



HIST 1301 - The US to 1877

Fall 2025 Syllabus, Section 113, CRN 17389

Instructor Information

Agustin Miranda

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Office Hours:

By Appointment

Times and Location

MWF 8:30am-9:25am in Bullock Hall 114

Course Description

This course covers discovery; European contributions and forces; Spanish and Portuguese conquests in the Americas; English, French, and Dutch in America. The English Colonies in America; accomplishments of nationalistic groups; War of Independence; establishment of the new nation, problems of the formative period, western development, and frontier influence; cultural and constitutional growth; internal dissension and international problems; and Reconstruction. Prerequisites: Completion of Texas Success Initiative (TSI) Reading requirements, ENGL 1301, or appropriate level developmental course sequence.

Humanities Department, College of Arts & Sciences

Additional Course Information

- Lockdown browser & Monitor are required to take Quizzes and Exams
- It is highly recommended to attend class and take notes. (Material that will be seen in Quizzes and Exams will be covered through both readings and lectures.)
- Be on time. (If you can foresee difficulties with this due to circumstances out of your control, let me know.)
- If you miss, it's your responsibility to get caught up. Review the syllabus and ask a classmate before you come to me.
- Audio recordings are fine for personal/class use. (Not for use outside of this class or to be posted online.)
- Electronic devices are not an issue, however, refrain from browsing non-classroom related material. If you are found distracting your classmates or myself by browsing said material, you will be dismissed.
- Talking to classmates during lecture is only allowed if you missed something and want to ask a classmate, keep it brief and quiet.
- If you need to go to the restrooms or make an emergency call, just go, no need to ask.
- Using generative AI within class writing prompts is allowed, as it is my conviction that these tools have a place inside and outside of academia. The use of these tools, however, comes with significant caveats.
 - These are tools that should only aid you in creating a paper, not the only means of doing the work. (An easy rule of thumb to follow is, if you could not have written the paper without the AI you are relying too heavily upon it.)
 - If you are to use these tools my grading of said paper will be significantly more stringent, as with such a powerful tool, mistakes like grammar and syntax should be non-existent.
 - Proper citations and use of our class sources are paramount. (If I am to read a Writing Prompt aided by AI and it makes no reference of any of our class sources, even if correctly addressing the prompt, you will not receive full credit.)



- Similarly, if you state specific information without citations, or if I deem said cited works are outside the realm of this intro class you will not receive full credit. (This is not to deter outside research, rather it is often the habit of these AI models to cite highly specialized research journals that the vast majority of those citing do not actually understand.)
- Schedule may change. Check Blackboard Announcements for due dates, reading assignment changes, windows of availability for Blackboard, etc

Student Learning Outcomes

By the course's end, students will:

1. Define and describe the foundations of the United States' political system and its effects on the development of the nation until 1877.
2. Recall and classify factors that relate to issues of gender, race, religion, and economic status in US society until 1877.
3. Identify and explain how the United States interacted with the governments and peoples of other nations until 1877.
4. Discuss and explain connections between historical events as well as describe historical changes over time.
5. Analyze primary historical sources, thus demonstrating critical reading skills.
6. Develop written arguments in a variety of formats (e.g., exams, in-class essays).

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
Optional	The American Yawp: A Massively Collaborative Open U.S. History Textbook, vol. 1: to 1877	Joseph L. Lock and Ben Wright	9781503606715

Other Course Materials

- Joseph L. Lock and Ben Wright, editors, *The American Yawp: A Massively Collaborative Open U.S. History Textbook*, vol. 1: to 1877 (Stanford, California: Stanford University Press, 2019). Link: <http://www.americanyawp.com/index.html> (Open source link to class book)
- Laptop/ tablet to take quizzes, exams, other assessments.
- Respondus LockDown Browser and Monitor
- Top Hat

Grading Criteria

GRADE	PERCENTAGE
A	89.5-100
B	79.5-89.4
C	69.5-79.4
D	59.5-69.4
F	Below 59.4

Open Boilerplate

- Quizzes (6, lowest 1 dropped): (40%) - Consists of 10-15 multiple-choice questions, and possible short writing section/identification on assigned weeks readings.
- Writing Prompts (4, lowest 1 dropped): (30%) – By using prompt questions provided through blackboard give a 1-page response. (Times New Roman, 12pt, 300-450 words)
- Midterm Exam: (10%) - A comprehensive exam that is combination of multiple choice, writing prompts, and identification on material taught throughout the first half of the semester.
- Final Exam: (20%) - A comprehensive exam that is combination of multiple choice, writing prompts, and identification on material taught throughout the entire semester.



- Participation Bonus: (5%) – Total extra credit points possible for in-class participation of discussions and class questions. (This is EXTRA CREDIT (+5% on top of the other 100%) and does NOT count against you, you can choose NOT to participate and still receive a 100 in the class.)

