



ANTH 4304 - Food and Culture: Food and Culture-WIN

Fall 2025 Syllabus, Section 102, CRN 17412

Instructor Information

Alison Hadley

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Office: AIC 354

Office Hours:

TR 10:00-11:00 am; W 1:00-2:00 pm

Times and Location

TR 8:30am-9:50am in Bullock Hall 201

Course Description

In this course, students gain a biocultural perspective on foodways throughout cultures around the world. Students will explore ethnographic accounts of various global foodways. This class will cover personal food taboos, the prehistoric and historic use of chocolate, nutritional challenges in poverty-stricken communities, and the social power behind the ways in which particular foods look and are served. In addition to learning about the synthesis of food and culture, students will also learn how to write an academic research paper.

Social Sciences Department, College of Arts & Sciences

WIN-Designation

This course is designated as a writing-intensive (WIN) course. In this course, writing will not only be the subject of study, but it will also serve as a method of learning. Students will learn how communication in written, oral, and visual forms change according to purpose and genre. Brainstorming, drafting, revising, and peer-workshopping are integrated into the course curriculum and are the required components of this writing-intensive course. The final Research Paper is the designated assignment for WIN assessment.

Additional Course Information

The schedule is subject to change throughout the semester. Please check Blackboard often for updates and scheduling changes.

Use of Technology in the Classroom:

Laptops are no longer allowed in my classroom, as they pose too much of a distraction to students. Please also put away your cell phones. You may only use these when we are taking Kahoot quizzes or in the rare instance when we do in-class assignments. Failure to put these devices away will result in loss of participation points.

Use of Artificial Intelligence:

All assignments need to be your own work and words. Use of AI software to answer questions on assignments or to write research papers is considered cheating and will result in disciplinary measures with the university. AI detectors used at TAMIU are 99% accurate. If you turn in an assignment that detects 25% or more of the assignment was written by AI (very similar to the similarity score for plagiarism), I will follow the plagiarism steps for disciplinary measures laid out by the university (see below in University Course Policies). This involves contacting the Honor Council and filing a report. You will also receive a zero for the assignment and an F for the class.



Student Learning Outcomes

Course Description, Goals, and Student Learning Objectives (SLOs)

In this course, you will learn about anthropology and gain a biocultural perspective on foodways throughout cultures around the world. We will read *ethnographies* (descriptions of different cultures written by anthropologists that participate and observe in daily life) throughout the semester. In addition to learning about anthropology, we will also learn how to write academic papers.

SLOs for this class:

1. *Discuss* and *identify* other cultural practices using an anthropological perspective.
2. *Interpret* and *write* about ethnographic accounts of foodways.
3. *Compare* and *contrast* the ways in which various cultures deal with food.
4. *Structure* and *execute* an academic paper.

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
Required	Eating Culture: An Anthropological Guide to Food	Gillian Crowther	9781487593292
Required	Nutritional Anthropology: Biocultural Perspectives on Food and Nutrition	Edited by Darna L. Dufour, Alan H. Goodman, and Gretel H. Peltó	9780199738144

Other Course Materials

To go to the bookstore, [click here \(https://www.bkstr.com/texasaminternationalstore/home/\)](https://www.bkstr.com/texasaminternationalstore/home/).

Additional readings will be provided on Blackboard.

Grading Criteria

GRADE	PERCENTAGE
A	90-100
B	80-89
C	70-79
D	60-69
F	59-0

Open Boilerplate

All grades are entered into Blackboard. Please check these throughout the semester and contact me immediately with questions. *You have a **two-week** time frame after a grade is posted to contact me with questions.* After this time frame, the posted grade is final for that assignment. I also take assignments late, taking off 0.25 points per weekday.

Class Structure

A critical part of this course will be coming to the lectures. We will have Kahoot quizzes on lecture material throughout the semester for which you will be awarded credit. Exams will be online in a campus computer lab. Most assignments will be digital and turned in through Blackboard's Turnitin. We will also have student presentations throughout the semester on the *Nutritional Anthropology* book.



