



# KINE 2303 - Care Preven of Athl Injuries

## Fall 2025 Syllabus, Section 160, CRN 16586

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### Instructor Information

Lilia Garcia Gutierrez, DAT, MsPsy, ATC, LAT, CET, CPT

Email: lilia.gutierrez@tamiu.edu

Office: Virtual hours by appointment only

Office Hours:

M-F 10:00am -12:00pm (Virtual)

TH After class (By appointment only)

Students are welcome to send me emails and I will respond within one business day. If done on Friday response will be Monday.

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### Times and Location

R 6pm-8:45pm in Recreational Sports Center 129

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### Course Description

This course involves units dealing with the organization and administration of athletic training facilities. It also deals with prevention, care, and rehabilitation of athletic injuries. This course is 2 hours of theory and 1 hour of laboratory per week. Prerequisites: BIOL 1371 or BIOL 2301. Health Sciences Department, College of Nursing&Health Sci

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### Additional Course Information

#### Course Policy

- Disruptive behavior includes the use of cell phones, laptops, tablets, iPads, and/or any other electronic devices during the class session. Cell phone use is not permitted unless there is an emergency and it has been cleared by the instructor. Laptop/tablet/iPad use is also not permitted. Disruptive behavior also includes whispering or talking when another member of the class is speaking or engaged in relevant conversation. Leaving class early is also considered disruptive behavior. Students who show any disruptive behavior and/or disruptive language will receive a 5-point deduction from the professionalism points.
- Students are expected to participate in all class activities and discussions. If students do not actively participate in class activities and discussions, they will receive a 5-point deduction from the professionalism points. Each late arrival (after the attendance check) or a single absence will result in a 5-point deduction from the professionalism points. Exceptions are considered based on the University Attendance and Absence Policy.
- Grammarly to make your paper better, very high chance your paper will have a higher percentage of AI Detection Rate. Additionally, most AI detection websites including Grammarly actually do not accurately detect AI use/plagiarism. Therefore, please do your homework on your own!
- You must also read Texas A&M International University Course Policies from Page 6 to Page 15.

#### AI Policy

In this course, students may leverage generative artificial intelligence (GenAI) tools (e.g., ChatGPT, Gemini, Microsoft Copilot, writing tools) to assist with assignments specified by the instructor. The use of GenAI is intended to support [specific learning objectives, e.g., critical analysis, creative thinking, or productivity in content creation], with the following guidelines in place to ensure academic integrity:



**Permissible Uses:** Students are welcome to use AI tools for tasks such as brainstorming, creating outlines, exploring different perspectives on a topic, data visualization, data analysis or drafting ideas. However, for assignments requiring critical analysis or personal reflections, AI tools are not permitted unless explicitly allowed by instructor.

Documentation of AI Use: For each assignment where GenAI is utilized, please provide:

- Tool Used: Specify the AI application or tool (e.g., ChatGPT, Microsoft Copilot).
- Purpose: Describe how GenAI contributed to your work (e.g., idea generation, grammar improvement).
- Evaluation: Reflect briefly on the AI output's accuracy and relevance.
- Integration: Explain how you incorporated and refined the GenAI content into your final submission.

Students are responsible for maintaining academic integrity by ensuring all GenAI use is properly documented and credited. When AI contributes significantly to the development of an assignment, students are required to cite the tool in APA format (e.g., "ChatGPT, OpenAI"). This citation should explain how the tool was used.

Students are responsible for ensuring the accuracy of all content submitted, as AI-generated content may contain inaccuracies. Review and verify all information independently.

Failure to disclose the use of GenAI tools or presenting AI-generated content as one's original work constitutes academic misconduct and may result in disciplinary action.

