



DANC 4182 - Concert Choreography

Fall 2025 Syllabus, Section 101, CRN 16495

Instructor Information

Timothy Rubel (he/him/his), MFA, CYT
Assistant Professor of Dance
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Office: 130-A
Office Hours:
Mondays: 1-3pm
Tuesdays: 11am-1pm
Or by appointment
Office Phone: (956) 326-2625

Times and Location

W 9:40am-10:35am in Fine/Performing Arts Center 123

Course Description

An introduction to dance composition (the creation of choreography). Through a weekly practice of embodied and written composition skills, group feedback sessions, and occasional readings, students will explore their abilities as choreographers and begin to hone their choreographic aesthetic. Co-Requisites: DANC 1191.
Fine&Performing Arts Department, College of Arts & Sciences

Additional Course Information

Course Description: This course provides an introduction to dance composition (the creation of choreography). Though all dance genres utilize strategies for composing dance, the skills covered in this course will be taught mostly from a contemporary dance perspective. Through a weekly practice of embodied and written composition skills, group feedback sessions and assigned readings, students will explore their abilities as choreographers and begin to hone their choreographic aesthetic. Additionally, homework assignments will be given throughout the course and one or two students will be selected to present a class assignment in the Fall Dance Concert. Lastly, a final project will be due during finals week.

Course Delivery: This course is taught exclusively in-person. Attendance is mandatory.

INFORMATION FROM THE INSTRUCTOR:

Attire: You must arrive to class dressed to dance. This means NO STREET CLOTHES. Those who do not arrive in the proper attire will not be allowed to dance and may be asked to observe class. Examples of proper attire are: Clothing that permits a freedom of bodily movement. (I.E. Any kind of exercise/active wear-sweat pants, tights, gym pants/shorts, tank tops, tee-shirts, etc, etc.) NO JEANS UNDER ANY CIRCUMSTANCES.

It is highly recommended to wear pants instead of shorts, as we will often work close to the floor. Students needing to change into dance clothes must do so before class begins. Any questions about attire should be addressed to me.

Foot wear: It is recommended to take this class either barefoot or in socks. At times, I will ask that everyone dance barefooted if the material we are covering necessitates it. You may wear footwear if you choose but they must be soft soled shoes that allow your toes to fully stretch.

Attendance: As with any dance class, attendance is absolutely crucial to successful completion of the course. Therefore, it is expected that you attend every class unless there are extenuating circumstances. Your presence in class matters. In participatory classes such as these, the dynamic of the



course changes when an individual is absent; especially when the class is already small. Attendance is especially important in this class given that it only meets once a week. Therefore, there are no excused absences. Each absence will result in five points being deducted off of your final participation grade unless they were due to one of the following reasons AND you alerted me of your absence within 24 hours of the missed session:

- *Testing positive for COVID-19.
- *Participation in an authorized University activity.
- *Death or major illness in a student's immediate family or partner
- *Illness of a dependent family member or partner.
- *Participation in legal proceedings or administrative procedures that require student's presence
- *Religious holiday
- *Required participation in military duties.
- *Mandatory admission interviews for professional or graduate school which cannot be rescheduled.
- *Severe Illness

If you are going to be absent please let me know by sending me an email or leaving a message on my office phone (phone and email listed above). This shows courtesy and professionalism. Though I will take attendance each day, you are responsible for keeping track of your absences. You are also required to make up any homework assignments you miss by the next scheduled class in order to receive full credit for them. If you anticipate missing more than 2 classes, please contact me so we can discuss the best way for you to proceed in the course.

Tardiness: Excessive lateness to class will not be tolerated. Consistent lateness is both poor etiquette and a potential safety concern in a dance class. Students who arrive more than 5 minutes late to class may be asked to observe class instead of actively participate. This should be kept to an absolute minimum. Additionally, every 5 tardies will count as one absence unless your tardiness has been excused. If you arrive after attendance is taken, you must check in with the me at the end of class to make sure you are marked present. Please be on time for class.

Leaving Early: Students who leave class early will be given an absence unless they have been excused before class, or a personal emergency arises that requires you to leave class.

General Conduct and Etiquette: It is important that the entire class time be devoted to the course material. Therefore, please refrain from using any kind of electronic device or other materials during class, and make sure that they are silenced or turned off completely. Do not keep any electronic devices in your pocket or on your person during class. This includes Apple watches.

Throughout the course, I will give you constructive feedback to help you build your compositional skills. This feedback may be given to the entire group or to individuals. Regardless of who it is being given to, please be attentive during this time and do not engage in personal conversations. Even if feedback is not given directly to you, you can still benefit from hearing it.

