

# PSCI 2305 - American National Government

## Fall 2024 Syllabus, Section 162, CRN 15558

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### Instructor Information

**Raymundo De Hoyos**  
Email: raymundo.dehoyos@tamiu.edu  
Office: By Appointment  
Office Hours:  
After Class Only

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### Times and Location

TR 6pm-7:20pm in Pellegrino Hall 116

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### Course Description

A survey of national government in the United States with emphasis upon the Constitution, government structure, and processes. European background; federal, state, and interstate relations; rights and obligations of citizens; political parties; group organization; the legislative process; and the executive, judicial, and administrative functions in federal government. Prerequisites: Completion of Texas Success Initiative (TSI) Reading requirements, ENGL 1301, or appropriate level developmental course sequence.  
Social Sciences Department, College of Arts & Sciences

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### Additional Course Information

#### Syllabus Subject to Change

While information and assurances are provided in this course syllabus, it should be understood that content may change in keeping with new research and literature and that events beyond the control of the instructor could occur. Students will be informed of any substantive occurrences that will produce syllabus changes. Assignments, due dates, might all be subject to change. If there is any changes made they will be announced in class and through Blackboard.

#### Course Grading

| Assignment Type          | Quantity | Percentage of Total Grade | Total Percentage | Description |
|--------------------------|----------|---------------------------|------------------|-------------|
| Chapter Quizzes          | 12       | 1.67% each                | 20%              |             |
| Discussions with 1 Reply | 4        | 5% each                   | 20%              |             |
| Module Exams             | 4        | 10% each                  | 40%              |             |

Quizzes based on individual chapters to assess understanding of key concepts. Each quiz will have two attempts, and the highest grade will be kept. The lowest quiz will be dropped only if all are taken.

Discussion posts requiring one reply to a classmate, promoting engagement and dialogue. First post must be 150 words and reply 100 words minimum. The lowest discussion grade will be dropped only if all are completed.

Exams covering multiple chapters or sections, testing comprehensive knowledge. Exams might include small essay questions relevant to discussions had in class. The lowest exam grade will be dropped only if all are taken.

**Final Exam**                      1                      20% Each                      20%

A comprehensive exam at the end of the course, encompassing all material covered. Exams might include small essay questions relevant to discussions had in class.

## Expectations of the Course

Students are expected to:

- Review the “Start Here” materials, but especially this Syllabus.
- Review and follow the Course Calendar.
- Log-in at least every week and attend every TR face-to-face class.
- Respond to Blackboard Message, if necessary, within 3 days.
- Take Quizzes and Exams by the corresponding deadlines.
- Quizzes will be open book- open note
- Exams and Final Exams will be closed book. Nothing but computer with lockdown will be allowed.
- **Attendance is mandatory and needed to pass class**
- **YOU MUST READ CHAPTERS BEFORE CLASS DAYS**

The professor will:

- Log-in to the course at least every other day.
- Respond to Blackboard messages within two business days.
- Grade assignments within a week of the assignment deadline.

## Exams and Make-Ups

Exams will be multiple choice. These will be opened in the Blackboard course for a limited time [during the class-time]. You MUST take the exam sometime during the designated times. If you miss the deadline you have missed the exam and will earn a ZERO (0). If you need other arrangements, please contact me. I am willing to make special arrangements when the situation requires. The multiple choice exam is timed. There will also be an essay question.

## Student Learning Outcomes

Upon successful completion of the course, students will be able to:

- (1) Synthesize information about the American political system.
- (2) Demonstrate oral and written arguments and analysis
- (3) Identify the rights and duties of citizens and their role in government
- (4) Debate political choices, actions, and consequences
- (5) Identify ethically justifiable political choices and actions
- (6) Evaluate the impact of citizens’ involvement in government

## Important Dates

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

## Textbooks

| Group | Title                        | Author   | ISBN          |
|-------|------------------------------|----------|---------------|
|       | American National Government | Openstax | 9781938168178 |

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## Grading Criteria

Rubric for Exams 1-4 Short Essay Question

### 1. Content and Analysis (10 points)

- **10 points:** Thoroughly addresses the question with clear, insightful analysis. Demonstrates deep understanding with highly relevant examples and evidence.
- **8-9 points:** Adequately addresses the question with solid analysis and understanding. Provides relevant examples and evidence.
- **6-7 points:** Partially addresses the question with basic analysis. Shows some understanding with limited examples and minimal evidence.
- **4-5 points:** Minimally addresses the question with weak analysis. Demonstrates poor understanding with little evidence.
- **1-3 points:** Fails to address the question. Lacks analysis, examples, and evidence.

