BIOL 2102 - Anatomy Physiology II-Lab

Spring 2026 Syllabus, Section 2L8, CRN 27402

Instructor Information

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Adjunct Professor
Email: alejandra.gomez@tamiu.edu
Office Hours:
By appointment only
Office Phone: 956-326-2441

Times and Location

R 4:25pm-7:25pm in Lamar Bruni Vergara Science Ct 188

Course Description

Laboratory course to accompany BIOL 2302. Practical exercises reinforce BIOL 2302 lecture material. Topics include endocrine, circulatory, respiratory, digestive, urinary, and reproductive systems. Other topics include metabolism, acid-base balance, development, and heredity. Carries no credit for biology majors. Must be taken concurrently with BIOL 2302. Laboratory fee applicable.
Biology&Chemistry Department, College of Arts & Sciences

Additional Course Information

Writing Assignment and Oral presentation Instructions

1. Topic: Anatomy and Physiology research question on condition or disease of assigned body system.

2. Purpose: Teams of four students will review and discuss a current Anatomy and Physiology research question.

3. Goals: i). write a literature review paper containing the following sections and requirements.

- Title: the title must be short; it should inform the reader that the paper is a review article and should have the most important terms to describe the research questions addressed.
- Abstract: the abstract length should be between 200 and 250 words. It must inform the reader the objectives and results of the paper.
- Table of contents: the table of contents lists the sections or chapters of the paper.
- Introduction: the introduction should provide information about the objectives of the paper and describe the research questions that will be answered with the review.
- Body: the body consists of the evidence found in the literature with reference to the research questions addressed. The sources of the information must be identified, cited. The body of the article must be properly organized.
- Conclusions/Discussions: In this section, discuss your conclusions and interpretation, and answer the research questions described in the introduction.
- References: The review article should include at least seven references from scientific journal articles only. The article should follow MLA documentation.
- Paper length: the total length of the review paper should be four pages not including the title page, abstract, table of contents, references, and writing center receipt.
- Present a summary of the writing assignment during a laboratory session.

- Citations: in-text citations must be included when writing your research paper. Follow proper MLA format. This is not part of your references/work cited page.

Turnitin Dropbox

Turnitin software will be used for the following:

- As a tool for grading.
- The instructor will review the "Originality Report" to detect potential academic dishonesty. The similarity percentage for this course must not exceed 20%.
- **Any late writing assignments will result in a 20 point deduction PER DAY! No exceptions!** NO writing assignments will be accepted after 4 days (will receive an automatic zero).

Writing Center: (Worth 40 points)

Students are **required** to review the draft of the research paper with a Writing Center's mentor. A copy of your visit to the Writing Center (Writing Center Receipt) will need to be submitted as part of the research paper. Papers that are not reviewed by the Writing Center and/or do not have the writing center receipt attached to the last page of the research paper and/or the writing center receipt is submitted after the deadline will result in **an automatic 40 pt. deduction!!**

Notes:

1. You are expected to be present f2f (face to face) for every laboratory session. Attendance is mandatory. Please refer to the section under course policies.

2. No late work will be accepted! Unless proper documentation can be provided, according to the acceptable TAMIU policies, no makes up (exams, quizzes, and laboratory reports) will be permitted. Failure to attend your laboratory sessions results in failure of the class. Please refer to the course policies at the end of the syllabus to view the list of acceptable reasons for an absence. An unexcused absence will result in 2 automatic zeros; both the laboratory report and the quiz assigned for that week. Please notify the instructor in case of an emergency. If a partial grade is missed and the absence has been excused, the grade of the final exam will be used to replace the missed grade to compute the course final grade.

Student athletes: please make sure to notify your instructor (at least a week in advance) about any games that may require you to be out from your assigned laboratory session. This is to ensure you can be accommodated in another laboratory session to make up the lab for that week. NO EXCEPTIONS!

3. All lab reports assigned must be submitted approximately one week after being assigned online via Blackboard, no exceptions! If a lab report is submitted under the incorrect dropbox, you will receive no credit for the lab.

4. Quizzes: Quizzes will be administered the first 10 minutes of class ONLY. If you are late, you will receive an automatic zero, UNLESS proper documentation based on the acceptable course policy excuses is given.

5. Group Presentations: Each group MUST be present on the day of presentations. You will receive an automatic zero if you are not present. If for any reason the date must be changed due to an emergency, please notify your instructor as soon as possible to reschedule a new date if available.

6. There will be grade penalties for research papers submitted after the due date. Please refer to the Turnitin/Writing Center section for more details.

