



TEXAS A&M UNIVERSITY
SAN ANTONIO

College of Education & Human Development
Department of Counseling, Health, & Kinesiology
EDKN 1338 Fitness and Wellness
Spring 2026

Instructor:

Carlos J. Ortiz, M.S.
Office: Virtual or STEM 142
Office Phone:
Office Hours: By appointment
E-mail: cortiz@tamusa.edu

Class Time:

Monday/Wednesday 12:30pm – 1:45 pm

Class Location:

SciTech TBD
This class meets in person on Mondays and online on Wednesdays

Required Text:

Hoeger, W., Hoeger, S., Fawson, A.L., Hoeger, C., (2018). Principles and Labs for Fitness and Wellness (15th ed.). **Cengage Learning**: Boston, MA. ISBN-13: 9780357020258

EDKN 1338 is participating in the Access Program. **This means you have immediate access to your course materials in Canvas. You are not required to purchase an access code from the bookstore or online because the cost is included in your fees.** To access your course materials, sign into BlackBoard and navigate to this course. Click **INSERT COURSE NAME HERE**. From there, create your Cengage account or sign in to an existing one and follow the instructions to complete the registration process. Your Cengage course materials have already been purchased! Click “Continue” to access your course.

Need help? Visit <https://startstrong.cengage.com/mindtap-blackboard-ia-yes/step-by-step> for registration instructions and videos, or attend Cengage’s Virtual Office Hours ([Click Here to view dates and times](#))

Required Course Materials

This course will require MindTap for Hoeger/Hoeger/Meteer/Hoeger Principles & Labs for Fitness & Wellness
ISBN: 9780357727546

Recommended Text: N/A

Supplies: N/A

Catalog Description: Knowledge, understanding and values of health-related fitness and wellness and its influence on the quality of life.

Student Learner Outcomes: Upon completion of this course, each student will be able to:

1. Enhance individuals' way of living to increase well-being and wellness.
2. Effectively advocate and debate issues in kinesiology, health, fitness, and wellness.
3. Identify and understand wellness- and physical fitness-related components.
4. Describe the elements of health-related physical fitness, performance related physical fitness, inactivity, and hypokinetic diseases on health and wellness.
5. Recognize, critique, and present programs and plans that claim to achieve good fitness and wellness.
6. Compare and contrast the relationships among physical activity, nutrition, and body composition.
7. Participate in physical fitness activities that will aid in assessing personal health related fitness.
8. Evaluate fitness and wellness barriers and strategies used to overcome them.
9. Design, implement, and evaluate fitness programs to promote societal lifetime physical fitness.

TEA Standards:

What teachers know:

- 2.2k how various factors (e.g., rest; nutrition; tobacco, alcohol, and other drugs) affect physical performance and health
- 2.5k the benefits of an active lifestyle
- 2.9k the effects of stress on the body and the benefits of stress management techniques
- 2.10k motivational strategies that promote participation in lifelong physical activities;
- 2.11k appropriate methods, including technological methods, for evaluating, monitoring, and improving fitness levels
- 2.12k attitudes, myths, and contraindicated practices related to physical activity and health
- 2.15k proper nutrition and the effects of eating and exercise patterns on personal health (e.g., weight control, self-concept) and physical performance

- 3.4k personal and social benefits of participating in physical activities, games, dance, outdoor pursuits, and sports
- 3.5k theories of motivation and educational practices that prompt students to participate in physical activity

What teachers can do:

- 2.1s Implement activities that promote student awareness of fitness concepts
- 2.2s Apply knowledge of anatomy, kinesiology, and physiological principles to design and modify activities that promote fitness
- 2.4s promote student understanding of how behavior choices affect personal health;
- 2.5s Model and explain strategies for maintaining good health behaviors
- 2.6s Inform students and parents/caregivers about opportunities for physical activity in the school and community and the benefits of an active lifestyle
- 2.7s Provide students with a variety of physical activities (Course during which prof. teaches students how to do this when they become teachers)
- 2.9s Evaluate and select appropriate activities for improving cardiovascular endurance, flexibility and posture, muscular strength and endurance, and body composition
- 2.10s assess potential health risks involved in exercising (e.g., effects of environmental conditions on circulatory and respiratory systems) and recommend prevention techniques
- 2.11s teach students to assess their interests and capabilities in order to motivate participation in lifelong physical activities
- 2.12s use appropriate methods for evaluating, monitoring, and improving students' health and fitness levels
- 2.13s educate students about common misconceptions and faulty practices (e.g., contraindicated exercises and body positions) related to physical activity, health, exercise, and diet.
- 2.15s provide students with learning opportunities that promote enjoyment of fitness activities and emphasize the benefits of an active lifestyle
- 2.16s apply nutrition, fitness, and wellness concepts to help students design, implement, and maintain personal fitness programs.

