

# COMM 3123 - Video Editing Post Prod Lab

## Fall 2025 Syllabus, Section 1L1, CRN 17503

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### Instructor Information

**Angela Marcela Moran, MFA Film**

Professor of Communication

Email: amoran@tamiu.edu

Office: AIC 326

Office Hours:

Tuesday 12 pm-1 pm and Wednesday 3 pm-4:30 pm (f2f)

or

Thursday 12 pm-1:30 pm (Virtual) and 4 pm-6 pm (Virtual)

Office Phone: 326-3047

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### Times and Location

W 1:15pm-2:35pm in Canseco Hall 201

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### Course Description

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### Additional Course Information

**Course Objectives:**

Lab sessions will complement lectures, discussions, and readings to continue to explore the role of the editor in the filmmaking process. Lab sessions will reinforce theory, technique, art, and craft of editing. Students will apply the basic tasks and vocabulary of the editing room. Editing exercises will focus on storytelling, visual and aural literacy, as well as the dramatic build of a scene, emotional beats, and the effect of sound, music, rhythm, and pacing. The lab will provide students with production and post-production tools to produce advanced editing projects.

### Program Learning Outcomes

**Program Outcome:**

SLO 1: Application of Knowledge and Skills: Students will apply and integrate the knowledge and skills acquired in the program in professional settings.

SLO 2: Communication Competence: Students will demonstrate communicative competence in public and social contexts.

SLO 3: Knowledge, Research, and Writing: Students will demonstrate knowledge, research, and writing skills while analyzing a communication phenomenon or professional problem.

### Student Learning Outcomes

1. Students will be able to discuss and evaluate moving images and editorial decisions and their communication potential. (SLO 2)
2. Students will be able to recognize the possibilities when working with digital and HD formats and video editing software. (SL 3)
3. Students will be able to apply learned techniques in a professional setting. (SLO 1)

## 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	CUT by CUT	Gael Chandler	1615930906

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## Other Course Materials

### Equipment:

Equipment checkout will take place in *Canseco Hall 201*, the TAMIU-KLRN studio. All equipment will be checked out during class/lab and is to be returned at the following meeting time, unless special permission has been given to the student by the professor. Equipment checked out on Wednesday may be returned on Monday, during the scheduled class time. If any student is delinquent with the checkout rules more than three times, their checkout privileges will be forfeited.

Additionally, all equipment must be returned to the Department of Psychology and Communication prior to the final exam. Failure to return equipment on this date will result in a failing grade!

For this course, you must edit on Adobe Premiere Pro. You can use the Adobe Premiere software on the computers in the KLRN studio, or rent your own software for use on your devices. Post-production for all assignments must be conducted using Adobe Premiere Pro.

### AI and Generative Technology Policy

The use of artificial intelligence (AI) tools, including ChatGPT, Google Gemini, Microsoft Copilot, Claude, or any AI writing or content-generation software, is strictly prohibited for all required course assessments in this editing class. This includes video assignments, treatments, scripts, and exams.

The edits in your videos must be your own cuts and have resulted from careful consideration and decision-making based on context, chosen aesthetic, and preference for film form.

## Grading Criteria

### Methods and Criteria for Evaluation:

Students will work on three short projects: a one-minute autobiography, a short video that explores compositing images and juxtaposition, and a series of interviews that tells a story/message or teach audiences about a person or a cause in the community. The first short project is designed to familiarize students with the equipment and with basic video editing techniques. The 2<sup>nd</sup> and 3<sup>rd</sup> short projects are designed to expose students to various post-production techniques. Students are encouraged to team up with at least one classmate for these short videos, as well as for the final exam project. The final exam will be 6-minute narrative, experimental or documentary short. Final exam project ideas will be presented/pitched in class week 5. Students must participate and showcase their final project at a public screening on the day of the final exam. Students will plan and curate their public screening and decide on an online platform or f2f event to showcase their final projects.

**Midterm Exam:** The midterm will include fill-in-the-blank, short-answer, matching, and multiple-choice questions, and an essay question worth 20% of the exam grade.

**Screenings:** Project screenings will be held the day projects are due, and students should be prepared to discuss and answer questions about their work. Projects should be uploaded to YouTube to facilitate peer review and critique. Students must attend the screening of their projects. The student must be present for feedback and must also participate in the critique of other students work. **Students must be present to receive a grade for their project.**

**Deadlines** are especially crucial in mass communication fields. Projects/ assignments will be due on the dates shown in this syllabus. No assignments will be accepted after the deadline.