7. AI policy: The use of AI (Artificial Intelligence) for your research paper is strictly forbidden. If AI is detected on your final research paper, you will receive an automatic zero and could face disciplinary actions.

Due Date: March 29, 2026 before midnight

Student Learning Outcomes

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

1. Apply critical thinking to examine primary literature concerning anatomy and physiology in order to effectively defend a conclusion.
2. Demonstrate effective technical communication skills.
3. Collaborate effectively on a research project and on a presentation of scientific results.
4. Discuss homeostasis.
5. Develop a review paper.
6. Present and discuss the results summarized in the review paper.
7. Understand the function of the endocrine system.

8. Describe the blood.
9. Understand the function of the heart.
10. Measure blood pressure and identify the blood vessels.
11. Describe the structure of the respiratory system.
12. Understand the function of the respiratory system.
13. Describe the function of the digestive system.
14. Understand digestion and absorption.
15. Describe the function of the urinary system.
16. Understand the characteristics of urine.
17. Describe the female reproductive system.
18. Describe the male reproductive system.

Important Dates

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

Textbooks

Group	Title	Author	ISBN
Required	Exploring Anatomy and Physiology in the Laboratory	Erin C. Amerman	9781640433984

Grading Criteria

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

GRADE	PERCENTAGE
A	90-100
B	80-89.9
C	70-79.9
D	60-69.9
F	Below 60

Course Grading Policy

The final grade will be calculated based on the following:

ASSIGNMENT	VALUE
Writing Assignment	25 Points
Oral Presentation	10 Points
Midterm Exam	20 Points
Laboratory Reports and Quizzes	20 Points
Final Exam	25 Points

Tentative Laboratory Sessions

Week of	Agenda/Topic	Reading(s)	Due
1/22	Course Introduction, Expectations and Laboratory Safety Unit 16: Endocrine System	Pg. 431	Check Your Recall: Unit 16 pg. 453-455

1/29	Unit 20: The Blood	Pg. 537	Pre-Lab Quiz 1: The Blood Check Your Recall: Unit 20 pg. 557-558
2/5	Unit 17: The Cardiovascular System, Part I: The Heart	Pg. 459	Pre-Lab Quiz 2: The Heart Group 1 Presentation Check Your Recall: Unit 17 pg. 475-478
2/12	Unit 18: The Cardiovascular System, Part II: Blood Vessel Anatomy Unit 19: The Cardiovascular System, Part III: Cardiovascular Physiology: Blood Bressure	Pg. 481 Pg. 515	Pre-Lab Quiz 3: Blood Vessels Group 2 Presentation Check Your Recall Unit 18: pg. 509-512 Check Your Recall Unit 19: pg. 533-534
2/19	Unit 22: Respiratory System Anatomy Unit 23: Respiratory System Physiology Midterm Exam Review	Pg. 587 Pg. 609	Pre-Lab Quiz 4: Respiratory System Anatomy Group 3 Presentation Check Your Recall Unit 22: pg. 603-606 Check Your Recall Unit 23: pg. 623-624
2/26	Midterm Practical Exam		
3/5	Unit 24: Digestive System Anatomy	Pg. 633	Pre-Lab Quiz 5: Digestive Anatomy Check Your Recall: Unit 24 pg. 699-672
3/12	Spring Break - No Classes		
3/19	Unit 24: Digestive System Physiology	Pg. 644	Pre-Lab Quiz 6: Digestive Physiology Group 4 Presentation Check your Recall: Unit 24 pg. 669-672
3/26	Unit 25: Urinary System Anatomy	Pg. 675	Pre-Lab Quiz 7: Urinary Anatomy Check Your Recall: Unit 25 pg. 695-696 Group 5 Presenation Turnitin: Research Paper Due March 29 before midnight
4/2	Unit 26: Urinalysis	Pg. 699	Pre-Lab Quiz 8: Urinalysis Check your Recall: Unit 26 pg 713-714
4/9	Unit 27-1: The Female Reproductive System	Pg. 717	Pre-Lab Quiz 9: Female Reproductive System Group 6 Presentation Check Your Recall Unit 27: pg. 741-744
4/16	Unit 27-2: The Male Reproductive System Final Exam Review	Pg. 717	Pre-Lab Quiz 10: Male Reproductive System Check Your Recall Unit 27: pg. 741-744
4/23	Final Practical Exam		

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. **Empirical and Quantitative Skills (EQS)** - manipulation and analysis of numerical data or observable facts resulting in informed conclusions
4. **Teamwork (TW)** - ability to consider different points of view and to work effectively with others to support a shared purpose or goal
5. **Social Responsibility (SR)** - intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities
6. **Personal Responsibility (PR)** - ability to connect choices, actions and consequences to ethical decision-making

University/College Policies

Please see the University Policies below.