Sitting out/Injuries: Sitting out during class is not allowed. The only exception is if you are physically injured and not able to dance or have been asked to observe for other reasons already stated. If this occurs, please let me know at the beginning of class. Injured and observing students will participate by watching and taking written notes on the material we are covering that day. Notes must be turned into me at the end of class. If you absolutely must leave the studio during class for any reason, please make sure you do so quickly and quietly, and return to class as soon as possible. Excessive leaving will hurt your final composition grade.

Modifications: Pain is NOT gain. It is my goal to make sure you have the best experience possible in this course and that you build your skills as dancers and thinkers. Therefore, if at any time an idea I ask you to explore causes you pain, please let me know immediately so I can help you modify the material if necessary. You will of course be sore after class from time to time. This is normal, but there is a big difference between soreness from rigor and pain. We want rigor, we don't want pain. Please take care of yourselves and tell me if something is causing you pain.

Restroom use: If you need the restroom, please do your best to use it before class begins. If you leave in the middle of class you will miss important material while you are gone.

Fragrances: Since this is a physically engaged course, there is a greater need to breath fresh air than there would be in a traditional lecture course. Therefore, please do not apply strong perfumes, colognes, or body sprays in the studio, as the odors can linger in the space. Also, remember that some



of your peers may have sensitivities to strong smells. If you use any fragrances please do so minimally and make sure you apply them outside of the studio before you enter.

Studio Class Energy: All dance courses require physical energy and presence. You will get the most out of the course if you show up each time ready to challenge your physicality. Please do your best to meet each exercise with briskness and curiosity. If you are not feeling 100% on a particular day but still able to dance, please let me know at the beginning of class that you will be working at a different pace for that day. This should be kept to a minimum however.

Communicating with the instructor: If you have any questions or concerns about the course outside of class time, please email or call me. I am here to support you! In most cases I will respond to an email within 24 hours, but it may take up to 48 hours, depending on the day or week. Please be patient. The best time to reach me by phone is during my normal office hours. You may visit me in my office either in-person or virtually via Zoom. If you would like to visit me virtually, please call my office during my office hours and I will open a Zoom room for us. Again, my office is FPA 130-A in the Fine and Performing Arts building.

NOTE: I will NOT respond to emails on the weekends. Unless it is the weekend of the TAMIU Dance Concert, emails sent to me after 5pm on Friday will be returned by 5pm on the following Monday.

Homework Assignments: Homework assignments will be given after most classes to be completed and shown to the class the following week. These will be embodied composition assignments and their instructions will be given at the time they are assigned and posted to blackboard. After you show your assignment to the class, we will have a feedback session where you will get constructive feedback from your peers and from me. All students are expected to actively participate in the feedback sessions. Poor participation will hurt your final grade. Lastly, not all of your assignments will be solos. You will occasionally be required to create a group dance assignment (IE a dance with more than one person). Please support your peers and be open to dancing in their homework assignments if they ask you to. They will do the same for you!

Taking Notes: It is highly recommended that you keep a notebook (either digital or hard copy) to write down the feedback you receive on your homework assignments. This will help you tremendously with your final project.

Performance Attendance: If you are not selected to present your choreography in the concert you are still required to attend TAMIU's Fall Dance Concert. The date of the concert is **Friday November 21st at 7:30pm** in the University Theater. If you are selected to present your work you will be required to attend the spacing and tech/dress rehearsals during the days prior to the concert. These exact days and times are TBA but will be solidified very soon.

More information on these events will be given as they get closer.

Final Project: The final for this course will be a previous homework assignment that you revise and expand upon. Final projects will be presented before an invited audience. A handout will be posted to Blackboard later in the semester with further details.

Final Grade Breakdown:

Skill Assessment/Effort: 25%

Homework Assignments: 25%

Feedback discussions: 25%

Final Project: 25%

Skill Assessment/Effort: The effort you put into the course along with your level of skill proficiency is worth 25% of your final grade. This grade is calculated based on the following criteria

- *Giving your best effort to each class meeting
- *Showing improvement of skills at each class meeting
- *Making boldly creative choices that are relevant to every assignment.