### Assignment requirements:

You will output your assignments as QuickTime or MPEG4 files in a folder created for the assignment to be located in TAMIU Media 1. Each project file should to be labeled as follows: LAST\_NAME\_TITLE\_ DATE. Example: MORAN\_BIO\_9\_15\_19

THIS is an Adobe Premiere editing class. I will be providing you with tips and tricks for editing using Adobe Premiere Pro. The training will, for the most part, occur during the lab time, and you can view online tutorials and YouTube videos on your own time. If you don't come to the lab prepared with a video to edit, I won't be able to help you with editing your projects. You will spend most of your time in the lab cutting moving images and sounds. I will provide you with changes to execute during critique sessions and on a rubric feedback sheet. You will learn how to cut as most of your predecessors did, by doing it!

**Assignments:**

Project 1: Shoot a 1-minute video (with edits) that reveals who you are. Pick music (scored or composed) that complements the images and shows your personality. The video should ideally convince an employer to hire you.

Project 2: Composite and/or split screen images that complement or contradict to tell a story or give a message. Video should be no longer than 3 minutes. The student must incorporate sound for this project.

Project 3: Conduct a series of interviews on video and edit them for the appropriate target audience. Students must turn in interview questions prior to conducting the interviews.

Focus: documentary, video journalism, research methods, and/or web-based media. The use of the KLRN studio is encouraged. Video should be no longer than 3 minutes. Spanish interviews must have English subtitles.

Final Exam: A 6-minute narrative, experimental or documentary short. Short must highlight editing and post-production techniques. Students will be responsible for turning in a completed post-production packet for final projects, which includes an editor's log, edit decision list, sound design layout, treatment, script, schedule, budget, and talent release forms.

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

## Open Boilerplate

**Attendance:**

STUDENTS WITH MORE THAN FOUR UNEXCUSED ABSENCES WILL AUTOMATICALLY FAIL THE COURSE. I ask that you please be on time!

**Emails:**

Email inquiries and messages of a personal nature should be sent to amoran@tamiu.edu. Response time will be within 48 hours, Monday through Friday. Please do not send emails after 9pm. Blackboard email should be reserved for sharing information, links, and other pertinent documents with all class participants (students and faculty).

**Student Video Guidelines:**

1. Student videos produced for a class at TAMIU are the intellectual property of the student.
2. Student videos produced for a class at TAMIU are not official products of the University and should not be used for any official university promotional or marketing purpose.
3. Students should **never** use the TAMIU logo on their video or any other creative work, unless authorized by the office the TAMIU Office of Public Relations, Marketing & Info Services.
4. Students should **never** use the KLRN logo, or name, on their video or any other creative work.
5. The creative works produced by students at TAMIU in fulfillment of class assignments whether made on TAMIU premises or elsewhere, with or without TAMIU equipment, and with or without extra funds (hereafter called, "Student Works"), are intended as part of an educational experience. The interest of the Communication Program at TAMIU in any Student Work extends only through the completion of the educational experience



associated with such Work. Therefore, student must include the following statement in the end credits of Student Work: Made for the course (insert course title) at Texas A&M International University.

6. All students who create or participate in the creation of Student Work are responsible for such student work, including obtaining any necessary permission for the use of any copyrighted materials included in such Student Work, and obtaining property release forms and talent release forms in order to distribute work.
7. Once all permissions and releases have been obtained, all students who create or participate in the creation of a Student Work are responsible for the appropriate distribution of that Student Work. Students must identify Student Work as such on all distribution and social media websites, or any other distribution channel, by stating the following: "This film (or video) was made for the course (insert course title) at Texas A&M International University.
8. Should student(s) make significant changes to the creative work after it's fulfilled its educational purpose for a course, the student must delete the above statement from the Work, and from any distribution channel where the Work was posted.

ASSIGNMENT	VALUE
Assignment #1 (Bio)	10%
Assignment #2 (Composite/Split Screen)	20%
Assignment #3 (Interview)	20%
Midterm Exam	25 %
Final Exam Project (includes meeting deadlines)	25 %