### 2. Organization and Structure (10 points)

- **10 points:** Exceptionally well-organized with a clear structure. Strong introduction, coherent body, and concise conclusion.
- **8-9 points:** Well-organized with clear structure, though minor coherence issues may exist.
- **6-7 points:** Some organizational structure is present, but lacks clarity or logical flow.
- **4-5 points:** Poor organization, with disjointed or confusing structure.
- **1-3 points:** Lacks organization and structure. Ideas are confusing or incoherent.

### 3. Clarity and Writing Mechanics (10 points)

- **10 points:** Clearly written with excellent grammar, punctuation, and spelling. Ideas are communicated effectively and fluently.
- **8-9 points:** Generally clear writing with minor errors in grammar, punctuation, or spelling. Communication is effective overall.
- **6-7 points:** Somewhat unclear writing with noticeable errors in grammar, punctuation, or spelling that may hinder understanding.
- **4-5 points:** Writing is unclear due to frequent errors in grammar, punctuation, or spelling.
- **1-3 points:** Writing is difficult to understand due to severe and frequent errors in grammar, punctuation, or spelling.

### 4. Use of Evidence and Citations (10 points)

- **10 points:** Uses appropriate, high-quality evidence to support arguments. All sources properly cited or clearly stated where information was obtained. Strong engagement with course materials.
- **8-9 points:** Uses evidence to support arguments. Most sources properly cited or clearly stated. Adequate engagement with course materials.
- **6-7 points:** Limited use of evidence, with some citation issues or vague source statements. Minimal engagement with course materials.
- **4-5 points:** Little evidence used, with improper or missing citations or unclear source statements. Poor engagement with course materials.
- **1-3 points:** Lacks evidence and citations, with no clear indication of sources. No engagement with course materials.

Rubric for Final Exam Short Essay

### 1. Content and Analysis (5 points)

- **5 points:** Thoroughly addresses the question with clear, insightful analysis. Demonstrates deep understanding with relevant examples and evidence.
- **4 points:** Adequately addresses the question with solid analysis and understanding. Provides relevant examples and evidence.
- **3 points:** Partially addresses the question with basic analysis. Limited understanding with few examples and minimal evidence.
- **2 points:** Minimally addresses the question with weak analysis. Poor understanding with little evidence.
- **1 point:** Fails to address the question. Lacks analysis, examples, and evidence.

### 2. Organization and Structure (5 points)

- **5 points:** Well-organized with clear structure. Strong introduction, coherent body, and concise conclusion.
- **4 points:** Organized with clear structure but may have minor coherence issues.
- **3 points:** Some organizational structure, but lacks clarity or logical flow.
- **2 points:** Poor organization, with disjointed or confusing structure.
- **1 point:** Lacks organization and structure. Ideas are confusing or incoherent.

### 3. Clarity and Writing Mechanics (5 points)

- **5 points:** Clearly written with excellent grammar, punctuation, and spelling. Ideas communicated effectively.
- **4 points:** Generally clear with a few minor errors in grammar, punctuation, or spelling.



- **3 points:** Somewhat unclear with noticeable errors that may hinder understanding.
- **2 points:** Unclear due to frequent errors in grammar, punctuation, or spelling.
- **1 point:** Difficult to understand due to severe and frequent writing errors.

#### 4. Use of Evidence and Citations (5 points)

- **5 points:** Uses appropriate evidence to support arguments. All sources properly cited or clearly stated where information was obtained. Strong engagement with course materials.
- **4 points:** Uses evidence to support arguments. Most sources properly cited or clearly stated. Adequate engagement with course materials.
- **3 points:** Limited use of evidence, with some citation issues or vague source statements. Minimal engagement with course materials.
- **2 points:** Little evidence used, with improper or missing citations or unclear source statements. Poor engagement with course materials.
- **1 point:** Lacks evidence and citations, with no clear indication of sources. No engagement with course materials.

| GRADE | PERCENTAGE |
|-------|------------|
| A     | 91-100     |
| B     | 80-90.9    |
| C     | 70-79.9    |
| D     | 60-69.9    |
| F     | Below 60   |