#### Plagiarism and AI Issues in this Class:

- **I, as well as TAMIU, do not tolerate plagiarism in any form.** Turnitin program will check for plagiarism. The program works by comparing your written assignments with written materials (e.g., students' writing assignments) submitted to a vast database of digital content, papers, journals, publications, etc. The program cannot identify whether or not plagiarism has occurred, but it does highlight sections of text that are duplicated in other sources held in the database. The program identifies passages directly or very closely copied from existing sources, and both the original and your work submitted are displayed for the marker to view. Self-plagiarism won't be allowed as well. That is, if you have already submitted a writing assignment via Turnitin or any plagiarism check software, you can't use the same contents in the previous writing assignment. It is highly recommended to read the Publication Manual of the American Psychological Association (7th ed.) to avoid the plagiarism issue.
- Turnitin shows a Matching Index as well as AI Detection Rate. If a writing assignment has a 15% Matching Index or higher, I will very carefully review the writing assignment again to check whether it is plagiarized or not.
- According to the Honor Council, if a writing assignment has levels of 20% AI Detection Rate or higher in the writing assignment, it will be considered plagiarism because Turnitin has a detection accuracy rate of 99%. Please do not use any AI-based websites. Grammarly has started to use AI to edit documents. If you use Grammarly to make your paper better, very high chance your paper will have a higher percentage of AI Detection Rate. Additionally, most AI detection websites including Grammarly actually do not accurately detect AI use/plagiarism. Therefore, please do your homework on your own!
- You must also read Texas A&M International University Course Policies from Page 6 to Page 15.

**\*Plagiarism will directly be reported to the Honor Council.** The link below will provide you with information about plagiarism. You must read all the information provided to avoid any plagiarism issues in your writing assignments. <https://www.turnitin.com/static/plagiarism-spectrum/>

#### Late Work Policy

- **I do not accept late work NO EXCEPTIONS (this will be on a case-by-case basis according to university policies)**
- **If you are absent because of a school-sponsored activity (you need to notify me at least one week in advance) or illness with a doctor's excuse.**
- **Work submitted by a student as makeup work for an excused absence is not considered late work and is exempted from the late work policy. (See Student Rule 7.)**
- **Work submitted by a student as makeup work for an excused absence is not considered late work and is exempted from the late work policy. (See Student Rule 7.)**

#### CNHS Examination Policy and Guidelines



All online exams must use Respondus LockDown Browser and if off campus without direct faculty proctoring the student must also use the Respondus webcam.

All students need to purchase a year-long license for *Respondus*. The cost is \$15, and you will be able to use it in all of your classes. If you are using a Chrome book, you will need to purchase *Proctorial*.

Student instructions for purchasing and installing Respondus can be found:

<https://www.tamui.edu/distance/technology/respondus-ldb-and-monitor.shtml> (<https://www.tamui.edu/distance/technology/respondus-ldb-and-monitor.shtml/>)

#### Process for Testing using Respondus Lockdown Browser with Monitor

1. Prior to giving any exams, the faculty must submit a sample exam with Respondus Lockdown Browser and Monitor. It is suggested that a sample exam/quiz folder be set up in the Content area of the course for this practice exam/quiz.
2. The test date and time must be specified; this includes the date and time the test begins and ends. It is suggested all exams be given during a limited period such as less than a 6-hour window.
3. All final exams, except in online courses, must be given at the date and time specified by the university (i.e. starting at exactly 9:00 AM and ending exactly 11:50 AM). The test must be set up in such a way that at the end of the allotted time the exam will automatically close)
4. The student's tabletop or desk, and under the computer must be covered with a dark solid background. (suggestion is black plastic-type tablecloth that can be reused)
5. Prior to the exam:
  - A. The student must show their face and TAMIU ID on camera.
  - B. The webcam must be used to show a 360-degree view of the entire room as well as under the table and chair where the student will be sitting. (The door to the room must be kept closed at all times and any interruption to the exam by opening of the door or someone entering the room will result in an automatic zero on the exam).
  - C. Students must use a mirror to show that the monitor screen, laptop, and keyboard are free of any stickers, post-it notes, etc.

## Program Learning Outcomes

During the course of studies, the student will:

- P01:** Explain, identify, and/or demonstrate the theoretical and/or scientific principles that can be used to address issues or problems in kinesiology.
- P02:** Apply knowledge and skills required to assess human performance-related characteristics of individuals from diverse populations.
- P03:** Evaluate and interpret components of health-related fitness.
- P04:** Analyze and discuss current issues in health, physical activity, and wellness.
- P05:** Develop quality wellness program (s) for the individual and/or community.