Grading Policy & Course Requirements:

To achieve the course objectives, the class will involve:

Lecture

Individual assignments

Group Assignments

<u>Course Evaluation:</u>	
Exams	40%
Major Projects	40%
Discussions (homework)	<u>20%</u>
Total	100%

<u>Criteria:</u>	
90-100	A
80-89.99	B
70-79.99	C
60-69.99	D
0 - 59.99	F

Online tests will be taken using Respondus Lockdown Browser and are intended for you to work INDIVIDUALLY. If you are caught collaborating with others during on-line testing, you will be [reprimanded](#). Use of electronic equipment during exams will result in a score of 0% for the test and may result in further discipline.

A grade of “**C**” or better must be earned in this course to satisfy Kinesiology requirements. Majors who do not earn a grade of “C” or better will be required to repeat the course. I do not round up or round down your grade.

No changes to your final grade will occur once class has ended unless I have made a mistake. You are given the opportunity to follow your grade throughout the semester thus you should not be surprised with the grade you earn. There are no exceptions (eligibility, financial aid, etc.)

Late Penalties:

All assigned work is due on the date and time assigned; work received later than the due date will NOT be graded.

- *I do not offer extra credit.*
- *I do not offer Independent Studies if an acceptable grade is not earned*

Blackboard: All assignments will be turned in and all notes, announcements, etc., will be posted on [Blackboard](#) (except for those that require signatures). Please check that your account is working, otherwise you will fall behind. If you have problems accessing Blackboard, contact the [Help Desk](#).

To access Blackboard, go to the [A&M-SA homepage](#).

If you need to pull up an assignment, notes, etc., my suggestion is to save it to your computer or disk, THEN open it.

If you have a question, comment, etc. about an assignment or any other matter, please contact me through **email** (cortiz@tamusa.edu) but **NOT Blackboard Messaging**.

Core Class Projects: To earn full credit for this course, all four of the following core projects have to be completed.

NUTRITIONAL AND PHYSICAL ACTIVITY SELF ASSESSMENT ASSIGNMENT (PR):

This assignment has two (2) parts. Part 1, students will keep a dietary and physical activity journal for one week using an online application. At the end of the week, students will also complete a barrier to exercise survey. Using this information, students will identify dietary and physical activity goals, develop a plan that includes 1) at least one mean to achieving the dietary goal, 2) at least one mean to achieving the physical activity goal, and 3) at least one mean to overcome the most prominent barrier to exercise. **Part 2**, after four weeks have passed students will again keep the journals and develop a plan, will discuss the ease, the difficulties, etc. they had adhering to the plan. The rubric is as follows: Dietary and journal entries (total of 14 each): 40%; Barriers to exercise results (total of two): 10%; Appropriate goals for diet, physical activity, and barriers (one each): 20%; Thoughtful discussion: 30%. Meets Component Area Option Core Objective 3 (**Personal Responsibility**) and course SLO 7.

Fitness & Wellness Assessment (CT):

Using resources from the text, notes, and other instructor approved materials, the student will choose one assessment for each of the components of health-related fitness and one for wellness, administer this test battery to themselves, collect the data and analyze it, evaluate the results and based on the analysis, make recommendations for each of the components. The rubric is as follows: Appropriately selected test for each component (total of six): 20%; Participation in each of the test items (total of six): 10%; Proper analysis of data (comparing to established guidelines, criteria, and/or norms): 20%; Proper evaluation of results: 25%; Thoughtful recommendations for each component (total of six): 30%. Meets Component Area Option Core Objective 1 (**Critical Thinking**) and course SLO 3.

Exercise Program Analysis (CS):

Students will choose a common, popular, or fad exercise program (i.e. P-90X). Students will gather research on who developed the program, how long the program has been in existence, the rationale behind its development, its trends in popularity over its lifetime, its documented effectiveness (personal testimonies will not be included, must be evidence-based), the advantages and disadvantages of participating in such a program, and recommendations by the student for improving the program's effectiveness. Students will present their findings as an oral presentation using PowerPoint (or other media) to the class. The rubric is as follows: Who developed: 5%; Existence: 5%; Rationale: 5%; Popularity: 5%; Effectiveness: 10%; Advantages: 10%; Disadvantages: 10%; Recommendations: 10%; Slide format (uncluttered, contrasting colors, grammar, punctuation, etc.): 15%; Presentation (appropriate dress, voice clarity, eye contact, interaction, grammar, pronunciation, etc.): 25%. Meets Component Area Option Core Objective 2 (**Communication Skills**) and course SLO 5.

