ENGL 1302 - English Composition II

Spring 2026 Syllabus, Section 214, CRN 27756

Instructor Information

Melissa Bustamante
Visiting Lecturer
Email: melissa.bustamante@tamiu.edu
Office: PLG 203 B
Office Hours:
Mondays and Wednesdays 1:00-3:00
Tuesdays and Thursdays 9:00-10:00
Office Phone: 956-326-3455
The instructor will make every effort to respond to students' phoned or e-mailed inquiries within 72 hours; however, please note that the instructor does not respond to emails over the weekend.

Times and Location

TR 10:05am-11:25am in Pellegrino Hall 107

Course Description

This course serves as the second-semester introduction to college writing, one that emphasizes research and discourse communities. It teaches argumentative and rhetorical skills intended to aid students in explaining positions and persuading others, skills that are intended to serve students in their college writing and professional and personal lives. Students will complete projects ranging from analysis of others' writing choices to creating their own written products that take into account rigorous research and multiple perspectives. This course emphasizes writing as an intellectual, social process, one that requires students to write multiple drafts, to understand their audience, to consider and reflect upon their purposes for writing, and to engage in collaboration with peers. Prerequisite: ENGL 1301.
Humanities Department, College of Arts & Sciences

Additional Course Information

Instructor and FYWP Course Policies
Class Attendance:
You are expected to arrive on time and participate actively in class discussions and activities. Attendance is crucial.

Communication:

The instructor's preferred method of communication is email. Only messages sent from official Dusty email accounts will receive a response. While the instructor strives to maintain timely communication, not all emails may receive a reply. Messages concerning information that is readily available in the syllabus, assignment guidelines, or course announcements may go unanswered. Blackboard course messaging has been disabled; the instructor does not receive notifications or message content through that system. Therefore, all course-related communication must be conducted via email.

Turnitin & Similarity Scores:
All drafts of unit essays and reflection essays must be submitted through Turnitin on Blackboard. Only papers with a similarity index (SI) of 20% or lower will be accepted and graded.

Turnitin and Assistive Technologies:

As per the TAMIU Honor Code, Turnitin will be used to verify the originality of all written work. This ensures academic integrity and helps prevent plagiarism. Once you've submitted a file, return to the assignment drop box to confirm it uploaded successfully, failure to do so is not a valid excuse for missing or late assignments.

Artificial Intelligence Policy:

Unless students are otherwise directed by the instructor, all coursework submitted should be students' original work (i.e., written by the individual whose name is placed at the top of the submission), produced without the aid of artificial intelligence. This includes ChatGPT, and other online resources that either produce text or make substantial changes to text that students have written. Use of such technologies will be treated as cheating and penalties will be applied in accordance with the TAMIU policies listed below.

Papers suspected of using artificial intelligence will not receive feedback. The student will be required to meet with the instructor to discuss the submission. Depending on the results of that meeting, the assignment may receive a reduced grade, require revision, or be referred for review under the university's academic integrity policy.

Track Changes:

In response to the increased use of artificial intelligence tools, this course requires all writing to be completed using Track Changes. This tool allows the instructor to review the drafting and revision process. Assignments submitted without Track Changes enabled will not be graded.

Technical Issues / Difficulties:

While I understand that technical issues with Blackboard, Turnitin, or email can happen, it is your responsibility to contact OIT (Office of Information Technology) for support. I am not tech support and will direct you to OIT if troubleshooting is needed. You can reach them at (956) 326-2310, in person at Dr. Billy F. Cowart Hall, room 105, or via email at helpdesk@tamiu.edu.
If problems occur close to a deadline, you must notify me before the due date and provide documentation—such as screenshots and timestamps, to support your claim. All deadlines are announced at the beginning of the semester, so plan ahead. Procrastination is a choice, and I do not typically accommodate last-minute technical excuses unless there are extenuating circumstances.

Formatting Style:
All essays, assignments, and Blackboard posts must follow MLA format. A sample format guide is available on Blackboard.

Late Work:
Late submissions will not be accepted. This includes homework, essays (including reflections), and the final Portfolio project. In the case of an emergency or an unforeseen issue, be sure to request an extension for the task ahead of time via email. In some cases, documentation may be required to support an extension request. Requesting an extension does not automatically mean you will be approved. I reserve the right to use my own discretion when approving extensions depending on the situation or explanation for being unable to fulfill a task for the course.