American College Dance Association (ACDA): Every year in March, dance students have the opportunity to attend the American College Dance Association (ACDA). This is a national collegiate dance conference that takes place in different regions throughout the United States. Our region is the South Central region and it covers institutions throughout Texas as well as those in Northeastern New Mexico and Western Louisiana. The TAMIU dance program attends every year and presents either a faculty or student choreographed work in an adjudicated or informal concert format. This is a wonderful opportunity for you to perform, attend performances, and take master classes with other college dance faculty from our region. Our next ACDA will take place at the University of North Texas in Denton, TX March 8-11th, 2026. More information about it can be found via this link: <https://web.cvent.com/event/F2910A3E-9732-4E97-ADD6-B3B44D2130B8/summary>



I strongly recommend you all to attend with us, even if you are not performing. You will grow tremendously as dancers at this conference and also get to meet and connect with other dance students and faculty with whom you may develop lifelong personal or professional relationships. More information on ACDA will be forthcoming. Your student travel funds will cover the cost of your conference registration, lodging and travel, provided you have not already used up those funds. The registration deadline for ACDA is approaching so if you want to attend, you must tell me no later than **October 1st, 2025**. Put this date on your calendars!

Student Learning Outcomes

Through a weekly practice of embodied and written composition skills, group feedback sessions, and assigned readings, students will explore their abilities as choreographers and begin to hone their choreographic aesthetic. Additionally, one or two students will be selected to turn a class assignment into a fully realized dance piece to be performed in the TAMIU Fall Dance Concert. All students will finish the course having learned skills for creating solo works, creating group works, and directing a dance.

Important Dates

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

Textbooks

Group	Title	Author	ISBN
	There is no textbook for this course.		

Grading Criteria

[Enter Grading Criteria here. You may provide this information using the table below, and/or using bullet points/lists and/or in paragraph form.]

- **To edit the table**, double click on it.
- **To remove the table**, click on it and press **DELETE**.

Please don't forget to remove these instructions.

GRADE	PERCENTAGE
A	90-100
B	80-89
C	70-79.9
D	60-69.9
F	Below 60

Weekly unit breakdown: This is a general breakdown of what we will cover each week. The instructor reserves the right to alter this schedule whenever necessary.

Day	Date	Agenda/Topic	Reading(s)	Due
Wed	8/27	Week 1: *Introduction to the course *Intro to dance composition		
Wed	9/3	Week 2: *Theme and Variation *Creating movement vocabulary		
Wed	9/10	Week 3: *T&V homework showings *Continue with creating movement vocab (A&B phrase, etc)		
Wed	9/17	Week 4: *Second homework showings *ABAC phrases		
Wed	9/24	Week 5: *ABAC homework showings *Creating group choreography		



Wed	10/1	Week 6: *Group choreography homework showings *Continue with group choreography-directing from outside. *Students read section from "A Choreographer's Handbook."
Wed	10/8	Week 7: *Discussion of reading *Continue with directing a group.
Wed	10/15	Week 8: *Directing a group homework showings *Qualities of movement.
Wed	10/22	Week 9: *Movement quality homework showings: *Tempo, duration, stillness. *Fall concert choreographers selected.
Wed	10/29	Week 10: *T,D,S homework showing *Choreographing without demonstrating.
Wed	11/5	Week 11: *Choreographing w/o demo homework showings *New material TBA.
Wed	11/12	Week 12: *Choreographing with text.
Wed	11/19	Week 13: *Choreographing with text homework showings *Students attend or perform in the Fall concert Friday November 21st. *Last day of regular class.
Wed	11/26	Week 14: *No class. Reading Day. Studio will be open for students wishing to rehearse their final projects.
Wed	12/3	Week 15: Final project showings during normal class time. Location TBA.
Wed	12/10	Happy Holidays!

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.

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 <https://www.tamiu.edu/adminis/police/safezone/index.shtml> for more information.

Copyright Restrictions

The Copyright Act of 1976 grants to copyright owners the exclusive right to reproduce their works and distribute copies of their work. Works that receive copyright protection include published works such as a textbook. Copying a textbook without permission from the owner of the copyright may constitute copyright infringement. Civil and criminal penalties may be assessed for copyright infringement. Civil penalties include damages up to \$100,000; criminal penalties include a fine up to \$250,000 and imprisonment. Copyright laws do not allow students and professors to make photocopies of copyrighted materials, but you may copy a limited portion of a work, such as article from a journal or a chapter from a book for your own personal academic use or, in the case of a professor, for personal, limited classroom use. In general, the extent of your copying should not suggest that the purpose or the effect of your copying is to avoid paying for the materials. And, of course, you may not sell these copies for a profit. Thus, students who copy textbooks to avoid buying them or professors who provide photocopies of textbooks to enable students to save money are violating the law.