Notes on Grading

- Lowest Quiz/ Writing Prompt grade are always automatically dropped and not factored into the total grade. (You will still see the grade on blackboard but it is not factored into the total.)
- Written work is graded objectively and subjectively. (A correct answer will get credit, but a well-written one will earn more points.)
- Quizzes/Exams can't be missed or rescheduled without a valid documented reason, such as work conflicts or medical appointments. The final exam must take place during its scheduled time. Exceptions allowed only for exceptional cases (not vacations/travel).
- If you experience technical difficulties submitting the Writing Prompts, contact me during the window of availability for that assignment. Email is best because it's timestamped. (If you come to me after something is well past due and say you had a technical problem, I will not be able to help you.)
- Late assignments penalized 10 points per day, but I'm flexible if you ask in advance.
- All Quizzes are in class on respective Fridays.
- All Writing Prompts are assigned on respective Fridays and to be submitted through blackboard by the following Friday before class. (You have a full week.)

ASSIGNMENT	VALUE
Six Quizzes	8% each
Four Writing Prompts	10% each
Midterm Exam	10%
Final Exam	20%
Participation Bonus	Extra Credit up to 5%

Schedule of Topics and Assignments

Day	Date	Agenda/Topic	Reading(s)	Due
Mon	8/25	Chapter Lecture/ Primary Source Discussion The syllabus, course requirements, Blackboard, the book, etc	Chapter 1: Indigenous America; documents as assigned	
Wed	8/27	Chapter Lecture/ Primary Source Discussion	Chapter 1: Indigenous America; documents as assigned	
Fri	8/29	Chapter Lecture/ Primary Source Discussion Practice Quiz - installing lockdown browser (Does Not Count as Grade, but required to take Quiz 1)	Chapter 1: Indigenous America; documents as assigned	
Mon	9/1	Chapter Lecture/ Primary Source Discussion	Chapter 2: Colliding Cultures; documents as assigned	
Wed	9/3	Chapter Lecture/ Primary Source Discussion	Chapter 2: Colliding Cultures; documents as assigned	
Fri	9/5	Chapter Lecture/ Primary Source Discussion Quiz 1	Chapter 2: Colliding Cultures; documents as assigned	In class 9/1
Mon	9/8	Chapter Lecture/ Primary Source Discussion	Chapter 3: British North America; documents as assigned	
Wed	9/10	Chapter Lecture/ Primary Source Discussion	Chapter 3: British North America; documents as assigned	
Fri	9/12	Chapter Lecture/ Primary Source Discussion Writing Prompt 1	Chapter 3: British North America; documents as assigned	Online 9/19
Mon	9/15	Chapter Lecture/ Primary Source Discussion	Chapter 4: Colonial Society; documents as assigned	



Wed	9/17	Chapter Lecture/ Primary Source Discussion	Chapter 4: Colonial Society; documents as assigned	
Fri	9/19	Chapter Lecture/ Primary Source Discussion	Chapter 4: Colonial Society; documents as assigned	In class 9/19
		Quiz 2		
Mon	9/22	Chapter Lecture/ Primary Source Discussion	Chapter 5: The American Revolution; documents as assigned	
Wed	9/24	Chapter Lecture/ Primary Source Discussion	Chapter 5: The American Revolution; documents as assigned	
Fri	9/26	Chapter Lecture/ Primary Source Discussion	Chapter 5: The American Revolution; documents as assigned	Online 10/3
		Writing Prompt 2		
Mon	9/29	Chapter Lecture/ Primary Source Discussion	Chapter 6: A New Nation; documents as assigned	
Wed	10/1	Chapter Lecture/ Primary Source Discussion	Chapter 6: A New Nation; documents as assigned	
Fri	10/3	Chapter Lecture/ Primary Source Discussion	Chapter 6: A New Nation; documents as assigned	In class 10/3
		Quiz 3		
Mon	10/6	Chapter Lecture/ Primary Source Discussion	Chapter 7: The Early Republic; documents as assigned	
Wed	10/8	Chapter Lecture/ Primary Source Discussion	Chapter 7: The Early Republic; documents as assigned	
Fri	10/10	Chapter Lecture/ Primary Source Discussion	Chapter 7: The Early Republic; documents as assigned Chapter 8: The Market Revolution; documents as assigned	
Mon	10/13	Chapter Lecture/ Primary Source Discussion	Chapter 8: The Market Revolution; documents as assigned	
Wed	10/15	Chapter Lecture/ Primary Source Discussion	Chapter 8: The Market Revolution; documents as assigned	
		Midterm Exam Review		
Fri	10/17	Midterm Exam		In class 10/17
Mon	10/20	Chapter Lecture/ Primary Source Discussion	Chapter 9: Democracy in America; documents as assigned	
Wed	10/22	Chapter Lecture/ Primary Source Discussion	Chapter 9: Democracy in America; documents as assigned	
Fri	10/24	Chapter Lecture/ Primary Source Discussion	Chapter 9: Democracy in America; documents as assigned	In class 10/24
		Quiz 4		
Mon	10/27	Chapter Lecture/ Primary Source Discussion	Chapter 10: Religion and Reform; documents as assigned	
Wed	10/29	Chapter Lecture/ Primary Source Discussion	Chapter 10: Religion and Reform; documents as assigned	
Fri	10/31	Chapter Lecture/ Primary Source Discussion	Chapter 10: Religion and Reform; documents as assigned	Online 11/7
		Writing Prompt 3		
Mon	11/3	Chapter Lecture/ Primary Source Discussion	Chapter 11: The Cotton Revolution; documents as assigned	
Wed	11/5	Chapter Lecture/ Primary Source Discussion	Chapter 11: The Cotton Revolution; documents as assigned	
Fri	11/7	Chapter Lecture/ Primary Source Discussion	Chapter 11: The Cotton Revolution; documents as assigned	In class 11/7
		Quiz 5		



