



Syllabus - Revisions for Online Delivery Spring 2020

HORT 201 - Horticulture Science and Practices

David Wm. Reed - Instructor

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Course Web Site: hort201.tamu.edu

UNIVERSITY MANDATE

- Changes in this course are being made to comply with directives from the University administration that all instruction after March 23rd until the end of the semester be delivered online.
- These changes are made in an attempt to safeguard the health of our students, University personnel and the community against potential infection by COVID-19.
- If you have any difficulty adapting to the new style in which the course is taught, please let us know and we will work with you to insure that you are able to learn the material.
- As further changes may be necessitated by the rapidly changing health concerns, you will be notified as soon as practical of those changes.

OFFICE HOURS: Call me or email me as needed.

ONLINE DELIVERY OF LECTURES

As with all previous lectures, every lecture will be videotaped, and the video will be posted to YouTube.

- Links to all lectures will be posted on the course web site, hort201.tamu.edu.
- The videos will be posted, at the latest, by the end of the day that the lecture would be normally given.
- However, we will post each lecture after each video is made. So many lecture videos may be posted early to allow you flexibility to review the lectures as best fits your schedule.

EXAM DATES		
	Original Schedule	Revised Online Schedule
5-Mar	Lecture 1	Lecture 1
10-Mar	Spring Break	Spring Break
12-Mar	Spring Break	Spring Break
17-Mar	Lecture 2	No classes
19-Mar	Lecture 3	No classes
24-Mar	Lecture 4	Lecture 2
26-Mar	Lecture 5	Lecture 3
31-Mar	Lecture 6	Lecture 4
2-Apr	Exam 3	Lecture 5
7-Apr	Lecture 1	Exam 3
9-Apr	Lecture 2	Lecture 1
14-Apr	Lecture 3	Lecture 2
16-Apr	Lecture 4	Lecture 3
21-Apr	Lecture 5	Lecture 4
23-Apr	Exam 4	Exam 4
30-Apr	Final Exam	Final Exam

QUESTION AND ANSWER REVIEW SESSIONS: I will try to arrange a Zoom meeting the evening before each exam. Details to be announced.

HOW WILL EXAMS BE ADMINISTERED?

Official Notification:

- Official University notification of all matters is through your Howdy email.
- I will use your Howdy email to notify you of all matters related to exams. Make sure you check your Howdy email, or arrange to have your Howdy email sent to your alias.
- eCampus and Blackboard are the same. You can download the “Blackboard App” to your phone or tablet. Make sure notifications are properly turned-on. Then, you should also receive notifications on your Blackberry App.

Online Exam Delivery through eCampus:

- Exams will be administered on the dates in the Revised Online Schedule on the previous page. Exams will be at the normal class time of 11:10-12:25 (1 hour 15 min).
- Exams will be in eCampus under the Course Materials link.
- The exam will be in an online format where you click on the answer. Only one selection is allowed per question. You can go back and change answers. But, once you click on the submit button, your exam will be ended.
- The exam will be timed by eCampus. eCampus will open the exam exactly at 11:10 and close exactly at 12:25. You must treat this time-period the same as if you were going to the exam on-campus in PLPM 106. You must block-out this time on your calendar on the date of the exam. If you miss this time, then you miss the exam. If you start the exam late, you will only have until 12:25 to complete the exam.

Missed Exams and Excused Absences:

- As with in-class exams, if you miss this time-period, it must be for a University acceptable absence. I must be notified as per Student Rules. See Make-Up Exams on the original syllabus (included in this document).
- Technical reasons are not a University acceptable excuse. It is your responsibility to take the exam at a location that has a stable internet connection. Open access labs may be open on campus, and if so you may be able to take the exam there. If for any reason you lose internet connection, call my cell (979-777-2750) immediately.

Student Disability Services (SDS):

- For students that take their exams at SDS, communicate with SDS and then communicate with me and we will make arrangements that fit your situation.
- If all you need is more time, then I can offer extended times in eCampus.

OPTIONAL EXTRA CREDIT PROJECT – 10 point maximum

Due to guidelines and best practices relative to corona virus, team projects are not allowed. Virtual teams will be too difficult to coordinate given the time constraints. Therefore, the optional extra credit project will be changed to individual efforts. Remember, the project is optional. Each student can complete either Project 1 or 2.

