

# NURS 3614 - Adult Health Nursing I

## Spring 2026 Syllabus, Section 201, CRN 27693

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### Instructor Information

San Juanita Hernandez, MSN,RN

Email: sanjuanita.hernandez@tamiu.edu

Office: Canseco Hall 313H

Office Hours:

Office Hours:

Tuesday 5:00pm-6:00pm (Virtual and No Exam reviews)

Wednesday 5:00pm-6:00pm (Virtual and No Exam Reviews)

Thursday by appointment only

Friday 7am-8am; 12noon-3pm

Office Phone: 9563262455

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### Times and Location

F 8:30am-11:30am in Pellegrino Hall 101

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### Course Description

This course provides an introduction to culturally competent nursing care for adult patients experiencing stable illnesses. Clinical decision making utilizing the nursing process, evidence based research applications, and professionalism in diverse practice settings are introduced. This course is 3 hours of theory and 9 hours practicum per week. 126 total clinical hours are required for this course. Prerequisites: NURS 3310, NURS 3410, and NURS 3613. Corequisites: NURS 3412 and NURS 4310.

Nursing Department, College of Nursing&Health Sci

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### Additional Course Information

#### GenAI Policy

The use of Artificial Intelligence (AI) tools—including but not limited to ChatGPT, Grammarly (GO/PRO)AI, Quillbot, Bard, Copilot, Jasper, or any other text-generating, paraphrasing, or content-creation software—is strictly prohibited in all nursing coursework *unless explicitly authorized in writing by the course faculty*.

1. Students must complete and submit all academic and clinical coursework using their own independent work, analysis, and writing.
2. Use of AI to generate, rewrite, summarize, paraphrase, or organize content for assignments, discussions, papers, clinical documentation, care plans, or scholarly work constitutes academic misconduct.
3. It applies to all forms of coursework, including but not limited to:
  - a. Written assignments
  - b. Discussion board posts
  - c. Research papers
  - d. Care plans
  - e. Clinical paperwork
  - f. Case studies
  - g. Posters and presentations
  - h. Capstone and practicum projects

- i. Reference pages
- j. Exams and quizzes
4. Prohibited Uses of AI - Students **may not use AI** for:
  - a. Writing or generating any portion of an assignment
  - b. Paraphrasing or rewording content
  - c. Summarizing articles or research
  - d. Producing discussion board posts or responses
  - e. Writing care plans, SOAP notes, or clinical documentation
  - f. Creating PowerPoint slides or poster content
  - g. Producing reference pages
5. Source Verification Requirement- Students are required to include direct and clearly accessible links to all sources referenced in their written assignments.
  - a. The use of automated reference or citation generators (e.g., Zotero, MyBib, Citation Machine) is not recommended and highly discouraged/prohibited to be used due to producing incorrect citations.
  - b. Citations are to be formatted according to the American Psychological Association manual, following the edition specified in the course syllabus.
  - c. Students are to take the time to double-check their links to guarantee that they lead directly to the content cited, thereby enhancing the overall quality and trustworthiness of their work.
  - d. This requirement encompasses a diverse range of materials, including but not limited to journal articles, peer-reviewed studies, credible websites, professional reports, and videos.
  - e. The links should be formatted in a way that directs faculty and instructors straight to the original source, allowing for convenient verification of citations.
  - f. Any assignments with broken or non-functional links will receive point deductions, impacting the overall grade as dictated by the lead faculty.
  - g. References that cannot be verified due to missing or incorrect links, screenshots, or lack of URLs/DOIs will not be counted toward the assignment's reference requirements.
  - h. Improperly formatting citations and failing to provide verifiable sources may negatively impact the assessment of a student's work and their demonstration of academic rigor. Such issues will be referred to the TAMIU Honor Code for formal review.
    - i. This includes, but is not limited to, submission of unverifiable sources, falsified or fabricated references, persistent use of broken or misleading links, or failure to correct issues after written notice.
6. Permitted Uses- The **only permitted use of AI** is:
  - a. Brainstorming: Idea generation, questions to consider, themes or angles to explore.
  - b. Outlining: Structuring your own paper, presentation, or project (e.g., headings, subheadings, sequence of points).
  - c. Planning tasks: Milestones, timeliness, checklists for your workflow.
7. Instructors have the ability to utilize various methods for assessing the authenticity of submitted work, including but not limited to:
  - a. Employing AI-detection software to analyze the text for signs of machine-generated content.
  - b. Conduct writing pattern analysis to identify inconsistencies in style or voice.
  - c. Document version histories that can provide insights into the evolution of the work as it was developed.
  - d. In-class writing samples provide a valuable contrast to the materials that have been submitted for evaluation.
  - e. Oral defense to assess if students can demonstrate their understanding and ability to explain the content that was submitted.
8. Assignments suspected of AI use will be reviewed and investigated by lead faculty.
9. Violations and Consequences - Use of AI in **violation of this policy** constitutes academic dishonesty and will result in:
  - a. **First offense** – Reporting to TAMIU Honors Code, formal writing, student counseling with faculty and program coordinator/director, and a zero (0) in the assignment.
  - b. **Second offense** - Reporting to TAMIU Honors Code, formal writing, student counseling with faculty and program coordinator/director, a zero (0) in the assignment, and failure of the course.
  - c. For a *third offense or any serious violations*, the matter may be escalated to the Nursing Chair and the Dean.

