



CRIJ 3301 - Research Methods in Social Sci: Res Methods in Social Sci-WIN

Fall 2025 Syllabus, Section 104, CRN 16309

Instructor Information

Seungmug (Zech) Lee, PhD
Associate Professor
Email: seungmug.lee@tamiu.edu
Office: AIC 385
Office Hours:
Tuesday 1:30 pm - 3:00 pm or by appointment
Office Phone: 956-326-2476

Times and Location

TR 8:30am-9:50am in Bullock Hall 205

Course Description

An introduction to the scientific method as applied to social science research. Topics include research methods, research designs, the analysis of data, and basic computer techniques. Students must earn a C or higher to pass this course. This course is interchangeable with PSCI 3301 and SOCI 3301. Prerequisites: Junior or Senior Standing and consent of COAS Advisor.
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

Generative AI use: Your typed work (e.g., essay, outline, and research paper) is expected to be original and solely your creation. Your submissions will be through Blackboard Ultra's SafeAssign and TurnItIn, which are used to identify and assess both plagiarism and AI use. Throughout the course, there will be instances where you may utilize AI tools to explore their applications. However, outside of these designated situations, it is strongly advised not to employ AI tools to generate content (e.g., text, video, audio, image, etc.) as part of any student work (e.g., assignments, activities, responses, etc.) Should you choose to use AI tools for your work, it is essential to clearly indicate which part is student-generated and which is AI-generated. AI-generated content should not exceed 20% of the student's work. It is necessary to verify the authenticity of your work before submission. Note that assignments with more than 20% AI-generated content might not be accepted or graded.

EXAMINATIONS (Total 40%):

· Two (2) examinations—midterm and final exams—will be administered. Each exam consists of multiple-choice, True/False, fill-in-the-blank, matching, short-answer, and short-essay questions. The questions cover all materials (e.g., text, handout, discussion, etc.) that you have been studying throughout the course. You are responsible for the readings and the information from the lectures.



- All exams are to be completed only on the scheduled dates. Suppose you are unable to attend a scheduled exam. In that case, you are responsible for notifying the instructor **within 48 hours** before the exam date of the reason for your absence. Failure to do so will result in your being unable to take a make-up exam.
- Please note that make-up exams are permitted only in an excused absence. The reason for the absence to want to be excused must be accompanied by documentation. Just verbal, telephone, or email notification without supporting documentation is NOT to be excused. **Simple job-related absences and early holidays or vacation observations are NOT excused ones.** Only your instructor may excuse absences and permit a make-up examination. If a make-up exam is allowed, it will be ESSAY FORMAT ONLY. **Remember that if one exam is missed, the letter grade will be C or lower (not counting all other grades).** Please check the “University Course Policies” at the end of this syllabus.

WEEKLY CHAPTER QUIZ (Total 20%):

“Chapter Quiz” is designed to help you to review your weekly readings and studies and to prepare for the exams. There will be 4-5 quizzes before the EXAMS, and the quizzes are randomly administered throughout the semester, being UNANNOUNCED and administered in class or on TAMU Blackboard Ultra. **If you do not take more than half of the quizzes on time, you will have zero (0) points for this grading item.** There is NO MAKE-UP QUIZ.

RESEARCH PROPOSAL PROJECT (Total 25%):

- This project is designed for an individual (or a team) to produce a final research proposal according to the topic of their choice. It consists of four (4) STEPs by following basic research procedures – *topic selection, literature review, dimensions and research questions, research design and sampling, and data collection*. Each of these steps will have its deadline for submission (see the table below). The guidelines for this project with the templates will be handed out or uploaded to the Blackboard Ultra accordingly. Once you complete the research proposal, you are required to present it to the class.
- The grades for this assignment will be based on the following criteria: (1) quality of your work; (2) requirements of each step's guidelines; and (3) attendance at each in-class meeting. Since at least two (2) in-class meetings per STEP will be organized throughout the semester, if one meeting is missed, you will lose half of your points, and with two meetings missed, zero (0) points for that STEP. With three (3) or more zero points from four steps, you will have zero (0) points for the entire “Research Proposal Project” section.