Project 1: Convert a 2-dimensional diagram into a 3-dimensional artifact

The plant anatomy and morphology lectures are based entirely on 2-dimensional drawings (pages 1-20). To demonstrate one's ability to visualize the 3-dimensional structure, the individual will take any of the 2-dimensional diagrams in the text and create a 3-dimensional model or artifact. The model or artifact will be graded on scientific accuracy, clarity of representation and professionalism.

Project 2: Convert Narrative information into a Visual Artifact or an artifact that fits a specific learning preference

The individual will take any narrative topic from throughout the text and create an artifact that fits a specific learning style. The artifact could be a comparison and contrast matrix (example p. 18, 29), a diagram, a graph, a pic, a PowerPoint image/slide (example page 34, 62), or it could be a short video demonstrating any of the numerous principles throughout the text. You could also take a visual or graphic artifact in the book and present it in another style. The artifact will be graded on scientific accuracy, clarity of representation, and professionalism.

What will be submitted?

- 3-D artifact of an anatomical structure – submit a pic file of the model. You may need to shoot a couple of angles to get a good view of the 3-D model
- Visual or other Artifact of any topic – submit as an electronic file of a comparison and contrast matrix or table, a diagram, a graph, a pic file, a virtual image, a PDF, or a PowerPoint image/slide. The artifact must be in a file format that can be read on a standard computer with standard software.

Deadline:

- The artifact files must be emailed directly to dwreed@tamu.edu by April 17. This allows 4 weeks for the project.



ORIGINAL SYLLABUS

HORT 201 - Horticulture Science and Practices

David Wm. Reed - Instructor

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e-mail: dwreed@tamu.edu

WEBSITE HOME PAGE: hort201.tamu.edu

OFFICE HOURS: I do not have set office hours, but I will meet with you: a) after lecture or before lecture, b) or we can set up an appointment; see me before or after lecture or call me and we will select a time.

LEARNING OUTCOMES

To recognize plant "architecture", both internal and external structure and form.

To understand of basic plant "function", especially photosynthesis, respiration and hormonal control.

To realize how plants and the environment interact.

To develop skills to "orchestrate" plant growth with hormones, pruning, nutrition, water and soil modification.

To increase competencies in the Core Objectives for Life and Physical Science.

REQUIRED TEXT: *Horticulture - Science and Practices*, D.W. Reed, Pearson Custom Publ., Edina, MN. Available at the campus and most off campus bookstores. Must be brought to all lectures.

OPTIONAL TEXT: *The Biology of Horticulture*, J.E. Preece and P.E. Read, 1993, John Wiley & Sons, Inc., NY. The text is optional. Available at the campus and most off campus bookstores.

VIDEO TAPES: Every lecture will be videotaped. The videos are posted to YouTube with a link is on the home page.

LATE ARRIVALS AND DEPARTURES: Lecture: I realize A&M is a very large campus. Therefore, reasonable late arrivals and early departures (a few minutes) are ok. Enter/exit quietly and sit towards the back of the class. However, lecture will start and end on time. **Exams:** Late arrivals are not tolerated for exams; **after the first student finishes the exam and leaves the room then no other students are allowed in the room**, unless there is a reasonable and documented reason for arriving late; or if you are given permission ahead of time to arrive late.

CELLULAR PHONES: It is not acceptable, appropriate, nor respectful to use your cell phone during class. If your cell phone rings during class or if you answer a phone call or text message during class, you will be asked to turn it off or you may be asked to leave the classroom.

ATTENDANCE: I do not take roll, but please make an effort to attend all lectures.

EXAM DATES: See Exam Dates are posted on the home page.

QUIZ FILE: Several old exams are posted online for you to download. I strongly suggest you look at the old exams, so you become familiar with the format and depth of questions. The link is on the home page.

Practice Exams: An online practice exam is posted the evening before every exam. The link is on the home page

Question & Answer Reviews Sessions: Question & Answer review sessions are held the evening before every exam. The dates are posted on the home page.

GRADES AND GRADING

Grade Calculation

- There will be five 100-point exams; your lowest grade will be dropped.
- Your exam grade is based on a total of 400 points.
- The Team Project will be a maximum 10 bonus points, which will be added to your total points.
- Numerical grade: mathematical average of the highest 4 grades with bonus points, rounded to the next whole number

- Letter grade is the letter equivalent of your mathematical average based on the following 10-point scale.
Grading Scale: 10-point scale, A = 90-100, B = 80-89, C = 70-79, D = 60-69, F =< 59
Midterm Grading Scale: A = 85-100, B = 70-84, C = 60-69 D = 50-59, F =< 49
Final Grade: Your final grade will be the letter equivalent of your mathematical average rounded to the next whole number; there is no curve on final grades or outside/extra work for extra credit.