## Student Learning Outcomes

Upon completion of this course, the student is expected to:

- C01:** Describe and identify basic musculoskeletal anatomy.
- C02:** Develop a basic knowledge of the treatment of athletic injuries.
- C03:** Identify the responsibilities of the sports medicine team and related disciplines.
- C04:** Describe certification requirements for athletic training.
- C05:** Describe legislative concerns related to athletic training.
- C06:** Students will be able to document injury evaluations and treatments.



**C07:** Appropriately select and apply basic taping and bracing techniques.

**C08:** Use assessment procedures to determine the orthopedic injury.

**C09:** Understand indications and contraindications for treatment.

## 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	Principles of Athletic Training: A Guide to Evidence-Based Clinical Practice 17 Edition	William E. Prentice	ISBN-13: 9781260809084 ISBN-10: 1260809080

## Grading Criteria

### Grading Policy

KINE Grading Scale and College of Nursing and Health Sciences Policies:

#### 1. KINE Grading and Grade Rounding:

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

## Method of Evaluation and Course Requirements

Quizzes (5 x 5 points)	25
Smart Book Chapter Assignments (1-29)	25
Mid-term Exam	10
Musculoskeletal Injury Individual Project	20
Final Exam	10
Online/In Class Discussion Participation	10
Total Points Possible	100

## Schedule of Topics and Assignments

Week of	Agenda/Topic	Reading(s)	Due
8/28	Introduction to Class/ The Athletic Trainer as a Health Care Provider Health Care Organization and Administration in Athletic Training/ Legal Concerns and Insurance Issues Quiz 1 Nutrition and Supplements Discussion 1 Nutrition and Supplements Smart book Assignments chapter 1-3 and 5	Chapters 1- 3 Chapter 5	Tentative Course Schedule that can be changed with notice



9/4	Fitness and Conditioning Techniques/ Environmental Considerations/ Protective Equipment Quiz 2 Smart book Assignments chapter 4, 6-7 Discussion 2 Environmental Considerations	Chapter 4 Chapter 6-7
9/11	Tissue Response to Injury Smart Book Assignments chapter 9-10 Discussion 3 Tissue Response Approach	Chapter 9-10
9/18	On-The-Field Acute Care and Emergency Procedures Quiz 3 Smart Book Assignments 12, 14	Chapter 12
9/25	Infection Diseases, Bloodborne Pathogens, and Universal Precautions Pharmacology, Drugs, and Sports Quiz 4 Smart Book Assignment 17, 11 Discussion 4 Pharmacology and Injury	Chapter 14 Chapter 17
10/2	Psychosocial Intervention for Sports Injuries and Illnesses Mid Term Exam Respondus Monitor	Chapter 11 Chapters 1-7, 9-10, 11, 12,14, and 17
10/9	Musculoskeletal Conditions Foot, Ankle/ Lower leg, Knee Musculoskeletal Injury Project Presentations Smart Book Assignment 18-20 Discussion 5 Importance of Psychosocial Intervention for Injury	Chapter 18- 20
10/16	Musculoskeletal Conditions Thigh/Hip/ Pelvis, Shoulder, Elbow Musculoskeletal Injury Project Presentations Smart Book Assignment 21-23	Chapter 21-23
10/23	Musculoskeletal Conditions Wrist/Hand/ Fingers, Spine, Head/Face/Eyes/Ears/Nose/ Throat Musculoskeletal Injury Project Presentations Smart Book Assignment 24-26	Chapter 24-26
10/30	Musculoskeletal Conditions Thorax, Abdomen, Skin Disorders, General Medical Musculoskeletal Injury Project Presentations Smart Book 27-29	Chapter 27-29
11/6	Wrapping and Taping Smart Book Assignment Chapter 8	Chapter 8
11/13	Wrapping and Taping Quiz 5	
11/20	Final Exam Review Smart Book Assignments for final exam review	All chapters covered
11/27	Thanksgiving Break	
12/4	Final Exam Test	All chapters covered



## 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.tamui.edu/scce/studenthandbook.shtml> (<https://www.tamui.edu/scce/studenthandbook.shtml>).

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

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

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

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

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

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

TAMIU has penalties for plagiarism and cheating.