FINAL RESEARCH PROPOSAL AND PRESENTATION (Total 10%):

- Once you complete all four STEP projects, you must prepare the final research proposal and presentation in class. The final research proposal is based on the previous four STEPs' work. The guidelines will be uploaded to the Blackboard.

CLASS ACTIVITIES & PROFESSIONALISM (Total 5%):

Learning this level requires that you connect yourself to the course information and materials covered and actively participate in class. Participation is a grade awarded for contributing to the daily activities of this class. This means coming to class fully prepared and ready to engage, and while in class, contributing to directed discussions or other activities, which improves the quality of class discussion and student learning. Accordingly, your grade depends on your active participation in class. The evaluation for this item will be made based on the number of your participation in all in-class activities (e.g., exams, quizzes, group meetings, voluntary participation, class attendance, course-related other activities, class presentation, etc.).

EXTRA CREDIT ACTIVITY:

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

CLASS ATTENDANCE:

Over the 2025 Fall Semester, we will have 16 weeks (including the final exam). Students are expected to check the weekly schedules regularly and promptly and remain until the class is over, except in cases of personal emergency. I take my role as an educator seriously, and I hope you take your role as a student seriously as well. Missing weekly assignments puts you at risk of missing one of the comprehension checks. A daily attendance roll will be taken. Attendance is a critical indicator in student success. Since the pace of this course is fairly quick and the material covered is cumulative, missing classes would have a snowball effect with less class participation and result in falling behind. You are expected to complete weekly assignments and participate in team activities.

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- Step 1: Research Topic & Literature Review
 - Step 2: Topic Dimensions & Research Questions
 - Step 3: Research Design & Sampling
 - Step 4: Data Collection & Codebook
 - Final Research Proposal & Class Report
- The grades for this assignment will be based on the following criteria: (1) quality of your work; (2) requirements of each step's guidelines; and (3) attendance at each in-class meeting. Since at least two (2) in-class meetings per STEP will be organized throughout the semester, if one meeting is missed, you will lose half of your points, and with two meetings missed, zero (0) points for that STEP. With three (3) or more zero points from four steps, you will have zero (0) points for the entire “Research Proposal Project” section.

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Student Learning Outcomes

Course Learning Objectives (CLO):

After completing this course, students should be able to:

- CLO 1: Identify the basic steps in conducting research,
- CLO 2: Explain the critical issues of research ethics,
- CLO 3: Describe the general issues in criminal justice research design,
- CLO 4: Explain the different research designs,
- CLO 5: Explain the sampling techniques,
- CLO 6: Identify and describe the different research methods to collect data, and
- CLO 7: Practice to produce a research proposal.

Important Dates

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

Textbooks

Group	Title	Author	ISBN
Required	Basics of research methods for criminal justice and criminology	Michael Maxfield & Earl Babbie	978-1-305-26110-5

Grading Criteria

GRADE	PERCENTAGE
A	90-100
B	80-89.9
C	70-79.9
D	60-69.9
F	Below 60

Open Boilerplate

ASSIGNMENT	VALUE
Midterm Exam	20%
Final Exam	20%
Weekly Chapter Quiz	20%
Research Proposal Project (4 Steps x 10pts)	25%
Final Research Proposal & Presentation	10%
Class Activities & Professionalism	5%

Schedule of Topics and Assignments

Day	Date	Agenda/Topic	Reading(s)	Due
Tue	8/26	Overview of the Syllabus	Course Syllabus	
Thu	8/28	Criminal Justice and Scientific Inquiry	Chapter 1	Syllabus Acknowledgment
Tue	9/2	Criminal Justice and Scientific Inquiry	Chapter 1	Practice Quiz: Ch 1
Thu	9/4	Ethics and CJ Research	Chapter 2	Chapter 2 Quiz