Mon	11/10	Chapter Lecture/ Primary Source Discussion	Chapter 12: Manifest Destiny; documents as assigned
Wed	11/12	Chapter Lecture/ Primary Source Discussion	Chapter 12: Manifest Destiny; documents as assigned
Fri	11/14	Chapter Lecture/ Primary Source Discussion	Chapter 12: Manifest Destiny; documents as assigned Online 11/21
		Writing Prompt 4	
Mon	11/17	Chapter Lecture/ Primary Source Discussion	Chapter 13: The Sectional Crisis; documents as assigned
Wed	11/19	Chapter Lecture/ Primary Source Discussion	Chapter 13: The Sectional Crisis; documents as assigned
Fri	11/21	Chapter Lecture/ Primary Source Discussion	Chapter 13: The Sectional Crisis; documents as assigned In class 11/21
		Quiz 6	
Mon	11/24	Chapter Lecture/ Primary Source Discussion	Chapter 14: The Civil War; documents as assigned
Wed	11/26	Reading Day - No Classes	
Fri	11/28	Thanksgiving Holiday - University Closed	
Mon	12/1	Chapter Lecture/ Primary Source Discussion	Chapter 14: The Civil War; documents as assigned
		Final Exam Review	
		Last Class Day	
Mon	12/8	Final Exam - 8:30am in normal classroom	In class 12/8

Core Curriculum Learning Outcomes

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

Core-Curriculum Learning Outcomes:

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

University/College Policies

Please see the University Policies below.

COVID-19 Related Policies

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

Required Class Attendance

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

- Participation in an authorized University activity.
- Death or major illness in a student's immediate family.
- Illness of a dependent family member.

- Participation in legal proceedings or administrative procedures that require a student's presence.
- Religious holy day.
- Illness that is too severe or contagious for the student to attend class.
- Required participation in military duties.
- Mandatory admission interviews for professional or graduate school which cannot be rescheduled.

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

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

TAMU encourages classroom discussion and academic debate as an essential intellectual activity. It is essential that students learn to express and defend their beliefs, but it is also essential that they learn to listen and respond respectfully to others whose beliefs they may not share. The University will always tolerate different, unorthodox, and unpopular points of view, but it will not tolerate condescending or insulting remarks. When students verbally abuse or ridicule and intimidate others whose views they do not agree with, they subvert the free exchange of ideas that should characterize a university classroom. If their actions are deemed by the professor to be disruptive, they will be subject to appropriate disciplinary action (please refer to Student Handbook Article 4).

TAMU Honor Code: Plagiarism and Cheating

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

We are committed to strict enforcement of the Honor Code. Violations of the Honor Code tend to involve claiming work that is not one's own, most commonly plagiarism in written assignments and any form of cheating on exams and other types of assignments.

Plagiarism is the presentation of someone else's work as your own. It occurs when you:

1. Borrow someone else's facts, ideas, or opinions and put them entirely in your own words. You must acknowledge that these thoughts are not your own by immediately citing the source in your paper. Failure to do this is plagiarism.
2. Borrow someone else's words (short phrases, clauses, or sentences), you must enclose the copied words in quotation marks as well as citing the source. Failure to do this is plagiarism.
3. Present someone else's paper or exam (stolen, borrowed, or bought) as your own. You have committed a clearly intentional form of intellectual theft and have put your academic future in jeopardy. This is the worst form of plagiarism.

Here is another explanation from the 2020, seventh edition of the Manual of The American Psychological Association (APA):

"Plagiarism is the act of presenting the words, idea, or images of another as your own; it denies authors or creators of content the credit they are due. Whether deliberate or unintentional, plagiarism violates ethical standards in scholarship" (p. 254). This same principle applies to the illicit use of AI.

Plagiarism: Researchers do not claim the words and ideas of another as their own; they give credit where credit is due. Quotations marks should be used to indicate the exact words of another. Each time you paraphrase another author (i.e., summarize a passage or rearrange the order of a sentence and change some of the words), you need to credit the source in the text. The key element of this principle is that authors do not present the work of another as if it were their own words. This can extend to ideas as well as written words. If authors model a study after one done by someone else, the originating author should be given credit. If the rationale for a study was suggested in the discussion section of someone else's article, the person should be given credit. Given the free exchange of ideas, which is very important for the health of intellectual discourse, authors may not know where an idea for a study originated. If authors do know, however, they should acknowledge the source; this includes personal communications (p. 11). For guidance on proper documentation, consult the Academic Success Center or a recommended guide to documentation and research such as the Manual of the APA or the MLA Handbook for Writers of Research Papers. If you still have doubts concerning proper documentation, seek advice from your instructor prior to submitting a final draft.

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