## CLINICAL POLICIES:

1. Purpose: The clinical experience is to provide an opportunity to integrate theory into practice. Students will be placed in a variety of settings where they will focus on specific activities as indicated by specific clinical assignments. **You are reminded that at all times you are in an assigned clinical area you represent the Canseco School of Nursing at Texas A&M International University to that agency and to the community.**

2. **Clinical Evaluation Tool:** This is completed by the student and faculty throughout the clinical experience. Based on Clinical Objectives, student will be evaluated as “Satisfactory” or “Unsatisfactory.”

**Clinical Objectives:**

### **A.MEMBER OF THE PROFESSION**

- Practice nursing care within the sociolegal scope as outlined by TBON and other state/federal regulations.
- Direct any changes in client’s condition to assigned registered nurse and clinical instructor
- Tailor nursing care as per client’s religious and sociocultural preferences
- Provide appropriate feedback to impromptu assignments given during clinical practicum
- Proactively query for community resources available to client upon discharge
- Restructure their patient care based on feedback provided by instructor or assigned RN
- Plan for case(s) using evidenced based models to guide nursing care
- Recognize and verbalize own strengths and weaknesses

### **B.PROVIDER OF PATIENT CENTERED CARE**

- Utilize personal knowledge, evidenced-based concepts, and theories to clinical practice
- Apply the nursing process to promote the care of the client
- Decipher key findings from the health history and physical assessment to create initial nursing plan of care
- Utilize diagnostic test result(s) and evolving assessment findings to modify plan of care
- Formulate nursing problems based on all assessment data
  
- Communicate with client and staff in a professional manner
- Introduce him/herself, explain their objective, and request permission to proceed with plan of care
- Evaluate intervention(s) to assess achievement of goal(s)

### **C.PATIENT SAFETY ADVOCATE**

- Initiate proper safety mechanisms to protect patient and colleagues against a suspected contagion
- Correctly identifies the purpose, SE, potential AE, & contraindications of handled medications
- Exercises all “patient rights” regarding medication administration
- Implements nursing interventions to lessen the burden of prescribed treatment(s)
- Request guidance when necessary to ensure safe and efficient execution of nursing skills
- Offer patient the least invasive treatment option to bring about a desired outcome
- Voices limitations in scope of practice related to the skillset of the registered nurse
- Voice statutes protecting RN from unjust assignments

### **D.MEMBER OF THE HEALTH CARE TEAM**

- Compare and contrast the role and scope of the RN with other members of the interdisciplinary team
- Facilitate referral to community resources
- Timely update and provide substantive input regarding client’s status to requesting party (ies).
- Identify other discipline(s) that could participate in the care of client to expedite a desired outcome
- Correctly verbalize chain-of-command within setting
- Verbalize duties that could be delegated to staff
- Play the role of “coordinator of care” and assume responsibility for all aspects of client’s care
- Advocate for the client’s voiced and unvoiced needs

**Clinical Hour Breakdown:** This course has a total of 126 hours of clinical. This course has both a theory and clinical components. Throughout the semester the clinical sites, dates and times are subject to change; this is based on faculty/preceptor/ agency availability as well as to provide students with optimal clinical experiences.

**12 hours:** Computer activities (separate from didactic; computer activities with planned clinical objectives which may include virtual clinical excursions VCEs), interactive tutorials, and learning modules that are carried out as student assignments)

**14 hours:** Nursing Skills Lab (including low- and medium-fidelity situations that include skill sets, task training, and return demonstration, and may mimic the clinical environment)

**12 hours:** Simulation Lab experiences (high-fidelity simulated clinical situations that include orientation, learning objectives, and simulation experiences in a realistic patient scenario guided by trained faculty and followed by a debriefing and evaluation of student performance)

**88 hours:** Direct Patient Care

**Total Hours: 126**

**New Skills introduced in this course:**

1. Advanced health assessment on patients in the acute setting.
2. Advanced oxygenation (tracheostomy stoma care/suctioning)
3. Total parenteral nutrition
4. Parenteral Medications
5. Indwelling urinary catheters
6. Nasogastric Tube insertions
7. Wound Care

**Clinical Activities:** Students will be required to pass drug calculation quiz and perform medication administration skill before being permitted to perform clinical rotations in the hospital. Required clinical paperwork will be graded as pass/fail. A student must pass the clinical component of a course in order to pass the course.