Spring 2026 Regular 16-Week Session

October 27	Monday	Registration opens
December 24-January 2	Wednesday-Friday	Winter Break
January 13	Tuesday	Tuition & fee payment deadline
January 15	Thursday	Drop for non-payment
January 16	Friday	Last day for students withdrawing to receive 100% refund (0% responsibility) for tuition
January 19	Monday	Martin Luther King, Jr. Day - No classes
January 20	Tuesday	First class day
January 27	Tuesday	Last day to register
February 4	Wednesday	Census Date
February 5	Thursday	Drop for non-payment
February 23-March 6	Monday-Friday	Midterm grading period
March 9-March 14	Monday-Saturday	Spring Break
April 3	Friday	Study day - No classes
April 17	Friday	Last day to drop with an automatic grade of "W"
May 1	Friday	Last day to withdraw from the university
May 4	Monday	Last day of scheduled classes for weekday classes
May 5	Tuesday	Study day - No classes
May 6-May 12	Wednesday-Tuesday	Final examinations
May 12	Tuesday	End of term
May 15	Friday	All grades due by noon
May 18	Monday	Grades available in JagWire
May 19	Tuesday	Commencement

EDKN 1338 Fitness and Wellness

Spring 2026

Tentative Schedule: This is a tentative schedule. The course schedule will change as the demands of the students dictate. All work will be due by 11:59 pm on due days.

HOMEWORK, PROJECTS, EXAMS

-Month	Meeting	Day	Topic
January	Wednesday	21	Class Introduction/Expectations NAVIGATING BLACKBOARD AND MINDTAP Start MODULE 1 (CHAPTER 1 PHYSICAL FITNESS AND WELLNESS PART 1)
	Monday	26	MODULE 1 (CHAPTER 1 PHYSICAL FITNESS AND WELLNESS PART 2) CH 1 PRACTICE TEST (MINDTAP) DUE BEFORE MIDNIGHT <u>Friday, January 30, 2026</u>
	Wednesday	28	MODULE 1 (CHAPTER 2 BEHAVIOR MODIFICATION PART 1)
February	Monday	2	MODULE 1 (CHAPTER 2 BEHAVIOR MODIFICATION PART 2) CH 2 PRACTICE TEST DUE BEFORE MIDNIGHT <u>Friday, February 6, 2026</u>
	Wednesday	4	MODULE 1 (CHAPTER 10 STRESS ASSESSMENT AND MANAGEMENT TECHNIQUES PART 1)
	Monday	9	MODULE 1 (CHAPTER 10 STRESS ASSESSMENT AND MANAGEMENT TECHNIQUES PART 2) CH 10 PRACTICE TEST (MINDTAP) DUE BEFORE MIDNIGHT <u>Friday, February 13, 2026</u>
	Wednesday	11	INTRODUCE NUTRITIONAL AND PHYSICAL ACTIVITY SELF ASSESSMENT ASSIGNMENT MODULE 1 EXAM REVIEW
	Monday	16	MODULE 1 EXAM (CH 1-2, 10) (ONLINE) DUE BEFORE MIDNIGHT TODAY BEGIN TRACKING NUTRITION AND PHYSICAL ACTIVITY (PART 1)
	Wednesday	18	MODULE 2 (CHAPTER 6 CARDIOVASCULAR ENDURANCE PART 1)
	Friday	20	LAST DAY OF TRACKING NUTRITION AND PHYSICAL ACTIVITY (PART 1)
	Monday	23	MODULE 2 (CHAPTER 6 CARDIOVASCULAR ENDURANCE PART 2) CH 6 PRACTICE TEST (MINDTAP) DUE BEFORE MIDNIGHT <u>Friday, February 27, 2026</u>
	Wednesday	25	MODULE 2 (CHAPTER 7 MUSCULAR FITNESS PART 1)
March	Monday	2	MODULE 2 (CHAPTER 7 MUSCULAR FITNESS PART 2) REVIEW EXPECTATIONS FOR FITNESS AND WELLNESS ASSESSMENT ASSIGNMENT CH 7 PRACTICE TEST (MINDTAP) DUE BEFORE MIDNIGHT <u>Friday, March 6, 2026</u>
	Wednesday	4	MODULE 2 (CHAPTER 8 MUSCULAR FLEXIBILITY PART 1)