## Schedule of Topics and Assignments

Day	Date	Agenda/Topic	Reading(s)	Due
Wed	8/27	W: getting to know equipment Setting Up and Organizing Your Project in Post-Production (Stage 1 Cut by Cut) W: Introductions to camera equipment, tripods, microphones and recording devices. Practicing Composition and using natural light	Cut by Cut Pgs. 1-27 Cut by Cut Pgs. 28-63 Cut by Cut Pgs. 64-100	
Wed	9/3	W: Fine-tuning Project 1 if needed. Taking feedback and improving your project. Bring Raw Video to Edit!	Cut by Cut Pgs. 101-138	
Wed	9/10	W: The Treatment. Team Production Meetings Visualization: Tools and Techniques – The Script Sample short films (film festival final projects and split screens and composites.).	Cut by Cut Pgs. 139-192	
Wed	9/17	W: Visualization: Tools and Techniques - treatment, script, storyboard, shot list, budget, scheduling (cont.) Team Production Meeting	Cut by Cut Pgs. 193- 251	
Wed	9/24	From First Cut to Final Cut: how to approach the footage (Stage II C by C) How to Edit on a digital system... W: Bring Raw Video to Edit! Bring raw video for Composite/split screen; edit Project 2!	Cut by Cut Pgs. 252-310 Cut by Cut Pgs. 311-340	Bring raw video for project 2
Wed	10/1	W: Fine Tune Project 2; use feedback given in critique.	Cut by Cut Pgs. 342-409 Cut by Cut Pgs. 410-424	
Wed	10/8	Resolution, Timecode, online, offline, linear, and non-linear editing. Script Writing, scripts, screenplays	Cut by Cut Pgs. 342-409 Cut by Cut Pgs. 410-424	



Wed	10/15	Creating Titles Working with Video Effects cont. Sample video Clips! W: Shoot Day-project 3. Editing- Project 3	
Wed	10/22	Edit project 3. Bring raw video for project 3, interviews. W: Edit project 3	
Wed	10/29	W: Review for exam 1	
Wed	11/5	W: First draft of script for Final due at the end of the week. Turn into this week's drop box.	Scripts for final project due!
Wed	11/12	Dailies due for final project! W: Color Correction Rendering Media and Project	Dailies Due! Also, Scripts, storyboards, and shot list for final projects due.
Wed	11/19	Rough-cuts due for final projects. Feedback for final project -work in progress. Screenings and in class critiques. W: Shoot Day	Rough cuts for final project due!
Wed	11/26	Deadline: Fine Cuts Due!!!! Final critique before student film festival. Finalize project for film festival: audio mixing, credits, and outputting to proper screening format. W: Shoot to kill film festival; public screening of final exam project.	Fine Cuts for final project due! Last Meeting Day for the W: Final Exam film screenings and Production packets due. Must include proposal, treatment, script, storyboards.
Wed	12/3	No class.	

## 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)

In the classroom, students are expected to listen attentively, participate respectfully, and adhere to established rules. Behavior that interferes with the class lecture may result in disciplinary action, ensuring a productive and respectful learning environment for everyone. Any disputes over academic matters should be addressed calmly and constructively, ideally during designated times such as office hours or after class. If a student does not agree with a decision, they can request a meeting with the instructor to discuss their concerns in more detail. Should further resolution be needed, the student may escalate the matter to the department head or use formal grievance procedures as outlined in the sections below. (please refer to Student Handbook Article 4 (<https://www.tamtu.edu/handbook/article-04.shtml>)).

## TAMTU Honor Code: Plagiarism and Cheating

As a TAMTU student, you are bound by the TAMTU Honor Code to conduct yourself ethically in all your activities as a TAMTU student and to report violations of the Honor Code. Please read carefully the Student Handbook Article 7 and Article 10 available at Student Handbook (<https://www.tamtu.edu/handbook/index.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.

TAMTU 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 SafeZone (<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 Disability Services for Students located in Student Center 124. 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 Office of Disability Services for Students.

For accommodations or assistance with disabilities, contact the Disability Coordinator, Karla Pedraza, at [karla.pedraza@tamiu.edu](mailto:karla.pedraza@tamiu.edu), call 956.326.2763, or visit Student Center 124.

## 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: [Student Handbook \(https://www.tamiu.edu/handbook/index.shtml\)](https://www.tamiu.edu/handbook/index.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. Students who experience or observe alleged or suspected discrimination due to their pregnant/parenting status, should report to 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, *Report It*, at <https://www.tamiu.edu/reportit> (<https://www.tamiu.edu/reportit/index.shtml>).

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 Compliance (Lorissa M. Cortez, [lorissam.cortez@tamiu.edu](mailto:lorissam.cortez@tamiu.edu)) can assist the student and professor in working out the reasonable accommodation. For other questions or concerns regarding Title IX compliance related to pregnant/parenting students, contact the Title IX Coordinator. In the event that a student needs 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 LOAs 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*.

For parenting-related rights, accommodations, and resources, contact the Parenting Liaison, Mayra Hernandez, at [mghernandez@tamiu.edu](mailto:mghernandez@tamiu.edu), call 956.326.2265, or visit Student Center 226.

For pregnancy-related rights, accommodations, and resources, contact the TIX Coordinator, Lorissa Cortez, at [lorissam.cortez@tamiu.edu](mailto:lorissam.cortez@tamiu.edu), call 956.326.2857, or visit Killam Library 159.

## 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@tamiu.edu, 956.326.2857, via the anonymous electronic reporting website, 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.