### Schedule of Topics and Assignments-Disregard Week of Column

| Week of | Agenda/Topic  | Reading(s)  | Due   |
|---------|---|---|---|
| 8/27    | Module 1<br>August 27-Sept 17   | Open Stax Ch 1<br>Open Stax Ch 2<br>Open Stax Ch 3    | Ch 1 Quiz Due Aug 31<br>Ch 2 Quiz Due Sept 5<br>Ch 3 Quiz Due Sept 12<br>Discussion 1 Due Sept 14<br>Exam 1 Sept 17   |
| 9/3     | Module 2<br>Sept 19- October 12   | Open Stax Ch 4<br>Open Stax Ch 5<br>Open Stax Ch 6    | Ch 4 Quiz Due Sept 24<br>Ch 5 Quiz Due Oct 1<br>Ch 6 Quiz Due Oct 8<br>Exam 2 October 10<br>Discussion 2 Due Oct t 12 |
| 9/10    | Module 3<br>October 15-November 7   | Open Stax Ch 7<br>Open Stax Ch 8<br>Open Stax Ch 9    | Ch 7 Quiz Due Oct 17<br>Ch 8 Quiz Due Oct 24<br>Ch 9 Due Oct 31<br>Exam 3 November 5<br>Discussion 3 Due November 7   |
| 9/17    | Module 4<br>November 12 -December 3<br>DECEMBER LAST DAY OF CLASS   | Open Stax Ch 10<br>Open Stax Ch 11<br>Open Stax Ch 12 | Ch 10 Quiz Due Nov 14<br>Ch 11 Quiz Due Nov 21<br>Ch 12 Quiz Due Nov 28<br>Discussion 4 Due Nov 30<br>Exam 4 Dec 3    |
| 9/24    | Review on own Dec 4-9<br>Please be aware all due dates and scheduled readings will be subject to change as the semester progresses. Everything is subject to change except for Final Examination date and time. All quizzes and discussions will be due by the end of the day at 11:59 PM |   | Final Exam Dec 10 6PM   |

## Core Curriculum Learning Outcomes

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

Core-Curriculum Learning Outcomes:

1. **Critical Thinking Skills (CT)** - creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
2. **Communication Skills (COM)** - effective development, interpretation and expression of ideas through written, oral and visual communication
3. **Empirical and Quantitative Skills (EQS)** - manipulation and analysis of numerical data or observable facts resulting in informed conclusions
4. **Teamwork (TW)** - ability to consider different points of view and to work effectively with others to support a shared purpose or goal
5. **Social Responsibility (SR)** - intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities
6. **Personal Responsibility (PR)** - ability to connect choices, actions and consequences to ethical decision-making

## University/College Policies

Please see the University Policies below.

### COVID-19 Related Policies

If you have tested positive for COVID-19, please refer to the Student Handbook, Appendix A (Attendance Rule) for instructions.

### Required Class Attendance

Students are expected to attend every class in person (or virtually, if the class is online) and to complete all assignments. If you cannot attend class, it is your responsibility to communicate absences with your professors. The faculty member will decide if your excuse is valid and thus may provide lecture materials of the class. According to University policy, acceptable reasons for an absence, which cannot affect a student's grade, include:

- Participation in an authorized University activity.
- Death or major illness in a student's immediate family.
- Illness of a dependent family member.
- Participation in legal proceedings or administrative procedures that require a student's presence.
- Religious holy day.
- Illness that is too severe or contagious for the student to attend class.
- Required participation in military duties.
- Mandatory admission interviews for professional or graduate school which cannot be rescheduled.

Students are responsible for providing satisfactory evidence to faculty members within seven calendar days of their absence and return to class. They must substantiate the reason for the absence. If the absence is excused, faculty members must either provide students with the opportunity to make up the exam or other work missed, or provide a satisfactory alternative to complete the exam or other work missed within 30 calendar days from the date of absence. Students who miss class due to a University-sponsored activity are responsible for identifying their absences to their instructors with as much advance notice as possible.

### Classroom Behavior (applies to online or Face-to-Face Classes)

TAMU 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).