	Friday	6	TURN IN NUTRITION AND PHYSICAL ASSESSMENT ESSAY (PART 1) TO BLACKBOARD BEFORE MIDNIGHT
			Spring Break March 8 th – March 14!
	Monday	16	MODULE 2 (CHAPTER 8 MUSCULAR FLEXIBILITY PART 2) CH 8 PRACTICE TEST (MINDTAP) DUE BEFORE MIDNIGHT Friday, March 20, 2026 , BEGIN TRACKING NUTRITION AND PHYSICAL ACTIVITY (PART 2)
	Wednesday	18	MODULE 2 (CHAPTER 4 BODY COMPOSITION PART 1)
	Friday	20	FITNESS AND WELLNESS ASSESSMENT ESSAY ASSIGNMENT DUE
	Monday	23	MODULE 2 (CHAPTER 4 BODY COMPOSITION PART 2) CH 4 PRACTICE TEST (MINDTAP) DUE BEFORE MIDNIGHT Friday, March 27, 2026
	Wednesday	25	MODULE 2 EXAM REVIEW
	Monday	30	MODULE 2 EXAM (4, 6-8) (ONLINE) DUE BEFORE MIDNIGHT TODAY
April	Wednesday	1	MODULE 3 (CHAPTER 3 NUTRITION FOR WELLNESS PART 1)
	Monday	6	MODULE 3 (CHAPTER 3 NUTRITION FOR WELLNESS PART 2) CH 3 PRACTICE TEST (MINDTAP) DUE BEFORE MIDNIGHT Friday, April 10, 2026
	Wednesday	8	MODULE 3 (CHAPTER 5 WEIGHT MANAGEMENT PART 1)
	Friday	10	STOP TRACKING NUTRITION AND PHYSICAL ACTIVITY (PART 2)
	Monday	13	MODULE 3 (CHAPTER 5 WEIGHT MANAGEMENT PART 2) GROUP ASSIGNMENTS FOR PROGRAM ANALYSIS PRESENTATION CH 5 PRACTICE TEST (MINDTAP) DUE BEFORE MIDNIGHT Friday, April 17, 2026
	Wednesday	15	MODULE 3 (CHAPTER 9 PERSONAL FITNESS PROGRAMMING PART 1)
	Friday	17	NUTRITION AND PHYSICAL ACTIVITY ASSESSMENT ESSAY (PART 2) DUE BEFORE MIDNIGHT
	Monday	20	MODULE 3 (CHAPTER 9 PERSONAL FITNESS PROGRAMMING PART 2) 9 PRACTICE TEST (MINDTAP) DUE BEFORE MIDNIGHT Wednesday, April 24, 2026
	Wednesday	22	MODULE 3 EXAM REVIEW
	Monday	27	MODULE 3 EXAM (3,5,9) (ONLINE) DUE BEFORE MIDNIGHT PROGRAM ANALYSIS PRESENTATION SLIDES DUE BEFORE MIDNIGHT
	Wednesday	29	PROGRAM ANALYSIS PRESENTATION (FIRST GROUPS) In Person Class

May	Monday	4	PROGRAM ANALYSIS PRESENTATION (SECOND GROUPS)

Undergraduate 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. See the <https://www.tamusa.edu/university-policies/student-rights-and-responsibilities/>.

Students' Rights and Responsibilities:

As members of the University community, all enrolled students assume full responsibility for adhering to the University's values and goals. Students are responsible for staying abreast of their rights as students and for being cognizant on what is deemed proper conduct as outlined in the [A&M-San Antonio Student Code of Conduct](#).

Academic Dishonesty:

Students are expected to do their own course work. 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.

Forms of academic dishonesty:

Cheating: A student can be accused of academic dishonesty if he/she uses, or attempts to use, unauthorized assistance (e.g., asking someone else for an answer during a test, copying answers from another person's paper during a test, etc.), uses unauthorized study aids in examinations or other academic work (i.e., "cheat sheets" or textbooks/notes when that use has been disallowed by the faculty), or submits the work of another as his/her own.

Plagiarism: A student can be accused of academic dishonesty if he/she uses the ideas, data or language of another without specific or proper acknowledgment.

Artificial Intelligence: During our class we may explore ChatGPT, however AI tools are not permitted to be used for any assignments that are submitted in this course. All work submitted must

be your own and completed in accordance with Texas A&M-SA policy.

Fabrication: A student can be accused of academic dishonesty if he/she submits or attempts to submit material that is contrived or altered (e.g., making up data for an experiment, misrepresenting data, citing nonexistent articles, contriving sources, falsifying design and/or troubleshooting data, or padding estimates with intent to defraud customers, etc.).