**Written assignments:**

Concept Maps: Students will complete a concept map for 4 patients during the course of the semester.

Concept Maps and Assessment. Assignments should be done by each student individually, not as a group. All assignments are important. All assignments must be submitted through designated Drop Boxes, **not** via email. **No late assignments will be accepted.** These assignments are due as scheduled by the lead instructor/and clinical instructors. Written assignments will be graded with comments and available to students within one week.

The student must obtain a grade of Pass on at least 2 of the 4 physical assessments and 2 of the 4 concept maps that will be assigned. In the event that the student does not achieve at least 1 satisfactory care plan, the student will receive a clinical failure. Specialty rotation written assignments will count as clinical assignments. In the event that the student does not achieve a minimum of 1 satisfactory grade, the student will receive a clinical failure. Expectations of these assignments are included on Blackboard.

**Simulation Activities:** All students will actively participate in Simulation activities, and these hours will count towards clinical hours. Students will be required to complete an assignment prior, during and post the simulation activity and are expected to be prepared on the day of simulation. These assignments should be worked on as a group; however, each student will be required to include their name on the section that the student completed. Students will not be allowed to participate in simulation activities if the required assignment is not completed. Any Simulation missed by the student will need to be made up in order to receive proper clinical hours for the course. Simulation attire is according to the faculty; however, proper uniform attire must be worn which includes proper name tag. Simulation Surveys will be required to be completed prior to being dismissed for the clinical day and to earn credit for simulation hours.

**\*CALA: (Computer Assisted Learning Activities/In-class activities)**

1. **Students will be assigned assignments through HESI and ATI. Assignments must be completed by the assigned due date. Deadline to purchase HESI is 2/06/26. Failure to make the HESI payment by the due date will result in a HOLD being placed in the student's file.**

c. Students should check their Blackboard course messages daily.

d. Students are expected to use the EVOLVE Resources available through the EVOLVE website and that are free of cost. <https://evolve.elsevier.com/> Students will need to register on the publisher website to have access to the resources.

**Case Presentations, Article/Video Reviews:** Students may be assigned case studies/Article Reviews/Video Reviews. These assignments will be worked on in groups and will be presented/discussed in class. Attendance is expected of all students during presentations/discussions since this will be counted as clinical time. Failure for a student to be present will be considered a clinical absence and the student will be expected to complete a case study/assignment (at the discretion of the faculty) independently to complete clinical hours.

**Clinical Evaluation Progress Form:** In addition to the clinical assignments (concept maps and specialty unit assignments) students will be evaluated in the clinical setting using the following form:

Each student begins clinical with 100 points. To pass clinical must maintain 75 points

**\*You automatically lose (100%) all points if you make an unsupervised medication error or provide unsupervised care that is harmful to client/patient and this will result in course failure.**

## Program Learning Outcomes

1. Synthesize knowledge from the arts, humanities, sciences, and other disciplines in developing a framework for nursing knowledge and practice.
2. Explore the effect of variations in health status, developmental processes, values, beliefs and attitudes, culture, history, and environment on nursing care needs.
3. Use critical thinking, clinical judgment/decision making, problem-solving, and the research process in the development of nursing knowledge and practice.
4. Assess, diagnose, plan, implement, and evaluate evidenced-based and culturally - appropriate safe nursing care with patients, families, populations and communities.
5. Evaluate utilization of health promotion strategies in the development of nursing practice.
6. Develop professional nursing practice frameworks and roles, including the provider of patient-centered care, health care team member/ collaborator, leader/manager, educator, scholar, patient-safety advocate, activist, mentor, and entrepreneur.
7. Evaluate the impact of evolving technological, socioeconomic, political and demographic changes on nursing practice and health care systems.
8. Adhere to legal and ethical principles in the development of professional nursing practice.
9. Articulate a commitment to life-long learning.
10. Participate in nursing- and health-related services

## Student Learning Outcomes

Upon successful completion of this course, the student will be able to:

Apply concepts and principles from the arts, sciences, humanities, and nursing when making practice decisions for stable adults and their families. (1,3,4)

