

CRIJ 4340 - Special Issues in Criminal Jus: Cybersecurity

Fall 2024 Syllabus, Section 106, CRN 14392

Instructor Information

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Office: AIC 385
Office Hours:
Tuesday 2:00 - 3:30 PM
Virtual Hours: By Appointment (Please email or call)
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Times and Location

TR 10:05am-11:25am in Pellegrino Hall 112

Course Description

An intensive examination of special topics of study in criminal justice. May be repeated for credit if topic changes. Topics may include, but are not limited to, race/ethnicity and crime, crime and the media, trafficking in women and children, quantitative research methods, terrorism, current issues in criminal Justice. One or two credit arrangement must be approved by the CRIJ faculty advisor.
Social Sciences Department, College of Arts & Sciences

Additional Course Information

1. Virtual Office Hours: By appointment (Please contact me via email or office phone in advance.)
2. Email: The preferred email communication is via TAMIU Blackboard Ultra Messages. Always put **CRIJ 4340** as part of your subject line information.

EXAMINATIONS (Total 40%):

- Two (2) examinations—midterm and final exams—will be administered. Each exam consists of multiple choice, True/False, fill-in-the-blank, matching, short-answer, and short-essay questions. The questions cover all materials (e.g., text, handout, discussion, etc.) that you have been studying throughout the course. You are responsible for the readings and the information from the lectures.
- All exams are to be completed only on the scheduled dates. Suppose you are unable to attend a scheduled exam. In that case, you are responsible for notifying the instructor **within 48 hours** before the exam date of the reason for your absence. Failure to do so will result in you being unable to take a make-up exam.
- Please note that make-up exams are permitted only in an excused absence. The reason for the absence to want to be excused must be accompanied by documentation. Just verbal, telephone, or email notification without supporting documentation is NOT to be excused. Simple job-related absences and early holidays or vacation observations are NOT excused ones. Only your instructor may excuse absences and permit a make-up examination. If a make-up exam is allowed, it will be ESSAY FORMAT ONLY. **Remember that if one exam is missed, the letter grade will be C or lower (not counting all other grades).** Please check the “University Course Policies” at the end of this syllabus.

WEEKLY CHAPTER KEY TERMS (Total 20%):

This requirement is to summarize each chapter's contents by writing the definitions of "key terms" and answering the "discussion questions." All chapters of the required textbook include these two sections at the end. Once you are done reading chapters and studying the materials, you must answer them all. Here are the guidelines:

- Answer all questions with 5-7 complete sentences, NOT a fragmented list;
- Each answer should be of similar length (i.e., if you have some answers too long and other answers short, you can't expect to have full credit);
- Re-type the questions and type your answers on an MS Word document;
- Submit your answers to a weekly module's "Weekly Assignment DROPBOX" on Blackboard;
- Each submission will be evaluated out of 10 scale points; and
- **Out of 11 chapters, if you do not submit more than five (5) on time, you will have zero (0) points for this grading item.**
- **Students are NOT expected to complete this assignment without assistance from generative artificial intelligence (AI) tools such as ChatGPT. Any detection (even 1% of AI tools) will be graded "0" points. When more than three (3) initial AI detections are identified, you will fail this course!**

Your assignments must be submitted via Blackboard SafeAssign. My comments on your assignments will be either emailed directly to you or posted on your submission. The assignment session will be set up to disappear after DUE day, which indicates that late submissions will not be accepted!

WEEKLY CHAPTER QUIZ (Total 20%):

"Chapter Quiz" is designed to help you to review your weekly readings and studies and to prepare for the exams. Weekly Chapter Quiz will be included in the weekly module. A few chapter quizzes will be administered as a "Practice Quiz" for students to become familiar with the online quiz setting.

This will not be part of your regular grading items. **If you do not take more than half of the quizzes on time, you will have zero (0) points for this grading item.** There is NO MAKE-UP QUIZ.