Multiple submission: A student can be accused of academic dishonesty if he/she submits, without prior permission, any work previously submitted to fulfill another academic requirement (e.g., the unauthorized submission of a pre-existing paper or project).

Lying: Deliberate falsification with the intent to deceive in written or verbal form as it applies to an academic submission.

Bribery: Providing, offering or taking rewards in exchange for a grade, an assignment or the aid of academic dishonesty.

Threat: An attempt to intimidate a student, staff, or faculty member for the purpose of receiving an unearned grade or in an effort to prevent the reporting of an Honor Code violation.

Misrepresentation of academic records: A student may be accused of academic dishonesty if he/she misrepresents, tampers with or attempts to tamper with any portion of a student's transcripts or academic record (e.g., changing one's grade, altering computer records, falsifying academic information on one's resume, etc.).

Facilitating Academic Dishonesty: A student may be accused of academic dishonesty if he/she knowingly helps or attempts to help another violate the principles of academic integrity (e.g., working together on a take-home exam without instructor permission, providing another student with a pre-written paper or test, unauthorized collaboration of any kind, including online testing, giving answers to lab projects with the intent to help students take practical exams, etc.).

Plagiarism: The University recognizes plagiarism as a serious academic offense. Plagiarism, the act of representing the work of another as one's own, may take two forms. It may consist of copying, paraphrasing or otherwise using the written or oral work of another without acknowledging the source or it may consist of presenting oral or written course work prepared by another as one's own. Unless an assignment is designated as a group project, assignments should be completed by the student. I encourage group learning and problem solving with assignments, but when you write up the assignment, it should be in your words. I need to know what YOU know, not what the group knows.

Normally a student who plagiarizes shall receive a grade of "F" in the course in which the act occurs. Students are expected to follow A&M-SA's policies as defined in the Academic Catalog. Anyone caught cheating (including plagiarizing) will receive an automatic failure in the course. The instructor may decide to reduce this penalty to an F for the assignment or other appropriate consequence. If you have any questions about the meaning of plagiarizing, how to properly cite material from a

source, or about any of the other forms of cheating listed above, do not hesitate to see Mr. Ortiz.

Any student caught using the work of another student and/or giving work to another student or caught cheating in any of the forms listed above, will be reported to student affairs for academic sanctions.

Information on plagiarism is available at the following websites: [University of Indiana](#) [Plagiarism.org](#)

All students who have enrolled for audit are expected to complete all course requirements. These requirements include: regular class attendance and participation; completion of all assignments and other class work; quizzes and exams are optional at the discretion of the instructor.

Non-Academic Misconduct: (See the [Student Handbook](#)).

The University respects the rights of instructors to teach and students to learn. Maintenance of these rights requires campus conditions that do not impede their exercise. Campus behavior that interferes with either (1) the instructor's ability to conduct the class, (2) the inability of other students to profit from the instructional program, or (3) campus behavior that interferes with the rights of others will not be tolerated. An individual engaging in such disruptive behavior may be subject to disciplinary action. Such incidents will be adjudicated under nonacademic procedures by the Dean of Students. This includes but is not limited to:

1. Sleeping in class: Students sleeping in class are a distraction to the professor and to the students in class who have a sincere desire to learn.
2. Side Conversation: Students engaging in side conversations during class are a distraction to the professor and to the students in class who have a sincere desire to learn. Therefore, this behavior is deemed to be a form of nonacademic misconduct and will not be tolerated.
3. Cellular phones and other electronic devices: Cellular phones are to be turned off during class. A student's cellular phone ringing is a distraction to the professor and to the students in class who have a sincere desire to learn.

Sexual Misconduct: (See the [Student Handbook](#)).

Sexual harassment of students and employees at Texas A&M University-San Antonio is unacceptable and will not be tolerated. Any member of the University community violating this policy will be subject to disciplinary action.

Class Attendance:

A vital part of every student's education is regular attendance of class meetings. 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.