Students with Disabilities

Texas A&M International University seeks to provide reasonable accommodations for all qualified persons with disabilities. This University will adhere to all applicable federal, state, and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal education opportunity. It is the student's responsibility to register with the Office of Student Counseling and Disability Services located in Student Center 126. This office will contact the faculty member to recommend specific, reasonable accommodations. Faculty are prohibited from making accommodations based solely on communications from students. They may make accommodations only when provided documentation by the Student Counseling and Disability Services office.

Student Attendance and Leave of Absence (LOA) Policy

As part of our efforts to assist and encourage all students towards graduation, TAMIU provides LOA's for students, including pregnant/parenting students, in accordance with the Attendance Rule (Section 3.07) and the Student LOA Rule (Section 3.08), which includes the "Leave of Absence Request" form. Both rules can be found in the TAMIU Student Handbook (URL: <http://www.tamiu.edu/studentaffairs/StudentHandbook1.shtml> (<http://www.tamiu.edu/studentaffairs/StudentHandbook1.shtml/>)).

Pregnant and Parenting Students

Under Title IX of the Education Amendments of 1972, harassment based on sex, including harassment because of pregnancy or related conditions, is prohibited. A pregnant/parenting student must be granted an absence for as long as the student's physician deems the absence medically necessary. It is a violation of Title IX to ask for documentation relative to the pregnant/parenting student's status beyond what would be required for other



medical conditions. If a student would like to file a complaint for discrimination due to his or her pregnant/parenting status, please contact the TAMIU Title IX Coordinator (Lorissa M. Cortez, 5201 University Boulevard, KLM 159B, Laredo, TX 78041, TitleIX@tamiu.edu, 956.326.2857) and/or the Office of Civil Rights (Dallas Office, U.S. Department of Education, 1999 Bryan Street, Suite 1620, Dallas, TX 75201-6810, 214.661.9600). You can also report it on TAMIU's anonymous electronic reporting site: <https://www.tamiu.edu/reportit> (<https://www.tamiu.edu/reportit/>).

TAMIU advises a pregnant/parenting student to notify their professor once the student is aware that accommodations for such will be necessary. It is recommended that the student and professor develop a reasonable plan for the student's completion of missed coursework or assignments. The Office of Equal Opportunity and Diversity (Lorissa M. Cortez, lorissam.cortez@tamiu.edu) can assist the student and professor in working out the reasonable accommodations. For other questions or concerns regarding Title IX compliance related to pregnant/parenting students at the University, contact the Title IX Coordinator. In the event that a student will need a leave of absence for a substantial period of time, TAMIU urges the student to consider a Leave of Absence (LOA) as outlined in the TAMIU Student Handbook. As part of our efforts to assist and encourage all students towards graduation, TAMIU provides LOA's for students, including pregnant/parenting students, in accordance with the Attendance Rule and the Student LOA Rule. Both rules can be found in the TAMIU Student Handbook (<https://www.tamiu.edu/scce/studenthandbook.shtml>) (<https://www.tamiu.edu/scce/studenthandbook.shtml/>).

Anti-Discrimination/Title IX

TAMIU does not discriminate or permit harassment against any individual on the basis of race, color, sex, religion, national origin, age, disability, genetic information, veteran status, educational programs, or employment. If you would like to file a complaint relative to Title IX or any civil rights violation, please contact the TAMIU Director of Equal Opportunity and Diversity/Title IX Coordinator, Lorissa M. Cortez, 5201 University Boulevard, Killam Library 159B, Laredo, TX 78041, TitleIX@tamiu.edu, 956.326.2857, via the anonymous electronic reporting website, ReportIt, at <https://www.tamiu.edu/reportit> (<https://www.tamiu.edu/reportit/>), and/or the Office of Civil Rights (Dallas Office), U.S. Department of Education, 1999 Bryan Street, Suite 1620, Dallas, TX 75201-6810, 214.661.9600.

Incompletes

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

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

WIN Contracts

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

Student Responsibility for Dropping a Course

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

Independent Study Course

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

Grade Changes & Appeals

Faculty are authorized to change final grades only when they have committed a computational error or an error in recording a grade, and they must receive the approval of their department chairs and the dean to change the grade. As part of that approval, they must attach a detailed explanation of the reason for the mistake. Only in rare cases would another reason be entertained as legitimate for a grade change. A student who is unhappy with



his or her grade on an assignment must discuss the situation with the faculty member teaching the course. If students believe that they have been graded unfairly, they have the right to appeal the grade using a grade appeal process in the Student Handbook and in the Faculty Handbook.

Final Examination

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

Mental Health and Well-Being

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