1. Incorporate social, cultural, ethnic, spiritual, psychological, and economic factors when providing nursing care to stable adults. (2,4,7,8)
2. Use critical thinking, evidence-based knowledge, and interdisciplinary collaboration to develop holistic plans of care for stable adults. (1,2,3,4,6,9)
3. Provide accurate, safe, and holistic nursing care to stable adults within ethical, legal, and professional nursing boundaries. (2,3,4,6,8)
4. Incorporate relevant research when discussing the delivery of holistic nursing care among diverse populations with stable illnesses, including individuals, families, and communities. (2,3,4,5,6,9,10)
5. Identify opportunities within the community to provide health teaching and promotion for adults. (2,3,5,6,7,10)

**Content Outline:** Content to include, but not limited to the following Medical-Surgical Concepts:

Professional Nursing, Wellness to Illness Continuum, Illness, End of Life, Alterations in Endocrine Function, Alterations in Gas Exchange, Alterations in Digestion and Bowel Elimination, Alterations in Kidney Function and Elimination, Alterations in Hematologic Function, Disrupted Homeostasis, Alterations in Immunity and Inflammatory Process, Cancer, Alterations in Mobility, Alterations in Cognition, Alterations in Neurologic Function, Alterations in Spinal Cord Function, Alterations in Sensory Perception, Alterations in Cardiovascular Function and Perfusion, Alterations in Sexual Function, Alterations in Tissue Integrity, and Caring for the Surgical Client.

## Important Dates

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

## Textbooks

Group	Title	Author	ISBN
Required	RN Engage Adult Medical-Surgical	ATI	13-9781565332805

## Other Course Materials

Caputi, Linda, (2022). Think Like a Nurse: The Caputi Method for Learning Clinical Judgment(First ed.). Chicago, IL: Windy City Publishers. ISBN:978-1-953294-20-3.

Gulanick, M., Myers, J. L. (2017). Nursing Care Plans: Diagnoses, Interventions, & Outcomes (9th ed.). St. Louis, MO; Elsevier, Inc. ISBN:9780323428187

1. Nursing drug reference (current hard copy or electronic resource)
2. Medical dictionary
3. Simple calculator
4. Nursing Research Guide URL: <http://tamiu.libguides.com/nursing> (<http://tamiu.libguides.com/nursing%20/>) (<http://tamiu.libguides.com/nursing/>) is a comprehensive resource

to aid nursing students and faculty on use of library resources in nursing, medicine and health. It includes links to databases, books, videos and other online resources and also includes some tutorial material. A new subscription to UpToDate, the evidence-based clinical decision resource, is featured on the home page of the Nursing Research Guide. There students will find a link to this resource and to online video tutorials to get them

**Teaching Strategies:** Lecture, Active classroom discussion, PowerPoint, Adaptive quizzing, questions, textbook assignments, self-study, study groups, observation, demonstration, computer-assisted instruction, independent reading, group experiences, case studies, evidence-based article reviews, video case presentations, simulation, and supervised clinical practice. Note: TOP HAT will NOT be used this semester for this course.

### Minimum Computer/Technology Requirements:

It is recommended that you meet the technical requirements listed on the Instructional Technology and Distance Education Services' webpage (<http://www.tamiu.edu/distance/students/technology-requirements.shtml/>) (<http://www.tamiu.edu/distance/students/technology-requirements.shtml/>) when using the learning management system (LMS) of the University.

**Additional Hardware.** For this class, you will need the following additional hardware: a webcam and microphone for VoiceThread (<http://www.tamiu.edu/distance/technology/voicethread.shtml/>) (<http://www.tamiu.edu/distance/technology/voicethread.shtml/>) discussions. Recently purchased laptops may have these built-in web cameras. If you do not have this equipment, it is recommended to purchase a stand-alone webcam, microphone or a webcam with a built-in microphone from your local electronic store or any online store.

**Additional Software.** You will need the following additional software: Microsoft PowerPoint for viewing lesson presentations and Microsoft Word for viewing course files and submitting assignments. TAMIU Students may access online versions of this software through their Dusty Office 365

account at <https://dusty.tamiu.edu/>. This site also provides students access to download the Microsoft suite for educational use. See instructions for (<http://www.tamiu.edu/distance/documents/Microsoft-Office-2016-Download-Instructions.pdf>) downloading the Microsoft Office suite (<http://www.tamiu.edu/distance/documents/Microsoft-Office-2016-Download-Instructions.pdf>) (<http://www.tamiu.edu/distance/documents/Microsoft-Office-2016-Download-Instructions.pdf>).

**Note:** Students if you do not own the required hardware, software or do not have access to internet, it will be highly challenging for you to make any progress in this class. However, my goal is to assist you to find solutions and guide you appropriately most of the required materials can either be found free of charge at TAMIU's library, computer labs, and classrooms. In addition, you may also purchase any of these items at any electronic store.