- Quizzes, assignments, and other work related to weekly topics will be completed inside and/or outside of class. In-class quizzes, assignments, and other work missed because of absence will *not* be made up.
 - Attendance and tardiness are part of your grade, you will receive a **zero (0)** deducted if you do not participate or have excessive absences. This deduction will take place unless you have a valid, university approved excuse (see below).
1. The general policy outlined by the University will be followed as stated in the [Student Handbook](#). There are no 'free' unexcused absences.
 2. The instructor's policy for this course includes:
 - a. Your presence is expected in class daily except for emergencies. Students assume responsibility for any material missed in class. It is **YOUR** responsibility to gather any missed information.
 - b. Requests to be absent from class for official University business (athletics, field trips, student government, etc.) shall be made prior to the anticipated absence. Arrangements for missed work will be made at that time.
 - c. If you miss an exam or quiz or do not show up on the day of a presentation or when an assignment is due without **PRIOR ARRANGEMENT** with the instructor, no make-up will be allowed unless there is a **documented** emergency.
 - i. If there is an emergency (hospital, funeral, etc.) please contact me the day of the problem or the day you missed class.
 - ii. If you cannot participate in a lab you must have documentation (hurt ankle, sick, etc.), otherwise you will receive half credit for being there but not participating.
 1. This includes not participating in one or more assessments for that lab.
 - iii. If you completely miss a lab and have no documentation, a 0 will be given for that assignment
 - iv. For presentations, a five (5) point deduction will be taken for every presentation that is missed.
 1. This deduction will be made to the individual that missed the presentation and not the group as a whole.
 - v. Absence from group presentations will constitute a zero (0) for the person that missed unless **PRIOR** arrangements have been made.
 - d. Points will be deducted from any participation grade that may be required of class as a result of unexcused absences.
 - i. Excused absences: *In the event that you need to be away for a given period of time (e.g. funerals, hospital stays, family emergencies, military duty, etc.), you should contact [Student Counseling and Wellness](#) (210-784-1331 (or 1329); StuCounseling@tamusa.edu or StuWellness@tamusa.edu). If you will be missing more than a week of classes (whether continuous or not), inform them of*

the situation and they can send a notice to all your instructors rather than you having to explain to each of them your circumstances.

- e. Do not make doctor's appointments on the days of class, tests, labs, or presentations.

Absences for Religious Holidays:

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 EDKN 1338 Fitness and Wellness 7 Department of Counseling, Health & Kinesiology One University Way |San Antonio, Texas 78224 | 210.784.2521 | www.tamusa.edu for that day within a reasonable time after the absence if, not later than the fifteenth day after the first day of the semester, that student has notified the instructor of each class to be missed. The instructor may appropriately respond if a student fails to complete the assignment or examination within a reasonable time after the absence.

Research on Human Subjects:

Research that involves human subjects must be approved by the Institutional Review Board for the Protection of Human Subjects.

Administrative Drops for Non-Attendance:

A faculty member may drop an undergraduate student for non-attendance at any time prior to the mid-point of a long semester. A drop processed by a faculty member for non-attendance will be treated as a non-punitive grade unless the undergraduate student is subject to the requirements of Senate Bill 1231. The Office of the Registrar will treat all drops processed by a faculty member in accordance with the requirements of Senate Bill 1231 and may change a grade of W to a grade of WS or an F, depending on the student's status.

Military Affairs:

Veterans and active-duty military personnel are welcomed and encouraged to communicate, in advance if possible, and special circumstances (e.g., upcoming deployment, drill requirements, disability accommodations). You are also encouraged to visit the Patriots' Casa in-person room 202, or to contact the Office of Military Affairs with any questions at military@tamusa.edu or (210)784-1397.

Statement of Harassment and Discrimination:

Texas A&M University-San Antonio is committed to the fundamental principles of academic freedom, equality of opportunity and human dignity. To fulfill its multiple missions as an institution of higher learning, A&M-San Antonio encourages a climate that values and nurtures collegiality, diversity, pluralism and the uniqueness of the individual within our state, nation, and world. All decisions and

actions involving students and employees should be based on applicable law and individual merit. Texas A&M University-San Antonio, in accordance with applicable federal and state law, prohibits discrimination, including harassment, on the basis of race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation, gender identity, or gender expression. Individuals who believe they have experienced harassment or discrimination prohibited by this statement are encouraged to contact the appropriate offices within their respective units. Texas A&M University-San Antonio faculty are committed to helping create a safe learning environment for all students and for the university as a whole. If you have experienced any form of sex- or gender-based discrimination or harassment, including sexual assault, sexual harassment, domestic or dating violence, or stalking, know that help and support are available. A&M-San Antonio has staff members trained to support survivors in navigating campus life, accessing health and counseling services, providing academic and housing accommodations, and more. The university strongly encourages all students to report any such incidents to the university. Please be aware that all A&M-San Antonio employees (other than those designated as confidential resources such as counselors and other healthcare providers are required to report information about such discrimination and harassment to the university. This means that if you tell a faculty member about a situation of sexual harassment or sexual violence, or other related misconduct, the faculty member must share that information with the university's Title IX Coordinator. If you wish to speak to a confidential employee who does not have this reporting responsibility, you can contact the Student Counseling Center at (210) 784-1331, Modular C.

