3A%2F%2Fdownload.respondus.com%2Flockdown%2Fdownload.php%3Fid%3D163943837&data=02%7C01%7Cnicholas.pollock%40uta.edu%7C791f5c31ec5f4bf53f4108d7d80f5ea7%7C5cdc5b43d7be4caa8173729e3b0a62d9%7C0%7C637215432835740173&sdata=Kfa1c1lL0sDyLilj44olXuZ1Xu%2BOH24UxiVjdsPXW9A%3D&reserved=0>)

There are documents (“**Practical Instructions**” and “**Setting Up Your Testing Environment**”), a **LDB Quiz**, and a **Syllabus Quiz** in the early modules that have to read through and completed. They do not count towards your grade, but you **MUST** read and complete them! **If you don’t do these, you will not get access to the course material.**

****Use the LDB quiz and syllabus quiz as your practices for the testing environment!** Keep in mind that you will be recorded during the lab practicals, so be sure to follow all instructions below and those posted in the “PRACTICAL INSTRUCTIONS AND LDB QUIZ” module. For problems and/or how-to questions, refer to the Respondus LockDown Browser support portal at: <http://support.respondus.com> (<http://support.respondus.com/>)

1. **Poor internet quality will affect the practical monitoring and can result in a 0.** Sit next to your wifi router or plug directly in with an ethernet cable (preferred). Avoid public wifi such as Starbucks, restaurants, etc..
2. **A photo ID is required to take the practicals.** Show your driver’s license or TAMIU ID when prompted by the system. Your photo ID must be held close enough to the camera to be read. The photo must be facing the camera.
3. **For the environment video: you must show your entire workspace.** It is your responsibility to prove that (1) your work area is completely clear (other than your ID), (2) that you are alone in the room, and (3) that your computer is not connected to any other devices. **A poor/missing environment video will result in a 0.**
4. **Sit up at a desk or table.** Position your webcam slightly behind and to one side. It should show your upper body in profile and your entire workspace. If you and your entire workspace are not visible for the duration of the exam you will get a 0 (**see the "Setting Up Your Testing Environment" document in the Blackboard module**).
5. **You must be alone in the room for the duration of the practical.** Your desk must be completely clear of all materials. Papers, pencils, pens, books, electronics, cell phones, tablets etc. are not allowed on or around your desk. You cannot use scratch paper or make any notes during the exam. Calculators are not allowed. Food and drinks are not allowed while taking a practical.
6. **Once you have entered the LDB set up you are not allowed to leave your desk.** You must complete and submit the practical prior to leaving your desk. Any alterations to the testing environment will result in a 0. Plug in laptops and computers prior to starting the exam. A low battery will not be accepted as an excuse. If for some reason you are shut out of the exam (such as if your computer reboots) log back in and continue immediately. The timer does not stop.
7. **Talking is prohibited. You cannot read questions aloud.** The use of any other electronics is strictly prohibited. You may not use earbuds or headsets of any kind during the exam.
8. **If you have technical difficulties during the exam or with Lockdown Browser (this is very rare) you must notify your me immediately.** Failure to do so may result in a 0 on the practical. I will then review the recording. If something happens during the exam that distracts you, clearly explain into the camera what has occurred, and email me immediately after the exam to explain the situation.
9. If you submit the practical before completion, there is no way to reopen the practical to allow you to finish. **Do not wait until the last minute to take lab practicals.**

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Student Learning Outcomes

- Use the language of anatomy.
- Microscopically identify human tissues.
- Identify and describe the structures and functions of the integumentary system
- Identify and describe skeletal tissue and human bones.
- Identify and describe muscle tissue and the major muscles of the human body.
- Identify and describe the structures and functions of a neuron.
- Identify and describe the organs/structures and functions of the central nervous system.
- Identify and describe the organs/structures and functions of the peripheral nervous system..
- Describe the organs/structures and functions of the human senses.

Important Dates

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

Other Course Materials

- Modified Mastering A&P code with eText. Pearson.
18-Week Access ISBN: 9780138242701. 2-Year Access ISBN: 9780138242671
- The code can be purchased directly through Pearson (by accessing through Blackboard or their website).

YOU WILL NEED THIS MASTERING A&P CODE TO PARTICIPATE IN THE LABS. SEE DOCUMENTS ON BLACKBOARD FOR FURTHER DETAILS.

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

Grading Criteria

		COURSE GRADES
	Syllabus Quiz	Complete/Incomplete
	Quizzes (9)	90
	Lab Activities (10)	177
	<u>Lab Practicals (3)</u>	<u>300</u>
	Laboratory Total	567
GRADE	PERCENTAGE	
A	90-100	
B	80-89	
C	70-79	
D	60-69	
F	Below 60	

Tentative Schedule

Week of	Agenda/Topic	Reading(s)	Due
1/26	Introduction & Body Orientation		Lab Assignment Lab Quiz
2/2	Tissues		Lab Assignment Lab Quiz
2/9	Integumentary System		Lab Assignment Lab Quiz
2/16	Lab Practical 1		Lab Practical 1
2/23	Bone Tissue & Axial Skeleton		Lab Assignment Lab Quiz
3/2	Appendicular Skeleton		Lab Assignment Lab Quiz
3/9	SPRING BREAK! NO LABS!!		
3/16	Muscular System I		Lab Assignment Lab Quiz
3/23	Muscular System II		Lab Assignment Lab Quiz
3/30	Lab Practical 2		Lab Practical 2
4/6	Nervous Tissue & Central Nervous System		Lab Assignment Lab Quiz
4/13	Cranial Nerves, Spinal Nerves, & Autonomic Nervous System		Lab Assignment Lab Quiz

4/20	Sensory System	Lab Assignment Lab Quiz
4/27	Lab Practical 3	Lab Practical 3

Core Curriculum Learning Outcomes

Core-Curriculum Learning Outcomes:

1. **Critical Thinking Skills (CT)** - creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
2. **Communication Skills (COM)** - effective development, interpretation and expression of ideas through written, oral and visual communication
3. **Personal Responsibility (PR)** - ability to connect choices, actions and consequences to ethical decision-making

University/College Policies

Please see the University Policies below.

COVID-19 Related Policies

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

Required Class Attendance

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

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

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

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

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

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 \(https://www.tamiu.edu/handbook/index.shtml\)](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, TAMU urges the student to consider a Leave of Absence (LOA) as outlined in the TAMU *Student Handbook*.#As part of our efforts to assist and encourage all students towards graduation, TAMU 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 TAMU *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.