**Learning Management System (Blackboard).** Students are provided with guides on how to use the Blackboard LMS. Guides may be available at Instructional Technology and Distance Education Services' Student eLearning Tutorial Videos page (<http://www.tamiu.edu/distance/students/elearning-orientation.shtml/>) (<http://www.tamiu.edu/distance/students/elearning-orientation.shtml/>) or by contacting the eLearning team at [elearning@tamiu.edu](mailto:elearning@tamiu.edu).

## Grading Criteria

GRADE	PERCENTAGE
A	90-100
B	80-89
C	75-79
F	74 and below

(Hospital rotation concept maps with medication sheets/history and physical assessment, Simulations, Specialty Unit Assignments, Computerized Simulations, Case Studies/Concept maps, Article/Video Reviews)

\*\*\*Clinical assignment must meet a minimum standard to pass this course. If you do not successfully meet the minimum standard you are not passing the course, regardless of your overall course average or exam average. Typhon Evaluations for Simulation, Clinical Faculty, and Clinical sites MUST be completed when assigned as they are part of the Clinical component.

\*HESI Exit Exam: At the end of the semester students will be required to take the Proctored standardized course exams. The score on this exam will count as a grade and will count for 10% of the course grade. Grading for this exam will be as follows: 850 or greater: 100. Students scoring below the benchmark of 850 will receive the conversion score that is assigned by HESI as the grade of record on the gradebook.

Students will receive review packets based on their performance on the HESI exam. These packets will be counted as an assignment for the course and will count as 5% of the course grade. All students will be required to complete the review packets by the due date assigned by course faculty. Failure to complete the review packets will result in the student receiving an Incomplete Grade for the course. Information regarding the Incomplete, Withdraw, and Dismissal process can be found in the TAMU BSN Handbook <https://www.tamtu.edu/conhs/documents/handbooks/bsnhandbook.pdf>

Students will be assigned weekly NCLEX style questions as part of their assignments. These questions will help prepare students for the end of course and end of program standardized exams and for NCLEX. These questions will be assigned a percentage of the total weight of the course grade.

All students who score 75% or below on any periodical exam of a nursing course will be given a Learning Contract from faculty. A Learning Contract is created to facilitate student success in the course and in the BSN program. Failure to comply with the requirements listed in the Learning Contract signed both by faculty and student will result to an Incomplete Grade and will prevent a student from progressing to the next academic semester.

Students will be assigned weekly NCLEX-style questions as part of their coursework. These questions are designed to help prepare them for the end-of-course and end-of-program standardized exams, as well as for the NCLEX. The weight of these questions will contribute a percentage to the overall course grade.

### College of Nursing and Health Sciences Policies:

#### I. CNHS Grading and Grade Rounding:

1. The CSON has adopted a grading scale in line with other Texas schools of Nursing: A= 90-100 B=80-89 C= 75-79 F= 74 and below
2. Nursing students must achieve a grade of C or higher in both theory and clinical components of a course in order to pass that course and progress in the program. A grade of F in either theory or clinical components will constitute a course failure
3. To pass a nursing course and progress in the program, a nursing student must attain an exam average (includes tests and the final) of 75% or higher
4. To pass a nursing course and progress in the program, a nursing student must attain an overall course average of 75% or higher.
5. All grade assignments and assessment (exams, quizzes, etc.) will be calculated to the hundredth (i.e. 2 decimal points); no mathematical rounding is to occur.
6. Grade rounding:

#### Test Average

1. The weighted exam average total for the courses includes all exams and the final exam, and is calculated to two decimal places and rounded mathematically as follows:
2. Less than 0.45 round down to the next whole number (74.44 rounds down to a 74)
3. 0.45 or greater: Rounds up to the next whole number (74.45 rounds up to a 75)

#### Course Average

1. The final weighted numeric course grade is calculated to two decimal places and rounded mathematically as follows:
2. Less than 0.45 round down to the next whole number (74.44 rounds down to a 74)
3. 0.45 or greater: Round up to the next whole number (74.45 rounds up to a 75)

#### II. CNHS Examination Policy and Guidelines:

1. All face-to-face class examinations are proctored in a designated, supervised testing area. All Exam dates and formats will be communicated in the course syllabus.
  - a. Students must sit in assigned or randomized seats as directed by the instructor or proctor.
  - b. All personal belongings, including bags, watches, and phones, must be stored in a designated area away from the testing computer site.
  - c. Students are expected to arrive at least 15 minutes before the scheduled start time. Late arrivals of more than 15 minutes without notice may not be admitted and will be considered a missed exam.
  - d. All materials brought into an exam must be left in an area designated by the proctor. The faculty or designated proctor will provide students with a pencil and sheet of paper, if allowed.
  - e. Students may wear coats or jackets during the examination period at the discretion of the proctor. All long sleeves should be rolled up to the forearms. The lead faculty will determine what additional aids will be allowed or used during the examination.
  - f. No food or drinks are allowed during the examination period.
  - g. Restroom use during testing will be documented and allowed at the faculty's discretion.

