



ENGL 2327 - American Lit to the Civil War: Amer Lit to the Civil War-WIN (Sub I- May 18 to July 03)

Summer 2026 Syllabus, Section 680, CRN 52755

Instructor Information

Jonathan Murphy, PhD

Associate Professor of English

Email: jonathan.murphy@tamiu.edu

Office: AIC

Office Hours:

By appointment: I am always happy to meet with students. As this is an asynchronous online class, I will not be holding regular office hours. But I am available to meet by phone or video conference during work hours throughout the week (M-F). Please send me a course message to book a meeting at your convenience.

Office Phone: 956 326 2602

Times and Location

Does Not Meet Face-to-Face

Course Description

Covers major literary development, authors, and works in American literature through the Civil War. Substantial writing required. Prerequisite: ENGL 1302 with a grade of "C" or better or equivalent course. See Texas Success Initiative in the section entitled UNIVERSITY COLLEGE. Humanities Department, College of Arts & Sciences

WIN-Designation

This course is designated as a writing-intensive (WIN) course. In this course, writing will not only be the subject of study, but it will also serve as a method of learning. Students will learn how communication in written, oral, and visual forms change according to purpose and genre. Brainstorming, drafting, revising, and peer-workshopping are integrated into the course curriculum and are the required components of this writing-intensive course. The final Research Paper is the designated assignment for WIN assessment.

Additional Course Information

Participation/Attendance

Recorded lectures will be posted for each Learning Module. You will be required to watch these lecture videos within the 48-hour period of the assigned learning module. While attendance will not be taken (since this is an asynchronous online course), watching the lectures videos will be a very important responsibility, and doing so will improve your performance in every aspect of the course. I highly recommend that you watch the recorded videos prior to submitting any of the assigned work for each learning module.

Academic Honesty

Plagiarism, sharing exam or quiz information, and any other form of cheating is strictly prohibited and will be penalized in a serious fashion. Any offense will result in earning an F in the course and will be reported to the TAMIU Honor Council. Please consult our COAS Policies for further information on plagiarism/cheating and associated penalties.



AI Policy

As the grading for this course is almost entirely based on student writing, it is essential that students do not submit work that has been generated or significantly altered by AI. I want to read what you thought about what you read in your own words. The use of AI to generate the content of your writing or to significantly alter the style of your writing is prohibited. If you have any questions about the course AI policy, please ask me in advance before submitting any work that has been generated or altered by AI. Any violations of the course AI policy will result in grades of Fs and Honor Council Reports.

Course Structure

The course is structured according to the seven-week period of the Sub-Semester. Students will be assigned three Learning Modules per week, on Monday, Wednesday, and Friday. For Week 1, Module 1.1 is on Monday, Module 1.2 is on Wednesday, and Module 1.3 is Friday.

Save for on exam/paper days, you must (1) do your readings, (2) read the lecture material (slides and notes), (3) watch the lecture video, (4) take the quiz, and (5) contribute to the discussion forums (see more on discussion forum protocols and the grading rubric below).

Some of you may be tempted to let the readings slide. Do NOT let this happen. Reading the assigned texts is the most integral part to your success.

There will be three quizzes on most weeks of class. You will have 4 minutes to complete the quiz and the timer cannot be interrupted. Quizzes must be completed within 48 hours of the assignment of the learning module.

Our course will rely on weekly Discussion Forums. You are responsible to post ONE New Thread post per week (300+ words), and THREE Reply posts per week (100 words each). A Discussion Forum has been created for all three modules per week. For example, in Week 1, there are three Discussion Forums: 1.1 (Monday), 1.2 (Wednesday), and 1.3 (Friday). Please note: you only need to post ONE New Thread per week (i.e., you should NOT post New Threads to every Discussion Forum—just one per week). You have 48 hours to post your New Thread. For example, if you want to post a New Thread on Discussion Forum 1.1, assigned on Monday, you will have until 11:59pm on Tuesday to post your New Thread. Reply posts are not subject to the same restrictions: you may make your three Reply posts on any of the weekly forum(s), just so long as you make them all by 11:59pm on Sunday.

On Paper and Exam days, there will be no reading assignments, quizzes, or discussion forums. Exams must be completed by 11:59pm on the date they are assigned. Papers must be submitted to Turnitin Dropbox by 11:59pm on the due date (-5% daily late penalty).

Accommodations/Accessibility Policy

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 Director of Student Counseling and to contact the faculty member in a timely fashion to arrange for suitable accommodations. For more information, contact the online at Office of Disability Services for Students (DSS) (<http://www.tamui.edu/disability/index.shtml>), or via phone at 956.326.2230, or by visiting the staff at the Senator Judith Zaffirini Student Success Center, room 138. A link to the Disabilities Services for Students site has also been included under the "Resources" tab inside the course.

Minimum Technical Skills Expected

When participating in distance education courses, it is vital to consider the technology involved in order to have a successful course. Students in distance education should have knowledge of basic computer and Internet skills, as mentioned on the Instructional Technology and Distance Education Services' webpage (<http://www.tamui.edu/distance/students/knowledge-and-skills.shtml>).

