

# BIOL 3012 - Cell Biology Lab

## Spring 2026 Syllabus, Section 2L3, CRN 27606

---

### Instructor Information

**Aadit Sen, M.S.**  
Adjunct  
Email: aadit.sen@tamiu.edu  
Office: Canseco Hall  
Office Hours:  
Upon appointment

---

### Times and Location

F 4:25pm-7:25pm in Academic Innovation Center 207

---

### Course Description

---

### Additional Course Information

#### Course Description

The discipline of Cell Biology delves into the inner workings of cells, exploring their structure, functions, and underlying principles at the molecular level. This advanced biology course aims to equip students with an in-depth comprehension of the cell as the fundamental building block of life.

As a component of BIOL 3412, BIOL 3012 is taken concurrently with the lecture portion. It will cover various topics including microscopy, cell fractionation, and molecular biology techniques. The laboratory component will feature exercises that help elucidate cellular phenomena and introduce students to standard techniques and procedures utilized in cell and molecular biology research.

**Prerequisites:** BIOL 1306/1106 (Principles of Biology I), BIOL 1311/1111 (Principles of Biology II), BIOL 1413/1013 (Principles of Biology III), or BIOL 2421 (General Microbiology), and CHEM 2423 (Organic Chemistry I) or permission of instructor.

**Attendance:** You must be punctual and ready for the experiment during your designated lab time. Being ready means reading the experiment before class, watching any videos instructed by the professor, having your lab manual, laboratory notebook, ink-pens, and safety goggles, and being dressed properly to experiment. There will be NO laboratory make-ups unless you can attend lab on another day during the same week with permission from the instructors of both labs.

**Technology:** All cell phones and computers must be put away unless otherwise instructed in the lab. These devices create unwanted distractions in the laboratory where we must be attentive and aware of our surroundings. For a first offense, students who do not follow and have cell phones or other electronics out will have points deducted from the day's lab and may be asked to leave the lab. For the second offense: a student not following this lab policy must exit the lab. **AI use for completing worksheets or group assignments is not allowed in this course.**

#### Course Expectations

- In order to get as much as you can out of this course, you must have the necessary background in coursework.
  - You must make an effort to stay current with the assigned readings, hand-outs, and watch the assigned required videos.
- You should seek help from me whenever you don't understand something, we are doing in the lab.
  - Come see me during my office hours or send me a note via e-mail.

- Attendance, performance and engagement in the lab is necessary and helpful to succeed in the course.
- Syllabus can subject to change through the semester, in such a case proper instructions will be provided.

## Student Learning Outcomes

Throughout the semester, students will acquire a fundamental understanding of cell biology. This knowledge will enable them to develop a deep appreciation for this extensive field and provide a strong foundation for advanced-level courses. By the end of the term, students will be able to:

- Identify the fundamental components of cells and explain their roles inside the cell.
- Explain the mechanisms involved in the different biological processes.
- Learn the principles of different cell biology techniques and, therefore, will be able to apply these laboratory techniques in their future research experiments.
- Interpret and analyze laboratory experimental results, write laboratory reports, and present oral reports competently.
- Use and develop critical thinking skills through examinations and in-class discussions.
- Answer applied questions using the concepts learned in class and their readings

## Important Dates

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

## Other Course Materials

The **laboratory manual** is provided as a set of hand-outs. These hand-outs will be posted on Blackboard. Worksheets and other assignments will be posted on or provided through Blackboard.

## Grading Criteria

GRADE	PERCENTAGE
A	90-100
B	80-90.9
C	70-79.9
D	60-69.9
F	Below 60

## Grading And Assessment Policy

ASSIGNMENT	VALUE
Quizzes	25%
Performance and Participation	15%
Written Reports/Assignments	20%
Group Oral Presentation	15%
Lab Final Exam	25%

**Quizzes:** Expect lab quizzes every week (unless announced otherwise). They will be in class and at the beginning of Lab at 4:25 PM (any exception will be announced).