In cases where late work is accepted, feedback will not be provided. Students who wish to receive feedback on a late draft are responsible for contacting the instructor to schedule a conference. Late submissions may also be subject to delayed grading due to instructional workload.

One-Exception Rule:

Each student is granted one opportunity to submit one late assignment during the semester. To request this exception, you must email me within 3 days of the original due date. I will keep track of these requests. This exception does not apply to the Portfolio, which must be submitted on time; any late Portfolio will receive a zero with no exceptions.

Conferences:

This course relies on individual conferences as the primary method for providing feedback on first drafts of major writing assignments. Conference sign-ups will take place during the week prior to each conference period and will be available on a first-come, first-served basis. It is the student's responsibility to sign up for a conference in advance and to arrive promptly at the scheduled time. Because conferences are the only opportunity to receive feedback on first drafts, attendance is mandatory. A missed conference will result in a zero for the conference grade and cannot be rescheduled or made up.

The instructor reserves the right to make changes to the course agenda, including due dates and assignments. Any changes to the schedule will be communicated in advance.

Program Learning Outcomes

As one class in the First-Year Writing Program, students' successful completion of this course will contribute to their overall ability to:

1. Critically *analyze* and *evaluate* the audience, purpose, and genre of a writing situation or written piece.
2. *Recognize* and *apply* the writing elements of format, structure, and grammar in a written piece.
3. *Demonstrate* an effective writing process that includes drafting, revising, editing, and respectful and ethical collaboration.
4. *Apply* reflective writing practices across different writing tasks and genres.
5. *Develop* writing-related technological skills that allow them to *locate*, *engage*, and *evaluate* writing activities and artifacts in various genres and across media formats.

Student Learning Outcomes

Upon successful completion of this course, students will be able to do the following relative to the First-Year Writing Program's Program Learning Outcomes (PLOs):

1. *Apply* genre-specific, academic writing techniques. (PLO 1)
2. *Recognize*, *critique*, *defend,* and *apply* rhetorical choices in writing situations. (PLO 1)
3. Effectively *apply* conventions of Standard American Academic English, including word choice, formality, grammar and mechanics, MLA formatting, and essay format. (PLO 2)
4. Expertly *apply* a process of writing from invention, drafting, revising, editing, and proofreading. (PLO 3)
5. Ethically *collaborate* through such writing processes as peer-review, constructive self-critique, or teamwork. (PLO 3)
6. *Compose* written work that reflects on connections between writing situations encountered in College Composition I, College Composition II, and beyond. (PLO 4)
7. *Apply* various research methods or techniques in order to *synthesize* multiple sources of information as a means of engaging with an ongoing academic conversation. (PLO 4)
8. *Engage* a variety of technologies in order to *locate* sources and write across multiple media for specific audiences and purposes. (PLO 5)
9. *Evaluate* and *critique* scholarly, scientific, and popular sources in order to determine reliability and to capably integrate sources with one's own ideas. (PLO 5)

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	Everyone's an Author. 4th edition	Andrea Lunsford	978-1-324-04527-4

Other Course Materials

Additional materials and readings will be available on Blackboard.

Grading Criteria

Grading Policy:
Grades will not be rounded. For example, a final average of 69.9999% is considered a failing grade. I do not offer additional extra credit to individual students. While I understand students may have GPA goals, you are encouraged to work toward those goals from the start of the semester, rather than request grade changes at the end. I'm happy to discuss your grades after a 24-hour "cool-down" period during office hours.

Due to the intensive nature of the course and its high workload, the instructor will prioritize grading major writing assignments. To provide meaningful feedback, there may be a longer turnaround time for lower-stakes assignments such as homework and in-class activities.

Extra Credit:
No extra credit is offered in this course. The only way to earn points is by completing and submitting your work on time.