GRADES POSTED: On eCampus by noon the next day for multiple-choice exams, and within 3 days on the short answer questions/projects.

EXAMS RETURNED: Always returned the next lecture

EXAMS – Multiple choice and short answer on Core Objectives	
100 points	Exam 1
100 points	Exam 2
100 points	Exam 3
100 points	Exam 4
100 points	Final Exam Comprehensive
500 Points Total	
400 Points	Drop lowest grade, and Average based on highest 4 exams
Up to 10 points	Bonus points earned on Team Project added to total points
OPTIONAL TEAM PROJECT on Core Objectives:	
Bonus Points: Up to 10 points added to total points	Visual & Oral Communication: Convert 2-dimension graphic to 3-dimension artifact or convert narrative subject matter to visual artifact that fits a specific learning preference. In addition, each team will make a video presentation explaining their artifact.
Exam Format: Multiple choice questions, including up to 10 points on questions related to Core Objectives	
Written Communication – Brief essay on timely topic related to lecture material	
Critical Thinking – Interpretation of graphic scientific information	
Empirical & Quantitative Skills – Calculation or empirical analysis	

CORE OBJECTIVES – STUDENT LEARNING OUTCOMES FOR LIFE AND PHYSICAL SCIENCES

Team Work

The class will be divided into teams of 5-7 students. Throughout the semester, each team will work on one of the two Visual and Oral Communication projects described below.

Visual and Oral Communication

Project 1: Convert a 2-dimensional diagram into a 3-dimensional artifact

The plant anatomy and morphology lectures are based entirely on 2-dimensional drawings (pages 1-20). To demonstrate one's ability to visualize the 3-dimensional structure, the team will take any of the 2-dimensional diagrams in the text and create a 3-dimensional model or artifact. The model or artifact will be graded on scientific accuracy, clarity of representation and professionalism. Team member's grades will be weighted on % participation and contribution. The team will prepare a short video presenting the 3-dimensional artifact in a lecture format. All team members must contribute to the video.

Project 2: Convert Narrative information into a Visual Artifact that fits a specific learning preference

The team will take any topic from throughout the text and create a visual artifact. The artifact could be a comparison and contrast matrix (example p. 18, 29), a diagram, graph, pic or PowerPoint image/slide (example page 34, 62), or it could be a short video demonstrating any of the numerous principles throughout the text (such as the demonstration by the instructor on fiber composition and strength of bamboo relative to wood, or the use of students to act-out the light reaction of photosynthesis). The visual artifact will be graded on scientific accuracy, clarity of representation, and professionalism. Team member's grades will be weighted on %

participation and contribution. The team will prepare a short video presenting the visual artifact in a lecture format. All team members must contribute to the video.

Written Communication and Critical Thinking

On one or two Exams, a question(s) will be added based on a timely topic that appears in the news and that is related to a topic covered in class. A brief reading may be assigned and distributed. You will be instructed to develop a properly written narrative addressing some aspect or interpretation of the topic. To demonstrate critical thinking, the answer will require developing/suggesting a solution. The question(s) will be worth 10 points on the exam.

Critical Thinking

On one or two Exams, a question(s) will be added relative to your ability to analyze graphic, tabular, or written information relative to course topics and synthesis of an answer or opinion. The question(s) will be worth 10 points on the exam.

Empirical and Quantitative Skills

On one or two Exams, a question(s) will be added relative to your ability conduct mathematical calculations or analyze empirical data related to course topics. The question(s) will be worth 10 points on the exam.

MAKE-UP EXAMS:

Read the Student Rules (<https://student-rules.tamu.edu/rule07/>) on the following pages relative to excused absences and make-up exams. Make-up exams will be given only for acceptable University excuses as defined in Student Rules. As per Student Rules: *"Unless otherwise stated in this rule, to be considered for an excused absence the student must notify the instructor in writing (e-mail is acceptable) prior to the day of absence. In cases where advanced notification is not possible, the student must provide notification by the end of the second business day after the last date of the absence. "However, it is strongly advised to talk to me directly (in person or a phone call) to inform me of the absence - Why? So, I can confirm the validity of the absence and explain your options.* If possible, the make-up exam will be tentatively scheduled at the time I verify the excused absence. **Arrangements for make-up exams must be done directly with me, either in person or a phone call. I do not discuss arranging make-up exams via email or texting, unless it is an extraordinary situation.** Student Rules require that the make-up is *"Make-up work must be completed in a timeframe not to exceed 30 calendar days from the last day of the initial absence."* The exact time allowed for the make-up depends on the nature of the excused absence. My guidelines are: The student is given the number of days to make-up the exam equal to the number of days of the excused absence, starting with the day of the exam, and the make-up exam must be taken by the end of the next day. If the excused absence includes days before the exam such that lectures were missed, then see the instructor for a case-by-case decision to allow sufficient time to view the videos of the missed lectures. If the excused absence is for a planned event, such as sponsored activity, and no lectures are missed, then the student may take the exam before departure, a proctored exam may be administered on the trip, or the exam is taken by the end of the day after return; if lectures are missed, an appropriate amount of time will be allowed to view the video tapes of the lectures missed, plus study time - this is arranged on a case-by-case basis. Notification of missing an exam must be by the timeline stated above, but written documentation of the excused absence can be turned-in at the time of the make-up exam. If the make-up exam is taken after the exams have been returned in class, then a different, but comparable, make-up exam will be given. **Any exam missed without following the Student Rules will result in a grade of 0** (unless there are extraordinary extenuating circumstances, and in such cases, you must appeal directly to the instructor). If this is your first 0, then it will automatically be used as your drop grade. If you have already used your drop grade, then the 0 will be averaged as a grade. **If all this seems confusing, that is why I want you to call me, so I can verify your excuse and explain to you the make-up options.**

STUDENT COMMENTS: I am extremely receptive to student comments, both positive and negative. Leave me a note on the podium if you want to be anonymous, or e-mail me at dwreed@tamu.edu.

American 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 disabilities. If you believe you have a disability requiring an accommodation, please contact Disability Services, currently located in the Disability Services building at the Student Services at White Creek complex on west campus or call 979-845-1637. For additional information, visit <http://disability.tamu.edu>.

LECTURE OUTLINE AND EXAM TIMING

Number Lectures	<i>Horticulture: Science and Practices, Reed</i>	<i>The Biology of Horticulture, Preece and Read</i>	Topic
PART I - BASICS OF HORTICULTURE			
1	pages 1-2	Chapter 1	Introduction and Definition of Horticulture
3	pages 3-20	Chapter 3	Plant Anatomy, Morphology & Development Vegetative & Reproductive
3	pages 21-29	Chapter 5	Plant Metabolism and Functioning Photosynthesis & Respiration
1st EXAM			
PART II - ENVIRONMENT IN HORTICULTURE			
2	pages 30-32	Chapter 11 & 12	Hormones and Growth Regulators Manipulating Plant Growth
2	pages 33-49	Chapter 6	Temperature Cardinal Temperatures, Chilling & Freezing Damage & Prevention, Stratification, Vernalization, Dormancy
2	pages 50-59	Chapter 5	Light Effects of Quantity & Quality, Light Measurement, Photoperiodism, Light Acclimatization
2nd EXAM			
2	pages 60-66	Chapter 7	Water Humidity, Precipitation, Soil Water, Irrigation Systems, Absorption Translocation, and Transpiration
2	pages 67-73	Chapter 8 & 10	Soil & Growing Medium Types and Components, Chemical and Physical Properties
2	pages 74-80	Chapter 9	Nutrition and Fertilizers Essential Elements, Functions, Deficiency Symptoms, Fertilizer Sources
3rd EXAM			
PART III- HORTICULTURAL PRINCIPLES AND PRACTICES			
2-3	pages 81-93	Chapter 4 & 14	Propagation Sexual by Seeds; Asexual by Cuttings, Layering, and Grafting; Chimeras
1	pages 94-96	Chapter 13	Growth Control Pruning Methods and Terminology, Chemical Pruning, Timing of Pruning
1	pages 97-100	Chapter 16	Pest and Pest Control Pest Control, IPM, Biological Control, Pest Types -Insects, Mites, Disease Causing Microbes, Weeds
4th EXAM			
FINAL EXAM - COMPREHENSIVE			

Student Rule 7. Attendance (and Excused Absence)

(Interpretation specific to HORT 201)

(Revised: 2019)

Introduction

Class attendance and participation is an individual student responsibility. Students taking traditional face-to-face courses are expected to attend class and to complete all assignments by stated due dates. Students enrolled in distance education courses are expected to regularly engage with instructional materials and complete all assignments by stated due dates. Instructors are expected to provide notice of the dates on which major exams will be given and assignments will be due on the course syllabus, which must be made available by the first class period. Violation of this attendance policy is subject to disciplinary action through the Aggie Honor System Office and the Student Code of Conduct ([See Rule 24](#)).