- If you come late, you will miss the quiz or will not have enough time to complete it. The length of the quiz may range from 10-20 min (more or less), depending on the content of the quiz for that lab day. The length of the lab quiz will vary depending on the lab exercises and will be designed to fit the allotted time for each quiz.
- No extra time can be given to latecomers to be fair with students who attend class on time.
- Quizzes will be composed of PRE-lab and POST-lab questions.
  - PRE-lab questions for the quiz will come from the reading assignment of the lab exercise to be performed for that particular week. Thus, come to the laboratory class prepared by reading the week's exercise. Questions for the quiz may also come from assigned videos for lab exercise(s) to be performed for that particular week.

- POST-lab questions will come from the pre-lab discussion done by your lab instructor from the lab exercise of the previous week (that's why it's called "post coverage"), whatever had been discussed in the lab during the performance or after the performance of the lab exercise and may include your answers to questions from the lab sheet or written report of the lab exercise that's being covered in the respective lab quiz.

**Report/Assignments/Worksheets:** Due dates will depend on the lab exercise they correspond to. Some reports may be completed in one class session and others may take more than one class. The handouts for each exercise will indicate when reports are due. Reports should be submitted online (Turn-It-In Dropbox) via Word document, PDF, or as uploaded images of the worksheets. PAGES and SPREADSHEET documents will not be accepted. Students who did not participate in writing the report should not be given a grade for the group written report. In this regard, the student's name/s should not be included in the submitted report.

Keeping a complete and organized **lab notebook** will be your responsibility and will not be graded. Lab notebooks typically include an outline of the procedure, inputting data, and answers to questions and/or calculations if required. For your reference, the details about the lab notebook will be posted on Blackboard. *Why do we give importance to notebooks?* We give importance to laboratory notebooks because learning to keep good laboratory notebooks is essential for doing accurate and reproducible science. Thus, in this lab, keeping a complete and organized lab notebook is for you to develop good lab practice.

**Group Oral Presentation:** For the group oral presentation, a lab group will be assigned a cell biology lab technique to discuss and present orally. The syllabus has the date when you do oral presentations in class. More details about the oral presentation, i.e., evaluation, and format, will be discussed in class at least one month before the scheduled oral presentation.

Grades for the group oral presentation will be based on the following assignments: Oral presentation, literature search, outline, and group evaluations. A rubric with criteria and points will be posted online for your reference. Group evaluations will be used to evaluate the participation of group members. Ten % (10 pts out of 100) of the group presentation grade will be determined based on group evaluations.

**Group Evaluations:** The group evaluations are assigned as a form that will be filled out periodically. As long as you submit the evaluation on time, you will automatically receive full credit. All information contained in the evaluation is confidential. They are a way for you to indicate what is and is not working in your group. Evaluations are supposed to be filled out on your own. For groups who submit obviously copied and pasted evaluation descriptions each person using the copied and pasted material will receive a zero for the evaluation assignment.

**Final Exam:** The final lab exam will be comprehensive, comprising theoretical and practical questions. Further details will be given in class as we come closer to the finals.

#### **Attendance and Performance:**

- A student will have 0-10 pts per meeting.
- To help students come to the lab on time, a student will incur a 3-point deduction for being late (later than 3 min and an additional 1-point deduction per minute thereafter). A student will incur 5 pts deduction for leaving early (before when class is dismissed/lab activities are completed).
- As safety needs to be strictly followed, a student will incur a 5-point deduction for not following laboratory rules, which include cleaning up after the lab class (see lab policies).
- If the student does not participate in the laboratory class, the student will incur deductions in lab performance. If you are absent, you cannot be given an attendance and performance grade unless you can attend an alternate lab time.
- How well you have performed and have been prepared with the lab experiment is part of your performance i.e., knowing and understanding the instructions; independently and correctly performing lab protocols.
- **A student absent in the lab (excused or unexcused) cannot be given performance and participation points. If you miss or know you will miss class, email me as soon as possible. To receive credit for a missed lab, you can arrange to take the lab on another day of the same week. However, you will need to clear this with me and the instructor of the other lab before attending the other lab. If the absence is excused and you cannot attend lab on an alternate day, an alternative assignment can be provided. The alternative could be a research assignment or quiz about the missed lab exercise. It will be up to the lab professor/instructor's discretion. The same policy will hold for the written reports/assignments.**
- A student who has missed at least 30% of the total number of lab meetings (total 4 absences whether excused or the combination of unexcused and excused absences) cannot be given a grade for performance, instead the performance weight of 15% will be distributed between Quiz and Lab Exam Grade (Quiz 25% + 7.5% and Lab Exam 25% + 7.5%). Note: For unexcused absences, all requirements, including performance missed for the unexcused absence, will be graded a zero.