- h. Prohibited behaviors include:
    - i. Copying, sharing, or discussing the exam before, during, or after an exam.
    - ii. Using unauthorized aids (e.g., notes, devices, online resources)
    - iii. Impersonating another student or allowing someone else to take an examination.
    - iv. Recording or photographing test materials.
    - v. Talking, note sharing, or any form of collaboration.
  - i. Students must complete required computer system checks before the test. The use of a secure testing platform (Lockdown Browser) is mandatory. Once logged in, the student will no longer be able to leave the testing site without notifying the faculty or the proctor. Any form of communication with other students during this time will constitute a violation of the Academic Conduct of the TAMIU Honor Code Rules.
  - j. If the proctor suspects any sharing of information during an examination, all students involved will receive a ZERO (0) on the examination or quiz and are subject to Article 7 Violations of Academic Conduct of the TAMIU Honor Code Rules. This includes:
    - i. Students in possession of cell phones or any other electronic device during an examination (i.e., mobile phones, smartwatches, earbuds, or tablets).
    - ii. Students found obtaining or suspected of obtaining information from sources other than what has been allowed by the faculty or proctor.
2. Professional conduct during testing.
  3. Students are expected to:
    - a. Demonstrate honesty, integrity, and respect.
    - b. Follow all directions given by faculty or proctors.
    - c. Maintain a quiet and orderly testing environment.
    - d. Adhere to conduct and professional standards during testing.
  4. All exam materials are the property of the Dr. F. M. Canseco School of Nursing.
  5. A student who is removed from a quiz or examination for suspected sharing of information may be asked to leave the examination area and will receive a Zero (0).
  6. Any student who must be absent from an examination must notify the lead faculty PRIOR to the examination. The lead faculty shall be notified in a written format, preferably via Blackboard Email, that includes a date and time. Students are responsible for providing satisfactory evidence to faculty members of their absence. The faculty member will decide if the excuse is valid and may provide the following option.
    - a. The weight of the missed exam may be added to the student's final examination, ONLY upon lead faculty approval. Students who fail to notify the lead faculty before the examination period will not be allowed to carry the weight of the missed exam to their final exam; thus, they will receive a Zero (0) for the missed exam.
  7. Only one exam can be missed and allowed to count toward the final exam weight. Any other missed exam(s) will be assigned a grade of ZERO (0).
  8. Students who need to leave the examination area prior to completion will be requested to leave all testing materials with the proctor, and the examination is considered completed. Students may not leave the examination area without the proctors' acknowledgement.
  9. After the examination period, all examination materials (exam, additional work paper) shall be submitted to the proctor. Students who leave the exam room with any examination material, as a result of their actions, will earn a grade of zero (0) for the exam.
  10. Examination grades will be posted per the TAMIU student handbook or course syllabus.
  11. Students requiring accommodations must contact the Office of Disability Services.
  12. Course faculty may elect to establish other requirements at their discretion, but in no case will these requirements be less stringent than those in this policy.
  13. No exam grade shall be dropped when determining the overall course grade.
  14. Pop quizzes may be given at the discretion of the lead faculty.
  15. The final exam must be taken at the time specified in the course syllabus. If a student is unable to attend the final exam, the student must notify the lead faculty BEFORE the exam takes place. This notification should be submitted in writing, ideally through Blackboard Email, and must include the date and time of the absence. If a student misses the final exam, the lead faculty may, at their discretion, arrange a makeup exam with similar content on a designated date and time
  16. Any student with a conflict in exam schedule due to University business (e.g., UIL, athletics) must refer to the TAMIU catalog.
- III. Nametag/Dress/Appearance: All students must follow the dress code policies. See CONHS BSN Handbook. All ID badges from clinical facilities must be current.
- IV. Student Health requirements: Students must meet the clinical health and CPR requirements prior to going to the clinical setting. Failure to meet these requirements will result in the inability to attend clinical and a Clinical "F" day will be given. See CONHS BSN Handbook
- V. Covid Exposure:

