

CLASS POLICIES

A student has the right to expect competent, well-organized instruction for the full number of clock hours allotted for a course; to sufficient written assignments, graded fairly and with reasonable promptness to show the student's academic standing in the course at least before mid-semester; to have ample opportunity to confer with the instructor at published office hours and to review graded written work; to freedom from ridicule, discrimination, harassment or accusations in the presence of other students or faculty members; and to an avenue for appealing to higher academic authority in case of alleged unfairness by an instructor.

Academic Dishonesty

Students are expected to do their own course work. Simple cases of first offense cheating or plagiarism by an individual student may be handled by the instructor after consultation with the department chair. When the evidence is indisputable, the usual penalty is a grade of F on the particular paper or in the course. The student is usually confronted with the evidence in private and advised of the penalty to be assessed. The evidence will be retained for at least one full year.

The Office of Graduate Studies and Sponsored Programs coordinates with college and departmental advisors who taken measures to ensure that the manuscripts are free of plagiarism.

Academic dishonesty is a violation of the Student Code of Conduct; therefore, the instructor may report any form of academic dishonesty to the Office of Student Rights and Responsibilities. Please review the Student Handbook for a complete description of the process.

For more serious cases, such as those involving repeated offenses, conspiracy with other students or the theft and selling of examination questions, a report should be made by the instructor via the department chair and college dean to the provost and vice president for Academic Affairs for disciplinary action. Expulsion from the University is a normal penalty for such offenses.

Plagiarism is a serious violation of academic integrity, and students who engage in plagiarism are subject to disciplinary action. The type of disciplinary action will depend on the severity of the plagiarism but may ultimately lead to the student's expulsion from the program and/or revocation of a student's degree, if the student has already graduated.

Please review the Student Handbook for a complete description of the process: <http://www.tamusa.edu/studentengagementsuccess/StudentRightsAndResponsibilities/>.

Class Attendance

A vital part of every student's education is regular attendance of class meetings. Every faculty member is to keep a current attendance record on all students. Any absences tend to lower the quality of a student's work in a course, and frequent or persistent absences may preclude a passing grade or cause a student to be dropped from one or more courses upon the request of a faculty member to the provost and vice president for Academic Affairs.

Absences for Religious Holidays

"Religious holy day" means a holy day observed by a religion whose places of worship are exempt from property taxation under Section 11.20, Tax Code. In accordance with Texas Education Code Section 51.911, the university will allow students who are absent from classes for the

observance of a religious holy day to take an examination or complete an assignment scheduled for that day within a reasonable time after the absence if that student has notified the instructor of each class to be missed within two weeks of the start of the semester. The instructor may appropriately respond if a student fails to complete the assignment or examination within a reasonable time after the absence.

Reading Days

The academic calendar formally indicates the last day of classes. Faculty may **not** schedule classes after the last official day of classes. University sanctioned Reading Days are incorporated into the university calendar in an effort to provide students with additional preparation time before the commencement of final examination week. Final examinations, including take home finals, comprehensive examinations or projects, may **not** be assigned or due on a university-sanctioned Reading Days or the last day of classes, as published in the catalog. Reading Days apply to 16-week courses only. Reading Days do not apply to classes that meet on Saturday. Classes scheduled on Saturday may meet after the scheduled reading days to meet contact hour requirements.

Research on Human Subjects

Any research that involves human subjects must be approved by the Institutional Review Board for the Protection of Human Subjects at A&M-San Antonio prior to any data collection. Specific forms, instructions, and additional information are provided online: <http://www.tamusa.edu/graduatestudiesandresearch/irb/irbforms.html>.

Correspondence Work

Correspondence courses are unacceptable for graduate credit.

Required Grades

A minimum grade point average of 3.0 on a 4.0 scale is required in each program segment (major/supporting field/resource or graduate certification). Grades of *D* or *F* do not apply toward a graduate degree but are used to figure grade point averages. Courses may be repeated for credit, in which case the highest grade of record is the official grade. Minimum grades required for stem work (assigned prerequisites) are noted on the initial degree plan and/or certification plan. Courses taken outside official program(s) are not subject to these grade requirements unless so specified by the program adviser on the degree plan.