GRADE	PERCENTAGE
A	90-100

B	80-89.9
C	70-79.9
D	60-69.9
F	Below 60

Open Boilerplate

ASSIGNMENT	VALUE
Homework and Participation	20
Research Genre 1	10
Research Genre 2	10
Research Genre 3	10
Reflection Essay 1	5
Reflection Essay 2	5
Reflection Essay 3	5
Final Portfolio	35

Schedule of Topics and Assignments

Day	Date	Agenda/Topic	Reading(s)	Due
Tue	1/20	Introduction to the Course		
Thu	1/22		Lunsford Ch. 5	CH 5 READING QUIZ Syllabus Quiz Notes for Week 1
Tue	1/27	Introduction to Scholarly Sources	Muller and Oppenheimer's article "The Pen Is Mightier Than the Keyboard" Lunsford Ch. 21	Understanding your Rhetorical Situation: Essay 1 CH 21 READING QUIZ
Thu	1/29		Lunsford Ch. 22 Lunsford Ch. 26	CH 22 READING QUIZ CH 26 READING QUIZ Annotated Bibliography: Finding a Researchable Topic Worksheet Annotated Bibliography Outline: Set 1 Notes for Week 2
Tue	2/3	Researching a Topic	Lunsford Ch. 7	Annotated Bibliography Outline: Set 2 Paraphrasing Strategies Worksheet CH 7 READING QUIZ
Thu	2/5		Lunsford Ch. 30	Annotated Bibliography Outline: Set 3 Notes for Week 3 Peer Review Worksheet: Annotated Bibliography
Tue	2/10	Annotated Bibliography Conferences	Lunsford Ch. 35	Annotated Bibliography: Draft 1 CH 35 READING QUIZ
Thu	2/12			Notes from Conference Peer Review Worksheet
Tue	2/17	Submissions of Unit 1		Annotated Bibliography: Revision Checklist Annotated Bibliography: Final Draft
Thu	2/19		Lunsford Ch. 10 Lunsford Ch. 25	CH 10 READING QUIZ CH 25 READING QUIZ Reflection Essay 1
Tue	2/24	Unit 2 Literature Review	Lunsford Ch. 28	CH 28 READING QUIZ Understanding your Rhetorical Situation: Essay 2

Thu	2/26		Lunsford Ch. 29	CH 29 READING QUIZ Literature Review: Pre-Writing Worksheet
Tue	3/3	Literature Review: Outlining	Lunsford Ch. 27	CH 27 READING QUIZ Literature Review: Introduction and Body Paragraph 1 Outline
Thu	3/5	Literature Review Conferences	Lunsford Ch. 24 OWL Purdue Self-Editing Workshop	CH 24 READING QUIZ Literature Review: Body Paragraph 2 and 3 Outline Literature Review: Draft 1 Literature Review: Conclusion
Tue	3/10		OWL Purdue Beginning Proofreading Lunsford Ch. 29	Notes from Conference Peer Review Worksheet CH 29 READING QUIZ
Thu	3/12	Submission of Unit 2	Lunsford Ch. 34	Literature Review: Revision Checklist Literature Review: Final Draft
Tue	3/17			Reflection Essay 2
Thu	3/19	Unit 3: Position Paper	Lunsford Ch. 13	Understanding your Rhetorical Situation: Essay 3 CH 13 READING QUIZ
Tue	3/24		Lunsford Ch. 19 Lunsford Ch. 20	CH 19 READING QUIZ CH 20 READING QUIZ Position Paper: Pre-Writing Worksheet
Thu	3/26	Position Paper: Outlining		Managing Sources Worksheet Position Paper: Introduction and Body Paragraph 1 Outline
Tue	3/31			Position Paper: Body Paragraph 2 and 3 Outline Practice Identifying Rhetorical Appeals: Group Work
Thu	4/2	Position Paper Conferences	Lunsford Ch. 32	CH 32 READING QUIZ Position Paper: Conclusion Position Paper: Draft 1
Tue	4/7			Notes from Conference Peer Review Worksheet
Thu	4/9	Submission of Unit 3		Position Paper: Revision Checklist Position Paper: Final Draft
Tue	4/14			Reflection Essay 3
Thu	4/16	Portfolio Revision and Website Design	Final Portfolio Prompt Lunsford Ch. 39	Understanding your Rhetorical Situation: Final Portfolio
Tue	4/21		Weebly Tutorial	
Thu	4/23	Portfolio Revision and Website Design		
Thu	4/30	Portfolio Revision and Website Design		
Thu	5/7	Portfolio Revision and Website Design		

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.