ESSAY (Total 10%):

This requirement is to search and find one cybercrime and cybersecurity-related case/topic and to write an analytical essay with a brief literature review. Here are the general guidelines (the detailed instructions will be uploaded on TAMU BB Ultra accordingly):

- **a minimum of FOUR (4) pages long**, double-spaced, and APA Style (not including "cover" and "references" pages);
- you must prepare BOTH "TOPIC (30%)" and final "ESSAY (70%)";
- the assignments not turned in on time will result in an automatic 50% deduction of the earned grade; and
- the final Essay must be submitted via BB Ultra Dropbox.
- Students are NOT expected to complete this assignment without assistance from generative artificial intelligence (AI) tools such as ChatGPT. **Any detection (even 1% of AI tools) will be graded "0" points.**

CLASS ACTIVITIES & PROFESSIONALISM (Total 10%):

Learning on this level requires connecting yourself to course information and materials covered and actively participating in class. Participation is a grade awarded for contributing to the daily activities of this class. This means coming to this online class fully prepared and ready to engage and, while in class, contributing to directed discussions or other activities improve the quality of class discussion and student learning. Accordingly, your grade depends on active participation. The evaluation for this item will be made based on the number of your participation in all in-class activities (e.g., exams, chapter quizzes, chapter summary discussions, voluntary participation, class attendance, course-related other activities, etc.). Weekly submissions and class attendance will be checked.

EXTRA CREDIT ACTIVITY:

Several extra credit activities will be available in various formats and styles throughout the semester. Your instructor will decide the frequency and grade of these activities. Total raw scores from all such activities will be no more than five (5) points. Since all your grading items will be converted to weighted percentage points, the raw scores will be added to those points, which will be your final grade point for the letter grade.

CLASS ATTENDANCE:

Over the course of the semester, we will have 15 weeks (including the final exam). Students are expected to check and attend the weekly modules regularly and promptly and remain until the class is over, except in cases of personal emergency. I take my role as an educator seriously, and I hope you take your role as a student seriously as well. Missing a weekly module also puts you at risk of missing one of the comprehension checks. A weekly attendance roll will be taken. Attendance is a critical indicator in student success. Since the pace of this course is fairly quick and the material covered is cumulative, missing classes would have a snowball effect with less class participation and result in falling behind. You are expected to complete weekly modules and participate in online activities. Your weekly online class attendance will be checked with your completion of the weekly modules by Saturday midnight. Any incompleteness or late submission will be regarded as an absence.

Program Learning Outcomes

The College prepares students to:

- Think critically and communicate effectively.
- Increase their knowledge base and appreciate the global nature of their world.
- Participate actively in their education through collaboration with faculty in research and professional activities.
- Become involved as leaders in their communities.
- Pursue postgraduate and professional degrees in a variety of fields.

Student Learning Outcomes

After completing this course, students should be able to:

- CLO 1: Explain the distinctions between cybercrimes and computer crimes,
- CLO 2: Describe cybercrime problems that pose real threats to our lives,
- CLO 3: Describe various theoretical perspectives to understand cybercriminals' mindset and motivational factors that contribute to engagement in illegal activities,
- CLO 4: Explain different types of cybercriminal activities,
- CLO 5: Describe various techniques used to commit cybercrime types, and
- CLO 6: Describe prevention strategies.

Important Dates

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

Textbooks

Group	Title	Author	ISBN
Required	Cybercrime, cybersecurity, and cybercrime	Kremling, J. and Parker, A.	978-1-50634725-7

Other Course Materials

Outside Readings: Outside reading articles and film texts will be used to supplement lectures and reading assignments. They will be uploaded and available on the Blackboard "Content" tab.

Grading Criteria

This course is an upper-level class. Expectations are very high with various assignments and requirements. All your raw scores from the "Activity" below will be converted into the "Percentage Point." The grading criterion is presented below. All grades will be uploaded to your Blackboard "Grade Center" accordingly.

NOTE: (1) The total number of "Chapter key terms" and "Weekly Chapter Quiz" is subject to change. (2) Students are expected to keep track of their performance throughout the semester and seek guidance from available sources (including the instructor) if their performance drops below satisfactory levels.