Tue	9/9	General issues in research design	Chapter 3	
Thu	9/11	General issues in research design	Chapter 3	Chapter 3 Quiz Step 1 assignment
Tue	9/16	Concepts	Chapter 4.1	
Thu	9/18	Conceptualization	Chapter 4.1	Chapter 4.1 Quiz
Tue	9/23	Operationalization	Chapter 4.2	
Thu	9/25	Measurement	Chapter 4.2	Chapter 4.2. Quiz Step 2 assignment
Tue	9/30	Experimental research design	Chapter 5.1	
Thu	10/2	Experimental research design	Chapter 5.1	Chapter 5.1. Quiz
Tue	10/7	Quasi-experimental research design	Chapter 5.2	Chapter 5.2 Quiz
Thu	10/9	Quasi-experimental research design	Chapter 5.2	Midterm Exam
Tue	10/14	Sampling	Chapter 6	
Thu	10/16	Sampling	Chapter 6	Chapter 6 Quiz Step 3 assignment
Tue	10/21	Survey Research	Chapter 7	
Thu	10/23	Survey Research	Chapter 7	Chapter 7 Quiz
Tue	10/28	Qualitative Interviewing	Chapter 8	
Thu	10/30	Qualitative Interviewing	Chapter 8	Chapter 8 Quiz
Tue	11/4	Field Observation	Chapter 9	
Thu	11/6	Field Observation	Chapter 9	Chapter 9 Quiz Step 4 assignment
Tue	11/11	Agency Records	Chapter 10	
Thu	11/13	Content Analysis	Chapter 10	Chapter 10 Quiz
Tue	11/18	Secondary Data	Chapter 10	
Thu	11/20	Evaluation Research	Chapter 11	Chapter 11 Quiz
Tue	11/25	Class Report		
Thu	11/27	Thanksgiving break		
Tue	12/2	Class Report		Final Research Proposal
Tue	12/9	Final Exam		

University/College Policies

Please see the University Policies below.

COVID-19 Related Policies

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

Required Class Attendance

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

- Participation in an authorized University activity.
- Death or major illness in a student's immediate family.
- Illness of a dependent family member.
- Participation in legal proceedings or administrative procedures that require a student's presence.
- Religious holy day.
- Illness that is too severe or contagious for the student to attend class.

- Required participation in military duties.
- Mandatory admission interviews for professional or graduate school which cannot be rescheduled.

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

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

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>)).

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 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.

TAMU 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, 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.tamiau.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@tamiau.edu, 956.326.2857) and/or the Office of Civil Rights (Dallas Office, U.S. Department of Education, 1999 Bryan Street, Suite 1620, Dallas, TX 75201-6810, 214.661.9600). You can also report it on TAMIU's anonymous electronic reporting site, *Report It*, at <https://www.tamiau.edu/reportit> (<https://www.tamiau.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@tamiau.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@tamiau.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@tamiau.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@tamiau.edu, 956.326.2857, via the anonymous electronic reporting website, ReportIt (<https://www.tamiau.edu/reportit>) and/or the Office of Civil Rights (Dallas Office), U.S. Department of Education, 1999 Bryan Street, Suite 1620, Dallas, TX 75201-6810, 214.661.9600.

Incompletes

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

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

WIN Contracts

The Department of Biology and Chemistry does not permit WIN contracts. For other departments within the college, WIN Contracts are offered only under exceptional circumstances and are limited to graduating seniors. Only courses offered by full-time TAMIU faculty or TAMIU instructors are eligible to be contracted for the WIN requirement. However, a WIN contract for a course taught by an adjunct may be approved, with special permission



from the department chair and dean. Students must seek approval before beginning any work for the WIN Contract. No student will contract more than one course per semester. Summer WIN Contracts must continue through both summer sessions.

Student Responsibility for Dropping a Course

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

Independent Study Course

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

Grade Changes & Appeals

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

Final Examination

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

Mental Health and Well-Being

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