1. All students should immediately discontinue all in-person class, clinical, or lab and refrain from coming to campus if they a) have a known exposure to COVID 19 without wearing proper protective equipment (PPE) b) tested positive to COVID 19 or c) have known symptoms of COVID 19. (see below for symptoms).
  - Chills or fever
  - Cough
  - Shortness of breath or difficulty breathing
  - Fatigue
  - Muscle or body ache
  - Headache
  - New loss of taste or smell
  - Sore Throat
  - Congestion or runny nose
  - Nausea or vomiting
  - Diarrhea
2. Students are to notify nursing faculty and follow TAMIU guidelines for reporting illness to Student Health Services by calling 956-326-2235 or emailing at [studenthealth@tamiu.edu](mailto:studenthealth@tamiu.edu). (%20studenthealth@tamiu.edu) (%20studenthealth@tamiu.edu ([https://dustytamiu-my.sharepoint.com/personal/sanjuanita\\_hernandez\\_tamiu\\_edu/Documents/Desktop/NURS%203614/Fall%202025/%20studenthealth%40tamiu.edu](https://dustytamiu-my.sharepoint.com/personal/sanjuanita_hernandez_tamiu_edu/Documents/Desktop/NURS%203614/Fall%202025/%20studenthealth%40tamiu.edu)))
3. Students may not return to campus or clinical until clearance by student health services is obtained.
4. If a student does incur absences due to quarantine/isolation or becomes ill with COVID the clinical absence policy outlined in each course syllabus will be followed, however if the student must withdraw or take an incomplete, they will not be penalized for this.

VI. Lab/Clinical Absences: Clinical hours are required to provide students the opportunities to obtain knowledge and skills to function safely as a professional nurse. Punctuality is expected in the professional workplace. Important information affecting client care is communicated to the students at the start of the clinical experience. Therefore, tardiness for clinical/lab/simulation experience jeopardizes the student ability to give safe nursing care. Lab, simulation and case study experiences are considered clinical experiences. See CONHS BSN Handbook.

VII: Clinical "F" Day: Unacceptable nursing practice in the clinical setting or unexcused clinical absence is grounds for receiving a clinical fail day, also known as an "F" Day. A clinical setting is any activity for which the student receives clinical hours. A student who receives three (3) clinical "F" days in any clinical course will receive a grade of F for that course. See CONHS BSN Handbook

VIII: Criminal background checks or Drug Screens: As part of this clinical rotation, the CSON adheres to the policies of all clinical facilities with which the SON affiliated with for student clinical learning experiences. As part of this clinical rotation, clinical facility policies may require criminal background checks and/or random drug screen to be conducted on persons interacting with their clients. This documentation will be submitted to the requesting agencies as per their policy. See CONHS BSN Handbook

IX: Unsafe Clinical Performance/Patient Safety: Any act, omission or commission that may result in harm to the patient is considered unsafe clinical practice. Any student who jeopardizes patient safety will be sent home from clinical and receive a clinical F for that day. See CONHS BSN Handbook.

X: Confidentiality: Nurses are entrusted with a great deal of personal information about their community, populations and individuals to plan comprehensive care. The student role requires that some of this information be shared with faculty and other students in a clinical conference setting. The Health Insurance Portability and Accountability Act of 1996 (HIPAA) regulations provides federal protections for personal health information held by covered entities and gives patients an array of rights with respect to that information. Students and faculty share the burden of carefully protecting the privacy of all persons concerned. See CONHS BSN Handbook

XI: Electronic Devices/Social Networking: Strict HIPPA guidelines will be enforced. Cell phones or other electronic devices are not permitted in the clinical setting. Cell phones are not allowed on your person during the clinical experience. The CSON has memorandum of understanding agreement with every clinical institution to adhere to their policies. See CONHS BSN Handbook

## Method of Evaluation and Course Requirements

*[Instructors can delete or edit this element. Use this space to enter in text details or use the table below.*

- **To edit/delete the table**, double click on it.
- **Add text as necessary**
- **To add a row**, click on NEW ROW button in the table.

**Please don't forget to remove these instructions.**

Module Exam (4 exams, each 16%)	64%
Comprehensive Course Final Exam	16%
ATI Proctored Exam	10%
HESI Review Packets Assignment	5%
Adaptive Quizzing/Assignments/CALA	5%
Clinical Performance Evaluation	Pass/Fail

(Hospital rotation concept maps with medication sheets/history and physical assessment, Simulations, Specialty Unit Assignments, Computerized Simulations, Case Studies/Concept maps, Article/Video Reviews)

**\*\*\*Clinical assignment must meet a minimum standard to pass this course. If you do not successfully meet the minimum standard you are not passing the course, regardless of your overall course average or exam average. Typhon Evaluations for Simulation, Clinical Faculty, and Clinical sites MUST be completed when assigned as they are part of the Clinical component.**