### TAMU Honor Code: Plagiarism and Cheating

As a TAMU student, you are bound by the TAMU Honor Code to conduct yourself ethically in all your activities as a TAMU 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.tamiu.edu/studentaffairs/StudentHandbook1.shtml> (<http://www.tamiu.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@tamiu.edu, 956.326.2857) and/or the Office of Civil Rights (Dallas Office, U.S. Department of Education, 1999 Bryan Street, Suite 1620, Dallas, TX 75201-6810, 214.661.9600). You can also report it on TAMIU's anonymous electronic reporting site: <https://www.tamiu.edu/reportit> (<https://www.tamiu.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@tamiu.edu](mailto:lorissam.cortez@tamiu.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.tamiu.edu/scce/studenthandbook.shtml> (<https://www.tamiu.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@tamiu.edu, 956.326.2857, via the anonymous electronic reporting website, ReportIt, at <https://www.tamiu.edu/reportit> (<https://www.tamiu.edu/reportit/>), and/or the Office of Civil Rights (Dallas Office), U.S. Department of Education, 1999 Bryan Street, Suite 1620, Dallas, TX 75201-6810, 214.661.9600.

## Incompletes

Students who are unable to complete a course should withdraw from the course before the final date for withdrawal and receive a “W.” To qualify for an “incomplete” and thus have the opportunity to complete the course at a later date, a student must meet the following criteria:

1. The student must have completed 90% of the course work assigned before the final date for withdrawing from a course with a “W”, and the student must be passing the course;
2. The student cannot complete the course because an accident, an illness, or a traumatic personal or family event occurred after the final date for withdrawal from a course;
3. The student must sign an “Incomplete Grade Contract” and secure signatures of approval from the professor and the college dean.
4. The student must agree to complete the missing course work before the end of the next long semester; failure to meet this deadline will cause the “I” to automatically be converted to an “F”; extensions to this deadline may be granted by the dean of the college. This is the general policy regarding the circumstances under which an “incomplete” may be granted, but under exceptional circumstances, a student may receive an incomplete who does not meet all of the criteria above if the faculty member, department chair, and dean recommend it.

## WIN Contracts

The Department of Biology and Chemistry does not permit WIN contracts. For other departments within the college, WIN Contracts are offered only under exceptional circumstances and are limited to graduating seniors. Only courses offered by full-time TAMIU faculty or TAMIU instructors are eligible to be contracted for the WIN requirement. However, a WIN contract for a course taught by an adjunct may be approved, with special permission from the department chair and dean. Students must seek approval before beginning any work for the WIN Contract. No student will contract more than one course per semester. Summer WIN Contracts must continue through both summer sessions.

## Student Responsibility for Dropping a Course

It is the responsibility of the student to drop the course before the final date for withdrawal from a course. Faculty members, in fact, may not drop a student from a course without getting the approval of their department chair and dean.

## Independent Study Course

Independent Study (IS) courses are offered only under exceptional circumstances. Required courses intended to build academic skills may not be taken as IS (e.g., clinical supervision and internships). No student will take more than one IS course per semester. Moreover, IS courses are limited to seniors and graduate students. Summer IS course must continue through both summer sessions.

## Grade Changes & Appeals

Faculty are authorized to change final grades only when they have committed a computational error or an error in recording a grade, and they must receive the approval of their department chairs and the dean to change the grade. As part of that approval, they must attach a detailed explanation of the reason for the mistake. Only in rare cases would another reason be entertained as legitimate for a grade change. A student who is unhappy with his or her grade on an assignment must discuss the situation with the faculty member teaching the course. If students believe that they have been graded unfairly, they have the right to appeal the grade using a grade appeal process in the Student Handbook and in the Faculty Handbook.

## Final Examination

All courses in all colleges must include a comprehensive exam or performance and be given on the date and time specified by the Academic Calendar and the Final Exam schedule published by the Registrar's Office. In the College of Arts & Sciences all final exams must contain a written component. The written component should comprise at least 20% of the final exam grade. Exceptions to this policy must receive the approval of the department chair and the dean at the beginning of the semester.

## Mental Health and Well-Being

The university aims to provide students with essential knowledge and tools to understand and support mental health. As part of our commitment to your well-being, we offer access to Telus Health, a service available 24/7/365 via chat, phone, or webinar. Scan the QR code to download the app and explore the resources available to you for guidance and support whenever you need it. The Telus app is available to download directly from TELUS (tamiu.edu) (<https://www.tamiu.edu/counseling/telus/>) or from the Apple App Store and Google Play.