COVID-19 Related Policies

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

Required Class Attendance

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

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

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

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

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

TAMIU Honor Code: Plagiarism and Cheating

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

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

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

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

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

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

Plagiarism: Researchers do not claim the words and ideas of another as their own; they give credit where credit is due. Quotations marks should be used to indicate the exact words of another. Each time you paraphrase another author (i.e., summarize a passage or rearrange the order of a sentence and change some of the words), you need to credit the source in the text. The key element of this principle is that authors do not present the work of another as if it were their own words. This can extend to ideas as well as written words. If authors model a study after one done by someone else, the originating author should be given credit. If the rationale for a study was suggested in the discussion section of someone else's article, the person should be given credit. Given the free exchange of ideas, which is very important for the health of intellectual discourse, authors may not know where

an idea for a study originated. If authors do know, however, they should acknowledge the source; this includes personal communications (p. 11). For guidance on proper documentation, consult the Academic Success Center or a recommended guide to documentation and research such as the Manual of the APA or the MLA Handbook for Writers of Research Papers. If you still have doubts concerning proper documentation, seek advice from your instructor prior to submitting a final draft.

TAMIU has penalties for plagiarism and cheating.

- **Penalties for Plagiarism**: Should a faculty member discover that a student has committed plagiarism, the student should receive a grade of 'F' in that course and the matter will be referred to the Honor Council for possible disciplinary action. The faculty member, however, may elect to give freshmen and sophomore students a "zero" for the assignment and to allow them to revise the assignment up to a grade of "F" (50%) if they believe that the student plagiarized out of ignorance or carelessness and not out of an attempt to deceive in order to earn an unmerited grade; the instructor must still report the offense to the Honor Council. This option should not be available to juniors, seniors, or graduate students, who cannot reasonably claim ignorance of documentation rules as an excuse. For repeat offenders in undergraduate courses or for an offender in any graduate course, the penalty for plagiarism is likely to include suspension or expulsion from the university.
  - *Caution*: Be very careful what you upload to Turnitin or send to your professor for evaluation. Whatever you upload for evaluation will be considered your final, approved draft. If it is plagiarized, you will be held responsible. The excuse that "it was only a draft" will not be accepted.
  - *Caution*: Also, do not share your electronic files with others. If you do, you are responsible for the possible consequences. If another student takes your file of a paper and changes the name to his or her name and submits it and you also submit the paper, we will hold both of you responsible for plagiarism. It is impossible for us to know with certainty who wrote the paper and who stole it. And, of course, we cannot know if there was collusion between you and the other student in the matter.
- **Penalties for Cheating**: Should a faculty member discover a student cheating on an exam or quiz or other class project, the student should receive a "zero" for the assignment and not be allowed to make the assignment up. The incident should be reported to the chair of the department and to the Honor Council. If the cheating is extensive, however, or if the assignment constitutes a major grade for the course (e.g., a final exam), or if the student has cheated in the past, the student should receive an "F" in the course, and the matter should be referred to the Honor Council. Additional penalties, including suspension or expulsion from the university may be imposed. Under no circumstances should a student who deserves an "F" in the course be allowed to withdraw from the course with a "W."
  - *Caution*: Chat groups that start off as "study groups" can easily devolve into "cheating groups." Be very careful not to join or remain any chat group if it begins to discuss specific information about exams or assignments that are meant to require individual work. If you are a member of such a group and it begins to cheat, you will be held responsible along with all the other members of the group. The TAMIU Honor Code requires that you report any such instances of cheating.
- **Student Right of Appeal**: Faculty will notify students immediately via the student's TAMIU e- mail account that they have submitted plagiarized work. Students have the right to appeal a faculty member's charge of academic dishonesty by notifying the TAMIU Honor Council of their intent to appeal as long as the notification of appeal comes within 10 business days of the faculty member's e-mail message to the student and/or the Office of Student Conduct and Community Engagement. The Student Handbook provides more details.

Use of Work in Two or More Courses

You may not submit work completed in one course for a grade in a second course unless you receive explicit permission to do so by the instructor of the second course. In general, you should get credit for a work product only once.

AI Policies

Your instructor will provide you with their personal policy on the use of AI in the classroom setting and associated coursework.