**\*HESI Exit Exam: At the end of the semester students will be required to take the Proctored standardized course exams. The score on this exam will count as a grade and will count for 10% of the course grade. Grading for this exam will be as follows: 850 or greater: 100. Students scoring below the benchmark of 850 will receive the conversion score that is assigned by HESI as the grade of record on the gradebook.**

Students will receive review packets based on their performance on the HESI exam. These packets will be counted as an assignment for the course and will count as 5% of the course grade. All students will be required to complete the review packets by the due date assigned by course faculty. Failure to complete the review packets will result in the student receiving an Incomplete Grade for the course. Information regarding the Incomplete, Withdraw, and Dismissal process can be found in the TAMIU BSN Handbook <https://www.tamtu.edu/conhs/documents/handbooks/bsnhandbook.pdf>

Students will be assigned weekly NCLEX-style questions as part of their coursework. These questions are designed to help prepare them for the end-of-course and end-of-program standardized exams, as well as for the NCLEX. The weight of these questions will contribute a percentage to the overall course grade.

Any student who scores 75% or below on a periodic exam for a nursing course will receive a Learning Contract from the faculty. A Learning Contract is established to support student success in both the course and the BSN program. If a student fails to meet the requirements outlined in the Performance Improvement Plan, the student will receive an Incomplete Grade. This will prevent the student from progressing to the next academic semester.

## Schedule of Topics and Assignments

Day	Date	Agenda/Topic	Reading(s)	Due
Fri	1/23	*Professional Nursing *Wellness to Illness Continuum *Illness *Caring for the Surgical Client *End of Life	Modules 1, 2, 3, 4, 21	
Fri	1/30	*Alterations in Cardiovascular Function and Perfusion *Alterations in Gas Exchange	Modules 6, 18	
Fri	2/6	Exam 1		
Fri	2/13	*Alterations in Digestion and Bowel Elimination * Alterations in Endocrine Function * Disrupted Homeostasis	Modules 5, 7, 10	
Fri	2/20	*Alterations in Kidney Function/Elimination *Alterations in Tissue Integrity *Alterations in Mobility	Modules 8, 13, 20	
Fri	2/27	Exam 2		
Fri	3/6	*Alterations in Neurologic Function *Alterations Spinal Cord Function	Modules 15, 16	
Fri	3/13	Spring Break		



Fri	3/20	*Alterations in Hematologic Function *Alterations in Immunity and Inflammatory Response	Module 9,11
Fri	3/27	Exam 3	
Fri	4/3	*Cancer *Alterations in Cognition	Module 12,14
Fri	4/10	*Alterations in Sensory Perception *Alterations in Sexual Function	Modules 17,19
Fri	4/17	Exam 4	
Fri	4/24	5/01 HESI Exam 5/11 Final Exam	
Fri	5/1	No Class	
Fri	5/8	No Class	

## 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.tamiu.edu/adminis/police/safezone/index.shtml>) for more information.

## Copyright Restrictions

The Copyright Act of 1976 grants to copyright owners the exclusive right to reproduce their works and distribute copies of their work. Works that receive copyright protection include published works such as a textbook. Copying a textbook without permission from the owner of the copyright may constitute copyright infringement. Civil and criminal penalties may be assessed for copyright infringement. Civil penalties include damages up to \$100,000; criminal penalties include a fine up to \$250,000 and imprisonment. Copyright laws do not allow students and professors to make photocopies of copyrighted materials, but you may copy a limited portion of a work, such as article from a journal or a chapter from a book for your own personal academic use or, in the case of a professor, for personal, limited classroom use. In general, the extent of your copying should not suggest that the purpose or the effect of your copying is to avoid paying for the materials. And, of course, you may not sell these copies for a profit. Thus, students who copy textbooks to avoid buying them or professors who provide photocopies of textbooks to enable students to save money are violating the law.

## Students with Disabilities

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

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

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

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

## Pregnant and Parenting Students

Under Title IX of the Education Amendments of 1972, harassment based on sex, including harassment because of pregnancy or related conditions, is prohibited. A pregnant/parenting student must be granted an absence for as long as the student's physician deems the absence medically necessary. It is a violation of Title IX to ask for documentation relative to the pregnant/parenting student's status beyond what would be required for other medical conditions. Students who experience or observe alleged or suspected discrimination due to their pregnant/parenting status, should report to the TAMIU Title IX Coordinator (Lorissa M. Cortez, 5201 University Boulevard, KLM 159B, Laredo, TX 78041, [TitleIX@tamiu.edu](mailto: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](mailto: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.