Grading and Assignments

1. Assignments (10 points of final grade)

Each week you will have readings in both textbooks and some articles. We will have 5 assignments throughout the semester worth 10 points on your final grade. These will include questions and quizzes from the readings. Each assignment is worth 2 points and the majority of these will be done during class time.

2. Article Presentations (10 points of final grade)

1. Throughout the semester, we will have group presentations on chapters in the *Nutritional Anthropology* book. You need to find a group and plan to present with them when the schedule is released.
2. For the presentation, you need to present a short summary of the chapter, and each group member must present their 3,2,1 for the reading. The summary can be multiple slides, but the 3,2,1 should be presented on a single slide. The 3,2,1 are listed below. These need to be in a visual format (i.e., PowerPoint and Google Slides).
 - a. 3 Things that you learned from the reading.
 - b. 2 Things that you liked or found interesting from the reading.
 - c. 1 question or thing that you did not understand from the reading.
3. Your group will also need to create a 10-question Kahoot! Quiz (or some free online equivalent) on the reading for the class to take. Kahoot! is free and available at Kahoot.com or you can use the free phone app.
4. Each team member must help prepare the quiz questions, but each team member will present their own individual 3,2,1's. Please ensure that each of the 3,2,1's is different for each team member. When emailing me your presentation and quiz questions, please give credit to the team member who wrote the questions. (You can also label your slides with the creator's name.)
5. Your presentation will be worth 10 points on your final grade.

3. Participation/Attendance (5 points of final grade)

I will sporadically take attendance over the course of the semester to encourage participation in class.

4. Exams (25 points of final grade)

We will have a **Midterm (Thurs. 10/16)** and **Final Exam (Tues. 12/9)**. Each are worth 12.5 points. These will consist of identifications, multiple choice, and essay questions. The exams will be based on the class readings and lectures. The exams will be taken on Blackboard in a **computer lab on campus**.

5. Papers (50 points of final grade)

Due to the WIN designation, this course will include a writing component that is significantly more intense than the process typically found in a non-WIN course. Throughout the semester you will also work on a final research paper in which you choose a particular subject from the book and write a 10-page paper elaborating on this topic. Your topic, sources, and an outline are due on Thursday, 9/25 (11:59 pm) and this is worth 10 points. You will also submit a draft of your paper on Thursday, 10/30 (11:59 pm) and this is worth 15 points. I will give you feedback on both your topic and first draft. The final draft is worth 25 points of your final grade and it due Tuesday, 12/2 by 11:59 pm.

Specific Instructions on the paper:

1. 10-page, double-spaced paper (12-point font, Times New Roman, 1-inch margins).
 - a. The paper needs to have two parts to it:
 - i. A restaurant review for an establishment that serves a cuisine that you have not tried before (I will provide a list of possibilities in Laredo) or for an unfamiliar cuisine (this could be a restaurant that you have been to before, but serves food that is *very different* from what you are used to eating. If you are not comfortable eating in a restaurant this could be a food selection from the grocery store. If this is the case, you need to email me in advance and I will help direct you in the grocery store.
 1. This needs to be at least 3 pages of the paper.
 2. This part of your paper will be in a journalistic style (I will provide some examples). It will be similar to the way restaurants are reviewed in newspapers and magazines. This restaurant review is more in-depth than what you are used to reading on Yelp and Google reviews. Your review should include information on the restaurant name, location, building, atmosphere, décor, food, waiting service, clientele, etc. This restaurant does not have to be in Laredo, if you are going out-of-town at any point this semester consider finding a unique restaurant to review. I would be sure to take a notebook and friends or family, so that you can record and recall as much of the experience as you can. Images are optional and will not count toward the 3 pages.
 - ii. I want you to use the cuisine or meal that is the subject of your restaurant review to be a focal point of a larger research paper. This research paper can include a number of different anthropologically-based themes about this particular cuisine/food, such as the history, social relationships, gastropolitics, and the global versus local economic issues. You will essentially "unpack" that particular meal as an anthropologist might. Think about all of the social, political, historical, and economic issues that are behind that meal.