TAMIU E-Mail and SafeZone

Personal Announcements sent to students through TAMIU E-mail (tamiu.edu or dusty email) are the official means of communicating course and university business with students and faculty –not the U.S. Mail and no other e-mail addresses. Students and faculty must check their TAMIU e-mail accounts regularly, if not daily. Not having seen an important TAMIU e-mail or message from a faculty member, chair, or dean is not accepted as an excuse for failure to take important action.

Students, faculty, and staff are encouraged to download the SafeZone app, which is a free mobile app for all University faculty, staff, and students. SafeZone allows you to: report safety concerns (24/7), get connected with mental health professionals, activate location sharing with authorities, and anonymously report incidents. Go to SafeZone (https://www.tamiu.edu/adminis/police/safezone/index.shtml) for more information.

Copyright Restrictions

The Copyright Act of 1976 grants to copyright owners the exclusive right to reproduce their works and distribute copies of their work. Works that receive copyright protection include published works such as a textbook. Copying a textbook without permission from the owner of the copyright may constitute copyright infringement. Civil and criminal penalties may be assessed for copyright infringement. Civil penalties include damages up to $100,000; criminal penalties include a fine up to $250,000 and imprisonment. Copyright laws do not allow students and professors to make photocopies of copyrighted materials, but you may copy a limited portion of a work, such as article from a journal or a chapter from a book for your own personal academic use or, in the case of a professor, for personal, limited classroom use. In general, the extent of your copying should not

suggest that the purpose or the effect of your copying is to avoid paying for the materials. And, of course, you may not sell these copies for a profit. Thus, students who copy textbooks to avoid buying them or professors who provide photocopies of textbooks to enable students to save money are violating the law.

Students with Disabilities

Texas A&M International University seeks to provide reasonable accommodations for all qualified persons with disabilities. This University will adhere to all applicable federal, state, and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal education opportunity. It is the student's responsibility to register with the Office of Disability Services for Students located in Student Center 124. This office will contact the faculty member to recommend specific, reasonable accommodations. Faculty are prohibited from making accommodations based solely on communications from students. They may make accommodations only when provided documentation by the Office of Disability Services for Students.

For accommodations or assistance with disabilities, contact the Disability Coordinator, Karla Pedraza, at karla.pedraza@tamiu.edu, call 956.326.2763, or visit Student Center 124.

Student Attendance and Leave of Absence (LOA) Policy

As part of our efforts to assist and encourage all students towards graduation, TAMIU provides
LOA's for students, including pregnant/parenting students, in accordance with the Attendance Rule (Section 3.07) and the Student LOA Rule (Section 3.08), which includes the "Leave of Absence Request" form. Both rules can be found in the TAMIU Student Handbook (URL: Student Handbook (https://www.tamiu.edu/handbook/index.shtml)).

Pregnant and Parenting Students

Under Title IX of the Education Amendments of 1972, harassment based on sex, including harassment because of pregnancy or related conditions, is prohibited. A pregnant/parenting student must be granted an absence for as long as the student's physician deems the absence medically necessary. It is a violation of Title IX to ask for documentation relative to the pregnant/parenting student's status beyond what would be required for other medical conditions. Students who experience or observe alleged or suspected discrimination due to their pregnant/parenting status, should report to the TAMIU Title IX Coordinator (Lorissa M. Cortez, 5201 University Boulevard, KLM 159B, Laredo, TX 78041, TitleIX@tamiu.edu, 956.326.2857) and/or the Office of Civil Rights (Dallas Office, U.S. Department of Education, 1999 Bryan Street, Suite 1620, Dallas, TX 75201-6810, 214.661.9600). You can also report it on TAMIU's anonymous electronic reporting site, *Report It*, at https://www.tamiu.edu/reportit (https://www.tamiu.edu/reportit/index.shtml).

TAMIU advises a pregnant/parenting student to notify their professor once the student is aware that accommodations for such will be necessary. It is recommended that the student and professor develop a reasonable plan for the student's completion of missed coursework or assignments. The Office of Compliance (Lorissa M. Cortez, lorissam.cortez@tamiu.edu) can assist the student and professor in working out the reasonable accommodation. For other questions or concerns regarding Title IX compliance related to pregnant/parenting students, contact the Title IX Coordinator. In the event that a student needs a leave of absence for a substantial period of time, TAMIU urges the student to consider a Leave of Absence (LOA) as outlined in the TAMIU *Student Handbook*.#As part of our efforts to assist and encourage all students towards graduation, TAMIU provides LOAs for students, including pregnant/parenting students, in accordance with the Attendance Rule and the Student LOA Rule.#Both rules can be found in the TAMIU *Student Handbook*.