Religious Observances:

Texas A&M University-San Antonio recognizes the diversity of faiths represented among the campus community and protects the rights of students, faculty, and staff to observe religious holidays according to their tradition. Under the policy, students are provided an opportunity to make up any examination, study, or work requirements that may be missed due to a religious observance provided they notify their instructors before the end of the second week of classes for regular session classes.

Respect for Diversity:

We understand that our students represent diverse backgrounds and perspectives. When we are equity-minded, we are aware of differences and inequalities and are willing to discuss them so we can act to resolve them. The University is committed to building cultural competencies, or the attitudes, skills, and knowledge that enable individuals and organizations to acknowledge cultural differences and incorporate these differences in working with people from diverse cultures. Respecting and accepting people different than you is vital to your success in the class, on campus, and as a future professional in the global community. While working together to build this community we ask all members to:

- Share their unique experiences, values, and beliefs.
- Be open to the views of others.
- Honor the uniqueness of their colleagues.
- Value each other's opinions and communicate respectfully.

- Keep confidential discussions that the community has of a personal (or professional) nature.
- Use this opportunity together to discuss ways in which we can create an inclusive environment in this course and across the A&M-San Antonio community.

Research on Human Subjects:

Research that involves human subjects must be approved by the Institutional Review Board for the Protection of Human Subjects.

Americans with Disabilities Act:

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disability. Disability Support Services (DSS) provides services, auxiliary aids and accommodations for students at Texas A&M University-San Antonio (A&M-SA) who have self-identified, registered and provided DSS with documentation supporting their disability. Students may access additional information on the [Disability Support Services webpage](#).

Academic Accommodations for Persons with Disabilities:

The Americans with Disabilities Act Amendments Act (ADAAA) of 2008 and the Rehabilitation Act of 1973 are federal anti-discrimination statutes that provide comprehensive civil rights protection for persons with disabilities. Title II of the ADAAA and Section 504 of the Rehabilitation Act require that students with disabilities be guaranteed equal access to the learning environment through the provision of reasonable and appropriate accommodation of their disability. If you have a diagnosed disability that may require an accommodation, please contact Disability Support Services (DSS) for the coordination of services. The phone number for DSS is (210) 784-1335 and email is dss@tamusa.edu.

Academic Learning Center:

All currently enrolled students at Texas A&M University-San Antonio can utilize the Academic Learning Center for subject-area tutoring. The Academic Learning Center is an appointment based center where appointments are made through the Navigate platform. Students access Navigate through Jagwire in the Student Services tab. The Center is active on campus, outreaching students to highlight services offered. You can contact the Academic Learning Center by emailing tutoring@tamusa.edu or calling (210)-784-1332. Appointments can also be made through JagWire under the services tab.

Jaguar Writing Center:

The Jaguar Writing Center provides writing support to graduate and undergraduate students in all three colleges. Writing tutors work with students to develop reading skills, prepare oral presentations, plan, draft, and revise their written assignments. The Writing Center is currently holding all appointments digitally. Students can schedule appointments with the Writing Center in JagWire under the student services tab. Students wanting to work in real-time with a tutor can schedule an “Online Appointment.” Students wishing to receive asynchronous, written feedback from a tutor can schedule an “eTutoring” appointment. More information about what services we offer, how to make an appointment, and how to access your appointment can be found on our website at www.tamusa.edu/Writing-Center. The Writing Center can also be reached by emailing writingcenter@tamusa.edu.

Message for pregnant and parenting students:

Title IX of the Education Amendments of 1972 (“Title IX”), 20 U.S.C. §1681 *et seq.*, protects students in all of the academic, educational, extracurricular, athletic, and other programs or activities of universities. This includes prohibiting discrimination against pregnant and parenting students. A student who is pregnant or parenting is entitled to special services. Texas A&M University-San Antonio is committed to implementing all provisions of Title IX. For availing of special services available to students whose curricular and co-curricular work is impacted by pregnancy and parenting related issues visit the [Title IX homepage](#).