Student Support Resources

The University wishes to have all students succeed in their courses. To provide support to our students, an array of services in the areas of technology support, academic support, student support, and accessibility support may be found at the University. For more information, visit Instructional Technology and Distance Education Services' page on University Resources and Support Services (<http://www.tamui.edu/distance/students/university-resources-and-services.shtml>).

Student-Instructor Communication and Response Time

Course Messages/Emails

I will respond to emails, courses messages, and Q&A Forum posts within 48 hours

Assignments and Assessments

Quizzes will be graded within 24 hours. Papers will take 1-2 weeks. Exams will be graded within one week. Grades and responses to Discussion Forums will be posted at the start of each week.

Course Communication Guidelines (Netiquette)

There are course expectations concerning etiquette or how we should treat each other online. It is vital that we consider these values as we communicate with one another. Visit Instructional Technology and Distance Education Services' web page on Netiquette (<http://www.tamui.edu/distance/students/netiquette.shtml>) for further instruction.

1. Technology Requirements

Computer/Technology Requirements

When participating in distance education courses, it is vital to consider the technology involved in order to have a successful course. Online students will need regular access to a personal computer that runs on a broadband Internet connection.

It is recommended that you meet the technical requirements listed on the Instructional Technology and Distance Education Services' webpage (<http://www.tamui.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. Your devices 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.

NOTE: Instructional Technology and Distance Education Services may check out available webcams to students on a first-come, first-served basis. To check out a webcam, please stop by Killam Library, Room 259 and request an available webcam.

Additional Software. You will need Microsoft Word for submitting assignments. TAMIU Students may access online versions of this software through their Dusty Office 365 account at <https://dusty.tamui.edu/>. This site also provides students access to download the Microsoft suite for educational use. Instructions for downloading the Microsoft Office suite (<http://www.tamui.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.tamui.edu/distance/students/elearning-orientation.shtml>) or by contacting the eLearning team at elearning@tamui.edu.

Technical Support Services

Because of the nature of distance education courses, the Office of Information Technology (OIT) computing and information services are vital to the success of online students. This webpage covers contact information for Distance Education Services (Blackboard Support), the OIT Help Desk, and E-mail support: Technical Support Services (<http://www.tamui.edu/distance/technical-support-services.shtml>).

Web Conferences/Synchronous sessions

Asynchronous recorded lectures may be found in each Learning Module Content Folder. On occasion, your instructor may host a live meeting which will be recorded for those who cannot attend synchronously. The purpose of any live class session will be for exam review, paper workshops, or general Q & A regarding any other aspects of the course. Students are welcome to contact their instructor to arrange for video consultations during office hours.

1. Quizzes: Quizzes will be given for each learning module. Do your readings and review your lecture slides, notes, and videos before taking the quiz! Students must complete quizzes within 48 hours. No makeups.

2. Discussion Forums: Students are required to post ONE New Thread and THREE Reply posts per week. New Thread Posts must be submitted within 48 hrs of the Learning Module assignment. Your three weekly Reply Posts must be submitted by the end of each Week. For New Thread Posts, students are required to write 300+ words. For Reply Posts, students are required to write 100+ words. Students should write their posts in Word and then cut and paste them into the Discussion Forum text box (this will allow you to format, spell, and grammar check in Word before making your posts).

3. Midterm Paper: The midterm paper is worth 15% and must be three FULL pages long. Papers must be double-spaced with 1" margins, typed in 12 pt. Times New Roman Font, use MLA style for citations, and include a Works Cited (on page four). Late Penalty: -5% per day.



4. Final Paper: The final paper is worth 25%. Final papers must be at least six FULL pages long. Papers must be double-spaced with 1" margins, typed in 12 pt. Times New Roman font, use MLA Style for citations, and have a Works Cited (on page seven). NO extensions allowed.

5. Exams: There will be a midterm and a final exam. The exam format will be essay-based.

Grading Scale/Schema

In determining the final course grade, the following scale is used in percentage value.

90-100 = A

80-89 = B

70-79 = C

60-69 = D

Below 60 = F

Students are responsible for posting ONE New Thread each week, and THREE Reply Posts per week. New Threads are worth 3.5% and must be 300 words minimum. Reply posts are worth 0.5% each and must be 100 words minimum. All Posts will be graded according to the Discussion Forum Rubric (above). Critical Thinking, Originality, Timeliness, and Grammar will be graded. You will NOT be allowed to make up missed assignments. Students must submit New Threads within 48 hours of the Discussion Forum (DF) assignment. Reply Posts must be submitted by the end of each week. New Threads critically engage with the DF prompts and demonstrate close reading of text. Reply Posts extend, challenge, or introduce new insights in response to New Threads.