For parenting-related rights, accommodations, and resources, contact the Parenting Liaison, Mayra Hernandez, at mghernandez@tamiu.edu, call 956.326.2265, or visit Student Center 226.

For pregnancy-related rights, accommodations, and resources, contact the TIX Coordinator, Lorissa Cortez, at lorissaM.cortez@tamiu.edu, call 956.326.2857, or visit Killam Library 159.

Anti-Discrimination/Title IX

TAMIU does not discriminate or permit harassment against any individual on the basis of race, color, sex, religion, national origin, age, disability, genetic information, veteran status, educational programs, or employment. If you would like to file a complaint relative to Title IX or any civil rights violation, please contact the TAMIU Director of Equal Opportunity and Diversity/Title IX Coordinator, Lorissa M. Cortez, 5201 University Boulevard, Killam Library 159B, Laredo, TX 78041, TitleIX@tamiu.edu, 956.326.2857, via the anonymous electronic reporting website, ReportIt (https://www.tamiu.edu/reportit) and/or the Office of Civil Rights (Dallas Office), U.S. Department of Education, 1999 Bryan Street, Suite 1620, Dallas, TX 75201-6810, 214.661.9600.

Incompletes

Students who are unable to complete a course should withdraw from the course before the final date for withdrawal and receive a "W." To qualify for an "incomplete" and thus have the opportunity to complete the course at a later date, a student must meet the following criteria:

1. The student must have completed 90% of the course work assigned before the final date for withdrawing from a course with a "W", and the student must be passing the course;

2. The student cannot complete the course because an accident, an illness, or a traumatic personal or family event occurred after the final date for withdrawal from a course;
3. The student must sign an "Incomplete Grade Contract" and secure signatures of approval from the professor and the college dean.
4. The student must agree to complete the missing course work before the end of the next long semester; failure to meet this deadline will cause the "I" to automatically be converted to an "F"; extensions to this deadline may be granted by the dean of the college. This is the general policy regarding the circumstances under which an "incomplete" may be granted, but under exceptional circumstances, a student may receive an incomplete who does not meet all of the criteria above if the faculty member, department chair, and dean recommend it.

WIN Contracts

The Department of Biology and Chemistry does not permit WIN contracts. For other departments within the college, WIN Contracts are offered only under exceptional circumstances and are limited to graduating seniors. Only courses offered by full-time TAMIU faculty or TAMIU instructors are eligible to be contracted for the WIN requirement. However, a WIN contract for a course taught by an adjunct may be approved, with special permission from the department chair and dean. Students must seek approval before beginning any work for the WIN Contract. No student will contract more than one course per semester. Summer WIN Contracts must continue through both summer sessions.

Student Responsibility for Dropping a Course

It is the responsibility of the student to drop the course before the final date for withdrawal from a course. Faculty members, in fact, may not drop a student from a course without getting the approval of their department chair and dean.

Independent Study Course

Independent Study (IS) courses are offered only under exceptional circumstances. Required courses intended to build academic skills may not be taken as IS (e.g., clinical supervision and internships). No student will take more than one IS course per semester. Moreover, IS courses are limited to seniors and graduate students. Summer IS course must continue through both summer sessions.

Grade Changes & Appeals

Faculty are authorized to change final grades only when they have committed a computational error or an error in recording a grade, and they must receive the approval of their department chairs and the dean to change the grade. As part of that approval, they must attach a detailed explanation of the reason for the mistake. Only in rare cases would another reason be entertained as legitimate for a grade change. A student who is unhappy with his or her grade on an assignment must discuss the situation with the faculty member teaching the course. If students believe that they have been graded unfairly, they have the right to appeal the grade using a grade appeal process in the Student Handbook and in the Faculty Handbook.

Final Examination

All courses in all colleges must include a comprehensive exam or performance and be given on the date and time specified by the Academic Calendar and the Final Exam schedule published by the Registrar's Office. In the College of Arts & Sciences all final exams must contain a written component. The written component should comprise at least 20% of the final exam grade. Exceptions to this policy must receive the approval of the department chair and the dean at the beginning of the semester.

Mental Health and Well-Being

The university aims to provide students with essential knowledge and tools to understand and support mental health. As part of our commitment to your well-being, we offer access to Telus Health, a service available 24/7/365 via chat, phone, or webinar. Scan the QR code to download the app and explore the resources available to you for guidance and support whenever you need it. The Telus app is available to download directly from TELUS (tamiu.edu) (https://www.tamiu.edu/counseling/telus/) or from the Apple App Store and Google Play.