1. This portion of the paper needs to be at least 7 pages long.
2. This part of your paper will be in a typical academic research style. Your sources need to be primarily scholarly, but you can use journals from anthropology, sociology, history, economics, agricultural science, and political science (to name a few).
- b. Also, you must have a minimum of five *scholarly* sources, of which *only one can be from a website* and the website needs to be .org or .edu. Topics and five formatted sources are due ahead of time. I accept any type of citation format (MLA, APA, Chicago, Vancouver, etc.), just as long as you are consistent and you cite within the text (that is usually a big area where you will lose points).
- c. Please submit the subject of your paper (the restaurant you are planning to go to or have been to) and five sources (formatted for your final works cited page) and turn it in through Blackboard's Turnitin by **Thursday, 9/25, 11:59 pm** (this part of the assignment will be 10 points of your first draft grade).
- d. The first 5 pages of your draft is due **Thursday, 10/30, at 11:59 pm**.
- e. The final paper should be typed and turned in through BB's Turnitin by **Tuesday, 12/2, 11:59 pm**.

ASSIGNMENT	VALUE
Assignments	10 points
Article Presentations	10 points
Participation/Attendance	5 points
Exams (12.5 points each)	25 points
Paper Draft 1	25 points
Final Paper	25 points

Schedule of Topics and Assignments

Week of	Agenda/Topic	Reading(s)	Due
8/26	Syllabus and Introduction Anthropology	Crowther's Introduction and Dufour et al. Chapter 1	Assignment 1
9/2	Nutritional Anthropology Perspective, Omnivorousness, and Evolutionary Perspectives	Dufour et al. Chapter 6 Crowther Ch. 1	
9/9	Omnivorousness and Evolutionary Perspectives, continued Mock Article Presentation (Dufour et al. Chapter 6)	Crowther Ch. 2 first two pages; Dufour et al. Chapter 2	Assignment 2
9/16	Food Production and Domestication	Crowther pp. 29-41; Dufour et al. Chapter 3	Article Presentation 1
9/23	Food Production and Domestication, cont.	Crowther pp. 41-63; Dufour et al. Chapter 16	Article Presentation 2 Paper Topic Due Thursday 11:59 pm
9/30	Global Food Production	Crowther Chapter 3 - 1st half; Dufour et al. Chapter 22	Article Presentation 3; Assignment 3
10/7	Global Food Production, cont.	Crowther Chapter 3 - 2nd half; Dufour et al. Chapter 25	Article Presentation 4
10/14	Midterm Thursday and Cooking	Crowther Chapter 4 – all; Dufour et al. Chapter 31	Midterm, Thursday at 8:30 am, in TBA computer lab Article Presentation 5 - Tuesday
10/21	Recipes and Dishes	Crowther 5 and Epilogue; Dufour et al. Chapter 38, 32, 42	Article Presentation 6; Assignment 4
10/28	Eating-in and Gastropolitics No class Thursday	Crowther Chapter 6; Dufour et al. Chapter 39	Draft 1 of Paper Due Thursday by 11:59 pm Article Presentation 7 - Tuesday
11/4	Gastronomy and Digesting	Crowther Chapter 7-8; Dufour et al. Chapter 40	Article Presentation 8 Assignment 5
11/11	Local Digestion	Crowther Chapter 9; Dufour et al. Chapter 47	Article Presentation 9
11/18	Local Digestion, cont.	Dufour et al. Chapter 48	
11/25	Lecture catch-up Thanksgiving Break		Work on Final Papers
12/2	Exam Review	Review Semester Readings	Final Paper due Tuesday by 11:59 pm



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.tamui.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.tamui.edu/studentaffairs/StudentHandbook1.shtml> (<http://www.tamui.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@tamui.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.tamui.edu/reportit> (<https://www.tamui.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@tamui.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.tamui.edu/scce/studenthandbook.shtml> (<https://www.tamui.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, 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@tamui.edu, 956.326.2857, via the anonymous electronic reporting website, ReportIt, at <https://www.tamui.edu/reportit> (<https://www.tamui.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.