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

Day	Date	Agenda/Topic	Reading(s)	Due
Tue	8/27	Overview of the syllabus		
Thu	8/29	Course Introduction and Overview of topics		Practice Quiz: Syllabus
Tue	9/3	Ch 1: Cyberspace and the Internet		
Thu	9/5	Ch 1: The WWW		Practice Quiz: Ch 1 Key terms: Ch 1
Tue	9/10	Outside Reading: Computer Terminology & History		
Thu	9/12	Ch 2: Cybersecurity		Quiz: Ch 2 Key terms: Ch 2 & Outside Reading
Tue	9/17	Ch 3: Threat factors		
Thu	9/19	Ch 3: Threat factors		Quiz: Ch 3 Key terms: Ch 3
Tue	9/24	Ch 4: Threats to cybersecurity by criminals		
Thu	9/26	Ch 4: Threats to cybersecurity by OC		Quiz: Ch 4 Key terms: Ch 4
Tue	10/1	Ch 5: Threats to cybersecurity by hacktivists		
Thu	10/3	Ch 5: Threats to cybersecurity by nation-state		Quiz: Ch 5 Key terms: Ch 5
Tue	10/8	Outside Reading: Techniques of cybercrimes		
Thu	10/10	Midterm Exam Review		Key terms: Outside Reading Midterm Exam
Tue	10/15	Ch 6: Cyberwarfare		
Thu	10/17	Ch 6: Cyberespionage		Quiz: Ch 6 Key terms: Ch 6
Tue	10/22	Ch 7: Cyberterrorism		
Thu	10/24	Ch 7: Cyberterrorism		Quiz: Ch 7 Key terms: Ch 7
Tue	10/29	Ch 8: The deep web		
Thu	10/31	Ch 8: The deep web		Quiz: Ch 8 Key terms: Ch 8
Tue	11/5	Ch 9: Cybersecurity operations		
Thu	11/7	Outside Reading: Theories		Quiz: Ch 9 Key terms: Ch 9
Tue	11/12	Ch 10: Cybersecurity policies and legal issues		
Thu	11/14	ASC Conference Week		Quiz: Ch 10 Key terms: Ch 10
Tue	11/19	Outside Reading: Digital forensic		
Thu	11/21	Outside Reading		Quiz: Outside reading Key terms: Outside reading
Tue	11/26	Ch 11: What the future holds		Key terms: Ch 11
Thu	11/28	Thanksgiving Break		
Tue	12/3	Final Exam Review		Essay DUE
Thu	12/5	Final Exam		Final Exam

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)

TAMIU encourages classroom discussion and academic debate as an essential intellectual activity. It is essential that students learn to express and defend their beliefs, but it is also essential that they learn to listen and respond respectfully to others whose beliefs they may not share. The University will always tolerate different, unorthodox, and unpopular points of view, but it will not tolerate condescending or insulting remarks. When students verbally abuse or ridicule and intimidate others whose views they do not agree with, they subvert the free exchange of ideas that should characterize a university classroom. If their actions are deemed by the professor to be disruptive, they will be subject to appropriate disciplinary action (please refer to Student Handbook Article 4).

TAMIU Honor Code: Plagiarism and Cheating

As a TAMIU student, you are bound by the TAMIU Honor Code to conduct yourself ethically in all your activities as a TAMIU student and to report violations of the Honor Code. Please read carefully the Student Handbook Article 7 and Article 10 available at <https://www.tamtu.edu/scce/studenthandbook.shtml> (<https://www.tamtu.edu/scce/studenthandbook.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 <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 Student Counseling and Disability Services located in Student Center 126. 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 Student Counseling and Disability Services office.

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: <http://www.tamiau.edu/studentaffairs/StudentHandbook1.shtml>) (<http://www.tamiau.edu/studentaffairs/StudentHandbook1.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. If a student would like to file a complaint for discrimination due to his or her pregnant/parenting status, please contact the TAMIU Title IX Coordinator (Lorissa M. Cortez, 5201 University Boulevard, KLM 159B, Laredo, TX 78041, TitleIX@tamiau.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: <https://www.tamiau.edu/reportit> (<https://www.tamiau.edu/reportit/>).

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 Equal Opportunity and Diversity (Lorissa M. Cortez, lorissam.cortez@tamiau.edu) can assist the student and professor in working out the reasonable accommodations. For other questions or concerns regarding Title IX compliance related to pregnant/parenting students at the University, contact the Title IX Coordinator. In the event that a student will need 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 LOA's 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 (<https://www.tamiau.edu/scce/studenthandbook.shtml>) (<https://www.tamiau.edu/scce/studenthandbook.shtml/>).

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, sexual orientation or gender identity in admissions, 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@tamiau.edu, 956.326.2857, via the anonymous electronic reporting website, ReportIt, at <https://www.tamiau.edu/reportit> (<https://www.tamiau.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.