- **Penalties for Plagiarism:** Should a faculty member discover that a student has committed plagiarism, the student should receive a grade of 'F' in that course and the matter will be referred to the Honor Council for possible disciplinary action. The faculty member, however, may elect to give freshmen and sophomore students a "zero" for the assignment and to allow them to revise the assignment up to a grade of "F" (50%) if they believe that the student plagiarized out of ignorance or carelessness and not out of an attempt to deceive in order to earn an unmerited grade; the instructor must still report the offense to the Honor Council. This option should not be available to juniors, seniors, or graduate students, who cannot reasonably claim ignorance of documentation rules as an excuse. For repeat offenders in undergraduate courses or for an offender in any graduate course, the penalty for plagiarism is likely to include suspension or expulsion from the university.
  - **Caution:** Be very careful what you upload to Turnitin or send to your professor for evaluation. Whatever you upload for evaluation will be considered your final, approved draft. If it is plagiarized, you will be held responsible. The excuse that "it was only a draft" will not be accepted.
  - **Caution:** Also, do not share your electronic files with others. If you do, you are responsible for the possible consequences. If another student takes your file of a paper and changes the name to his or her name and submits it and you also submit the paper, we will hold both of you responsible for plagiarism. It is impossible for us to know with certainty who wrote the paper and who stole it. And, of course, we cannot know if there was collusion between you and the other student in the matter.
- **Penalties for Cheating:** Should a faculty member discover a student cheating on an exam or quiz or other class project, the student should receive a "zero" for the assignment and not be allowed to make the assignment up. The incident should be reported to the chair of the department and to the Honor Council. If the cheating is extensive, however, or if the assignment constitutes a major grade for the course (e.g., a final exam), or if the student has cheated in the past, the student should receive an "F" in the course, and the matter should be referred to the Honor Council. Additional penalties, including suspension or expulsion from the university may be imposed. Under no circumstances should a student who deserves an "F" in the course be allowed to withdraw from the course with a "W".
  - **Caution:** Chat groups that start off as "study groups" can easily devolve into "cheating groups." Be very careful not to join or remain any chat group if it begins to discuss specific information about exams or assignments that are meant to require individual work. If you are a member of such a group and it begins to cheat, you will be held responsible along with all the other members of the group. The TAMIU Honor Code requires that you report any such instances of cheating.
- **Student Right of Appeal:** Faculty will notify students immediately via the student's TAMIU e-mail account that they have submitted plagiarized work. Students have the right to appeal a faculty member's charge of academic dishonesty by notifying the TAMIU Honor Council of their intent to appeal as long as the notification of appeal comes within 10 business days of the faculty member's e-mail message to the student and/or the Office of Student Conduct and Community Engagement. The Student Handbook provides more details.

## Use of Work in Two or More Courses

You may not submit work completed in one course for a grade in a second course unless you receive explicit permission to do so by the instructor of the second course. In general, you should get credit for a work product only once.

## AI Policies

Your instructor will provide you with their personal policy on the use of AI in the classroom setting and associated coursework.

## TAMIU E-Mail and SafeZone

Personal Announcements sent to students through TAMIU E-mail (tamiu.edu or dusty email) are the official means of communicating course and university business with students and faculty –not the U.S. Mail and no other e-mail addresses. Students and faculty must check their TAMIU e-mail accounts regularly, if not daily. Not having seen an important TAMIU e-mail or message from a faculty member, chair, or dean is not accepted as an excuse for failure to take important action.

Students, faculty, and staff are encouraged to download the SafeZone app, which is a free mobile app for all University faculty, staff, and students. SafeZone allows you to: report safety concerns (24/7), get connected with mental health professionals, activate location sharing with authorities, and anonymously report incidents. Go to <https://www.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.tamtu.edu/studentaffairs/StudentHandbook1.shtml> (<http://www.tamtu.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@tamtu.edu](mailto:TitleIX@tamtu.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.tamtu.edu/reportit> (<https://www.tamtu.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@tamtu.edu](mailto:lorissam.cortez@tamtu.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.tamtu.edu/scce/studenthandbook.shtml> (<https://www.tamtu.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@tamtu.edu](mailto:TitleIX@tamtu.edu), 956.326.2857, via the anonymous electronic reporting website, ReportIt, at <https://www.tamtu.edu/reportit> (<https://www.tamtu.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 TAMU faculty or TAMU 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.