7.1 Notification of Absences

7.1.1 Unless otherwise stated in this rule, to be considered for an excused absence the student must notify the instructor in writing (e-mail is acceptable) *(I will only verify the excused absence verbally, so in reality you need to call me)* prior to the day of absence. In cases where advanced notification is not possible, the student must provide notification by the end of the second business day after the last date of the absence. This notification must include an explanation of why notice could not be sent.

7.2 Absences

7.2.1 Excused Absences Defined by State and Federal Regulations

7.2.1.1 In accordance with Texas Education Code Section 51.911 Religious Holy Days, Texas A&M University shall excuse a student from attending classes or other required activities, including examinations, for the observance of a religious holy day, including travel for that purpose. A student whose absence is excused under this subsection may not be penalized for that absence and shall be allowed to take an examination or complete an assignment from which the student is excused within a reasonable time after the absence. An instructor may appropriately respond if the student fails to satisfactorily complete the assignment or examination within a reasonable time after the absence. Questions about religious holy days should be directed to the Dean of Faculties.

7.2.1.2 In accordance with Texas Education Code Section 51.9111 Excused Absence for Active Military Service, Texas A&M University shall excuse a student from attending classes or engaging in other required activities, including examinations, in order for the student to participate in active military service to which the student is called, including travel associated with the service. A student whose absence is excused under this subsection may not be penalized for that absence and shall be allowed to complete an assignment or take an examination from which the student is excused within a reasonable time after the absence. An instructor may appropriately respond if the student fails to satisfactorily complete the assignment or examination within a reasonable time after the absence.

7.2.1.3 In accordance with Title IX of the Education Amendments of 1972, Texas A&M University shall treat pregnancy (childbirth, false pregnancy, termination of pregnancy and recovery there from) and related conditions as a justification for an excused absence for so long a period of time as is deemed medically necessary by the student's medical provider. Requests for excused absence related to pregnancy should be directed to the instructor. Questions about Title IX should be directed to the University Title IX Coordinator.

7.2.1.4 In accordance with the Americans with Disabilities Act, Texas A&M University shall provide equal access for students with disabilities. Some students with disabilities may qualify for an attendance policy modification and should provide the instructor with proper notification from Disability Services concerning this accommodation prior to a disability-related absence. Questions about disability related absence should be directed to Disability Services.

7.2.2 Excused Absences Defined by Texas A&M University

7.2.2.1 Personal injury or illness that is too severe or contagious for the student to attend class.

7.2.2.1.1 An absence for a non-acute medical service does not constitute an excused absence.

7.2.2.2 Death or major illness in a student's immediate family. Immediate family may include: parents, siblings, grandparents, spouse, child, spouse's child, spouse's parents, spouse's grandparents, step-parents, step-siblings, step-grandparents, grandchild, step-grandchild, legal guardian, and others as deemed appropriate by faculty member or student's academic dean or designee.

7.2.2.3 Illness of a dependent family member.

7.2.2.3.1 An absence for a non-acute medical service does not constitute an excused absence.

7.2.2.4 Participation in legal or governmental proceedings that require a student's presence and that cannot be rescheduled.

7.2.2.5 Graduate or professional school interviews which are mandatory, and fixed date by university/school policy, which cannot be rescheduled.

7.2.2.6 Mandatory interviews for permanent, full-time employment or full-time internships (including those that are part of a cooperative education program) that have a duration of at least 10 weeks, provided that such interviews are related to the student's academic program and provided that the interviews are fixed date by employer policy and cannot be rescheduled. A student may not request excused absences for employment or internship interviews for more than one scheduled class meeting in one academic term.

7.2.2.7 Presentation of research or scholarship at a professional conference related to the student's academic program, provided that the student is a presenter.

7.2.2.8 Participation in an activity appearing on the university authorized activity list. (see List of Authorized and Sponsored Activities)

7.2.2.9 Mandatory participation as a student athlete in NCAA-sanctioned competition.

7.2.2.10 For compelling reasons not included in Section 7.2, the dean or dean's designee of the student's college with the support of the dean or dean's designee of the college offering the course may provide a statement (email is acceptable) that the deans or designee have verified the absence as excused.