Incompletes:

The spirit of the “Incomplete” is to give a student an opportunity to complete a course after the end of the semester. An Incomplete will only be considered under specific circumstances: 1) 70% of the class has been completed and student is passing with a “C” or better, 2) The circumstance for which the “I” is requested is supported with documentation, and 3) Student has been attending class on a regular basis. Incompletes are not to be used to remedy excessive absences. Unforeseen circumstances precipitating the request for an “I” should occur near the end of the semester. Students who are experiencing difficulties at the beginning or midway through the course should contact their professor immediately to discuss options. When a professor agrees to grant an “I”, a contract between the student and professor that outlines a specific timeline for completion of the course will be generated. Topics such as highest possible grade will also be outlined. If the contract is not fulfilled, the professor will submit a change of grade form with earned letter grade. All “I”s will automatically revert to an “F” after one year.

Dropping a Course:

A course may be dropped by a student without approval from his/her academic advisor or other university official. Students who have been readmitted on academic/scholastic probation must also consult with their advisors prior to dropping or withdrawing. It is highly recommended that a student consult his/her academic advisor because of the impact on financial aid, graduation, veteran benefits,

etc. After the online registration system is closed, all drops must be processed by the Office of the Registrar. A student who, by dropping a course, becomes registered for less than a normal load will be reclassified as a part-time student. Freshmen students who intend to drop a course must first visit their Academic Success Coach. If dropping a course after the last date for an automatic "W," the drop will be assigned either a passing (P) or failing (F). See [Dates of Interest](#) for drop dates.

Administrative Drops for Non-Attendance:

A faculty member may drop an undergraduate student for non-attendance at any time prior to the mid-point of a long semester. A drop processed by a faculty member for non-attendance will be treated as a non-punitive grade unless the undergraduate student is subject to the requirements of Senate Bill 1231. The Office of the Registrar will treat all drops processed by a faculty member in accordance with the requirements of Senate Bill 1231 and may change a grade of W to a grade of WS or an F, depending on the student's status.

Financial Aid and Verification of Attendance:

According to the following federal regulation, 34 CFR 668.21: U.S. Department of Education (DoE) Title IV regulation, a student can only receive Title IV funds based on Title IV eligibility criteria which include class attendance. If Title IV funds are disbursed to ineligible students (including students who fail to begin attendance), the institution must return these funds to the U.S. DoE within 30 days of becoming aware that the student will not or has not begun attendance. Faculty will provide the Office of Financial Aid with an electronic notification if a student has not attended the first week of class. Any student receiving federal financial aid who does not attend the first week of class will have their aid terminated and returned to the DoE. Please note that any student who stops attending at any time during the semester may also need to return a portion of their federal aid.

The Six-Drop Rule:

Students are subject to the requirements of Senate Bill (SB) 1231 passed by the Texas Legislature in 2007. SB 1231 limits students to a maximum of six (6) non-punitive course drops (i.e., courses a student chooses to drop) during their undergraduate careers. A non-punitive drop does not affect the student's GPA. However, course drops that exceed the maximum allowed by SB 1231 will be treated as "F" grades and will impact the student's GPA.

Meeting Basic Needs:

Any student who has difficulty affording groceries or accessing sufficient food to eat every day, or who lacks a safe and stable place to live and believes this may affect their performance in the course, is urged to contact the Dean of Students (DOS@tamusa.edu) for support. Furthermore, please notify the professor if you are comfortable in doing so. This will enable them to provide any resources they may possess.

Emergency Preparedness:

JagE Alert is Texas A&M University-San Antonio's mass notification. In the event of an emergency, such as inclement weather, students, staff and faculty, who are registered, will have the option to receive a text message, email and/or phone call with instructions and updates. To register or update your information visit: <https://tamusa.bbcportal.com/>.

More information about Emergency Preparedness and the Emergency Response Guide can be found here: <https://www.tamusa.edu/upd/index.html>.

Counseling Resources:

As a college student, there may be times when personal stressors interfere with your academic performance and/or negatively impact your daily functioning. If you or someone you know is experiencing life stressors, emotional difficulties, or mental health concerns at Texas A&M University – San Antonio, please contact the Student Counseling Center (SCC) located in Modular C, Room 166 (Rear entrance) or call 210- 784-1331 between the hours of 8:00AM and 5:00PM, Monday – Friday. All mental health services provided by the SCC are free, confidential (as the law allows), and are not part of a student's academic or university record. SCC provides brief individual and group therapy, crisis intervention, consultation, case management, and prevention services.

For more information, please visit www.tamusa.edu/studentcounseling In a crisis situation, please walk-in to the Student Counseling Center (SCC) any time between the hours of 8:00AM and 5:00PM, Monday – Friday, to be seen by a clinician. For after-hours support, please call 210-784-1331. Please contact UPD at 911 if harm to self or harm to others is imminent.