Late Work Policy

1. Quizzes must be completed within 48 hours. If students miss a deadline, they will NOT be allowed to make up the missed quiz.
2. Papers must be submitted by 11:59pm on the day they are due, otherwise a -5% late penalty will be applied. Due to grading deadlines, there can be NO extensions on the Final Paper.
3. Exams must be taken by midnight on the day they are assigned.
4. Discussion Forums: New Threads must be made within 48 hours of the Discussion Forum assignment. The three weekly Reply Posts must be made by the week's end.

Program Learning Outcomes

Upon successful completion of this course, each student will:

- CO1: Identify major and minor works in American Literature to 1865.
- CO2: Analyze cultural and historical aspects of texts in American Literature to 1865.
- CO3: Compose texts that employ Standard American Academic English (with clear focus, coherent organization, correct grammar, and ethical use of sources).
- CO4: Perform close readings of texts in American Literature to 1865.
- CO5: Make connections between authors and themes in American Literature to 1865.
- CO6: Identify course technologies and course requirements.

Student Learning Outcomes

Upon successful completion of this course, each student will:

- CO1: Identify major and minor works in American Literature to 1865.
- CO2: Analyze cultural and historical aspects of texts in American Literature to 1865.



- CO3: Compose texts that employ Standard American Academic English (with clear focus, coherent organization, correct grammar, and ethical use of sources).
- CO4: Perform close readings of texts in American Literature to 1865.
- CO5: Make connections between authors and themes in American Literature to 1865.
- CO6: Identify course technologies and course requirements.

Important Dates

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

Textbooks

Group	Title	Author	ISBN
Required	Norton Anthology of American Literature: Beginnings to 1865 Volumes A&B 9th edition		9780393264548

Other Course Materials

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

Grading Criteria

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

Schedule of Topics and Assignments

Week of	Agenda/Topic	Reading(s)	Due
5/18	Week 1: American Origins to the Colonial Period	Module 1: David Cusick, "The Iroquois Creation Story" (pp. 31-35) Module 2: Bartolome de las Casas, Selections from Devastation of the Indies (pp. 66-71); and, Samuel de Champlain, Selections from Les Voyages (pp. 93-98) Module 3: John Winthrop, "A Model of Christian Charity" (pp. 176-189)	05/18 05/20 05/22
5/25	Week 2: The Colonial Period to the Revolution	Module 1: Cotton Mather, Selections from Wonders of the Invisible World (VOL A: pp. 321-327) Module 2: Nathaniel Hawthorne, "Young Goodman Brown" (VOL. B: pp. 345-354) Module 3: Thomas Paine, "The Crisis, No. 1" (VOL. A: pp. 689-695)	05/25 05/27 05/29



6/1	Week 3: The American Enlightenment	Module 1: Phyllis Wheatley, Poems of Phyllis Wheatley (pp. 787-799)	06/01 06/03
		Module 2: J. Hector St. John de Crèvecoeur, "Letter III: What is an American?" Letters from an American Farmer (pp. 634-650)	06/05 06/07
		Module 3: Judith Murray, "On the Equality of the Sexes" (pp. 770-779)	
		Midterm Paper: Due by midnight on Week 3, Day 7	
6/8	Week 4: The American Renaissance	Midterm Exam: Due by midnight on Week 4, Day 1	06/08 06/10
		Module 2: Ralph Waldo Emerson, Nature (pp. 178-194)	6/12
		Module 3: Emerson, Nature cont. (pp. 194-210)	
6/15	Week 5: The American Renaissance cont.	Module 1: Edgar Allan Poe, "William Wilson" (pp. 642-655),	06/15 06/17
		Module 2: Poe, "The Tell-Tale Heart" (pp. 666-670) and "The Black Cat" (pp. 670-676)	06/19
		Module 3: Nathaniel Hawthorne, "The Custom-House" (pp. 425-451)	
6/22	Week 6: The Scarlet Letter America	Module 1: Hawthorne, The Scarlet Letter (pp. 451-506)	06/22 06/24
		Module 2: Hawthorne, The Scarlet Letter cont. (pp. 506-542)	06/26
		Module 3: Hawthorne, The Scarlet Letter cont. (pp. 542-569)	
6/29	Week 7: Literature of Abolition	Module 1: Henry Thoreau, "Resistance to Civil Government" (pp. 950-968)	06/29 07/01
		Module 2: Margaret Fuller, "Fourth of July" (pp. 762-764); and, Frederick Douglass, "What to the Slave is the Fourth of July?" (pp. 1236-1239)	07/03 07/04
		Final Exam: Due by midnight on Week 7, Day 5	
		Final Paper: Due by midnight on Week 7, Day 6	

Core Curriculum Learning Outcomes

[REMOVE the Core-Curriculum Learning Outcomes which do NOT apply to this course. ***Please don't forget to remove these instructions.***]

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.tamui.edu/handbook/article-04.shtml>)).

TAMUI Honor Code: Plagiarism and Cheating

As a TAMUI student, you are bound by the TAMUI Honor Code to conduct yourself ethically in all your activities as a TAMUI 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.tamui.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.

Distance Education Courses