7.3 Absence Documentation and Verification

7.3.1 Absence Verification

7.3.1.1 The student is responsible for providing documentation substantiating the reason for the absence, including reasons stated in Section 7.2. This documentation must be provided within three business days of the last date of the absence, unless otherwise stated in this rule.

7.3.1.2 An instructor may confirm a student's absence documentation and excuse a student from attending class for the reasons stated in Section 7.2 or other reasons deemed appropriate by the student's instructor.

7.3.1.3 An instructor may choose to defer confirmation of a student's absence documentation, including cases when documentation is not available. Upon deferral, the dean or dean's designee of the student's college with the support of the dean or dean's designee of the college offering the course may provide a statement (email is acceptable) that the deans or designee have verified the absence as excused.

7.3.1.4 The university authorized activity list, on-line interfaith calendars, athletic competition schedules, and other published resources may be used to confirm student absences.

7.3.1.5 Students who furnish false information may be found in violation of Student Rule 24.4.1. and the Aggie Honor Code.

7.3.2 Absence documentation may include, but is not limited to, the following:

7.3.2.1 A medical confirmation note from the student's medical provider. The medical provider can provide a medical confirmation note only if medical professionals are involved in the medical care of the student. The medical confirmation note must contain the date and time of the medical assessment and the date at which the student may return to classes. Students cannot be required to provide detailed medical information.

7.3.2.2 A medical confirmation note from the medical provider involved in the care of the student's immediate family member or dependent. The medical provider can provide a medical confirmation note only if medical professionals are involved in the medical care of the immediate family member or dependent. Students cannot be required to provide detailed medical information.

7.3.2.3 Death notice, obituary, or death certificate for a student's immediate family member.

7.3.2.4 Documentation regarding the scheduling of legal or governmental proceedings that require a student's presence and that cannot be rescheduled.

7.3.2.5 Documentation regarding the scheduling of mandatory admission interviews for professional or graduate schools as described in 7.2.2.5. Documentation must be provided 5 business days in advance.

7.3.2.6 Documentation regarding the scheduling of mandatory interviews as described in 7.2.2.6. Documentation from the employer must be provided 5 business days in advance.

7.3.2.7 Documentation regarding the scheduling of presentations of research or scholarship as described in 7.2.2.7. Documentation for professional conference presentations must include confirmation of the student's role as a presenter. Documentation must be provided 5 business days in advance.

7.4 Make up Work

7.4.1 If a student's absence is excused, the instructor must either provide the student an opportunity to make up any quiz, exam or other work that contributes to the final grade or provide a satisfactory alternative by a date agreed upon by the student and instructor. If an instructor has a regularly scheduled make up exam, students are expected to attend unless they have an excused absence. Students are encouraged to work with instructors to complete make-up work in advance of known scheduled absences (interviews, administrative proceedings, etc). Make-up work must be completed in a timeframe not to exceed 30 calendar days from the last day of the initial absence. **The exact days allow to make up the exams is: the student will be allowed the number of the days of the excuse starting with the exam day, and the make up exam will be by the end of the next week day. I do not schedule make up exams via email, text or any other electronic means, only by verbal communication between the student and me.** Absences related to Title IX of the Education Amendments of 1972 (see Section 7.2.1.3) may necessitate a period of more than 30 days for make-up work, and the timeframe for make-up work should be agreed upon by the student and instructor.

7.4.2 The instructor is under no obligation to provide an opportunity for the student to make up work missed because of an unexcused absence.

7.4.3 See Part III, Grievance Procedures: 49. Unexcused Absences, for information on appealing an instructor's decision regarding an excused absence.

7.5 Extended Absences

7.5.1 If the student is absent for excused reasons for an unreasonable amount of time during the semester, the academic dean or designee of the student's college may consider giving the student a grade of W during the semester enrolled or a NG (no grade) following posting of final grades.

7.5.2 Whenever a student is absent for unknown reasons for an extended period of time, the instructor may initiate a check on the welfare of the student by reporting through the head of the student's major department to the dean or designee of the student's college.

Aggie Honor System and Scholastic Dishonesty

"An Aggie does not lie, cheat or steal, or tolerate those who do."

For additional information, please visit: <http://aggiehonor.tamu.edu>.

It is my class policy to prosecute scholastic dishonesty to the fullest extent allowed