**Make-up Work:** If you miss an exam or a quiz due to an **excused absence**, it can be submitted late but will incur a penalty based on how late it is. Late work WILL NOT be accepted after 7 days and will be graded a ZERO. A student can only take a missed exam or quiz for full credit with an excused absence. An excused absence is verifiable, such as sickness with a doctor's certification or sponsored university activity ([http://www.tamtu.edu/documents/absence\\_rules.pdf](http://www.tamtu.edu/documents/absence_rules.pdf)). A written request with attached excused absence verification must be submitted via email to request a make-up exam or a quiz. Use subject: *Request for Make-Up*.



Once again, you need the following (1) written request with (2) attached excused absence verification/documentation, which must be submitted via email at [aadit.sen@tamiu.edu](mailto:aadit.sen@tamiu.edu) to request a make-up exam. The make-up exam/quiz will have to be taken or at least scheduled (depending on the extent of the reason for the student's absence) before the exam discussion and within one week after the missed exam, or no make-up exam can be given even for an excused absence. Therefore, make timely arrangements with the professor/instructor for a make-up exam.

Late work penalties for unexcused absences:

DAYS LATE	PENALTY
1	10%
2	20%
3	30%
4	40%
5	50%
6	60%
7	70%

## Schedule of Topics and Assignments

Week of	Agenda/Topic	Reading(s)	Due
1/23	Introduction, Lab policies, Lab safety Group Formation Group Project Assignments		
1/30	Exercise 1: Microscopy		Acknowledgement of Syllabus on Term Contract Exercise 1 worksheet Quiz 1
2/6	Exercise 2: Cell Fractionation		Quiz 2
2/13	Exercises 1 & 2: Post Lab Discussion Exercises 3 & 4: Pre-Lab and Group Activities		Exercise 2 Worksheet
2/20	Exercise 4: Western Blotting: Probing Myosin (start) Exercise 3: SDS-PAGE: Muscle Proteins Separation		Quiz 3 Literature Search Group Evaluation 1
2/27	Exercise 4: Western Blotting: Probing Myosin (contd.) Exercises 3 & 4: Post Lab Discussions Exercise 5: Cloning and the Mysterious Green Fluorescent Leaves (start)		Quiz 4
3/6	Exercise 5: Cloning and the Mysterious Green Fluorescent Leaves cont. Exercise 6: Secrets of the Rainforest: An Exercise on Biotechnology Exercises 5 & 6: Post Lab Discussion		Quiz 5 Exercise 5-6 worksheet Exercise 3-4 worksheet
3/13	Spring Break - No Classes		
3/20	Exercise 7: Illuminating Cell Signaling Lab 1		Quiz 6 Group Presentation Rough Draft Group Evaluation 2
3/27	Exercise 7: Illuminating Cell Signaling Lab 2 Exercise 7: Post Lab Exercise Discussion		Exercise 7 worksheet Quiz 7
4/3	No lab this week due to University Holiday on April 3		
4/10	Exercise 8: Membrane Transport Exercise 8: Lab Exercise Discussion		Quiz 8 Exercise 8 worksheet

4/17	Group Presentations	Final Group Evaluations Group Presentation slides (everyone uploads, not a group assignment)
4/24	Review for Final Exam	
5/1	Comprehensive Laboratory Exam	

## 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.

## 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.tamiau.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@tamiau.edu](mailto:karla.pedraza@tamiau.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 \(https://www.tamiau.edu/handbook/index.shtml\)](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@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.