



MUAP 4105 - Senior Performance: Senior Performance-Piano

Fall 2025 Syllabus, Section 107, CRN 17680

Instructor Information

Friedrich Charles Gechter, DMA, MM, BM
Associate Professor of Music/ Interim Chair
Email: fgechter@tamiu.edu
Office: 217C
Office Hours:
To be arranged with professor or see office hours outside 217B.
Office Phone: 9563262639
Cell Phone: 9563346105

Times and Location

Does Not Meet Face-to-Face

Course Description

For Seniors in Music. Participants will either give a recital or submit a senior thesis (BA degree only) judged successfully by the department as partial fulfillment of the degree requirement. Prerequisites: Upper-level standing, students must be concurrently enrolled in their primary instrument and have the consent of the instructor.

Fine&Performing Arts Department, College of Arts & Sciences

Additional Course Information

Contacting me: If you need to contact me, the best way is through **text**. I will give out my cell phone number during our first studio class meeting. I also respond to my Tamiu email quickly; email is often better if you have a longer and more involved question or issue to address. You can also call me too. I always try to respond as soon as I can to all forms of communication and will do so within 24 hours when possible (usually sooner). Communication Friday-Sunday **might** not be returned until Monday.

Required Texts

Repertoire decisions will be made together by professor and student. Music will be assigned on an individual basis. Whenever music needs to be purchased, it will be the student's responsibility to acquire said music.

**Please note that students are expected to have the texts from the previous semesters. All students are expected to procure additional scores as assigned in addition to the required texts; photocopies of regular repertoire will NOT be provided. Failure to obtain scores by the second week of class may result in a lower grade (10% lesson grade deduction per week).*

Students should bring a notebook to document assignments for weekly lessons. A standard notebook with a spiral binder that is used only for piano is best. Additionally, students are expected to keep a three-ring binder for class handouts. Even though you have the musical score, I suggest you make a clean photocopy of each piece to put in this binder. This way, all of your music for the semester is in one place, reducing the load you have to carry.

Course Requirements and Policies

Applied Lessons:

Students must register for applied lessons in the same semester they register for Junior Performance. Preparation for the lesson and the performance will require the student to practice and study **most days of the week**. Recital students should practice more than during their non-recital semesters:



about 3-4 hours (on average) a day. Lesson time should be for making music, learning *technique* and applying that to pieces and exercises. It is not practice time. Students are expected to learn their music outside of the lesson. Course assignments will be made on a weekly basis at a rate determined by the ability of the student. They will include weekly assignments to be practiced daily for an amount of time, which will be determined by the difficulty of the assignment.

Repertoire:

Students are required to prepare repertoire as designated by their instructor. All material performed in the studio class and/or convocation should be memorized by the second performance (sections or single movements of larger works are allowed in studio class and/or convocation).

Attendance:

Your goal each semester should be to attend ALL lessons in preparation for your recital. Your piano professor keeps a current attendance record on each student. It is your responsibility to keep up with the course by attending all lessons, actively participating in class, and completing all assignments.

- **Punctuality:** Please be punctual; all lessons should start on time! If a student is excessively tardy, it can lower their overall grade by as much as 10%.
- **Excused Absences:** Each student is allowed 2 **excused** absences per semester without detriment to their grade. An absence is considered excused if the student gives the instructor prior notice of the absence. 24 hours notice is preferred, but I will excuse an absence with 1 hour's prior notice.

A 3rd Excused absences will be considered a full absence and the student will receive no points for the lesson, but may make up the missed lesson by learning extra repertoire or attending extra concerts.

If a student accrues 4 (or more) excused absences, they have missed an entire month of class, and should consider dropping the course if they cannot make up the work.

- **Unexcused Absences:** *If you do not call or e-mail and alert me to your absence before your lesson, the lesson will be considered unexcused, and you will receive zero (0) points for that lesson. After two unexcused absences you should consider dropping the course, but if not, every additional absence over two will lower your final grade by one letter-grade.*
- **Make-up lessons:** No make up lessons will be given for student absences. However, if you know ahead of time that you are going to have a conflict, or that you will be sick for your lesson, you may switch lesson times with another student for that week in lieu of receiving an excused absence. I can make suggestions, but **it is up to you to arrange the switch with your fellow student.**

If I cannot attend a lesson, it will be made up within the semester.

Applied Lesson Grading Criteria:

As most of this course doubles as an applied lesson (working towards the junior recital), students will be evaluated on the basis of their independent progress and achievements from week to week. A grade will be given for each lesson, and will reflect the level of preparation of the assigned material.

Studio Class and Convocation (Fall and Spring only)

Preparation for and participation in Studio Class is expected as it gives you a venue in which to try out the pieces you've been working on each semester. Students will be expected to participate in class discussions and exercises, and should be prepared to perform at least 5 times in Studio Class (per semester) and at least 3 times in Convocation (per semester). This is very important for you to take advantage of since you are doing your recital this semester!

Attendance:

Per semester, the student is permitted two excused absences from Studio Class and 2 absences from Convocation for any reason (the definition of an "excused" absence in Studio Class is the same as it is in the Applied Lesson policy above). For either Studio Class or Convocation, any successive unexcused absences (over two) will lower the student's final grade by 5% **each time**.

(If for some reason a student is unable to attend all of Studio Class and/or Convocation on a regular basis (e.g., he/she is doing Block III), that student must obtain special permission from the professor at the beginning of the semester, and may be assigned additional work to make up for missed classes. Under no circumstances will a student be exempt from Studio Class and/or Convocation entirely. Students must still fulfill the minimum Studio Class/Convocation performance requirements.)

Performances

Students will perform a solo recital with a duration of no less than 30 minutes of repertoire (actual playing time). Students should consult with the teacher about setting up the recital date and time.

Recital Preparation & Performance Opportunities



Students should take advantage of all their performances in Studio Class and Convocation (Fall and Spring only) and treat them as opportunities to try out their recital pieces. Students will run through their recital performance at least once the day before their actual recital (or earlier); this “dress” rehearsal should be scheduled at the same time the actual recital is scheduled. Students should also look for any other opportunities to try out their recital before their performance at TAMIU. All that is needed is a willing audience. You can try your high school, nursing homes, or your friends’ houses, and I invite you to play at my house as well. The more you get practice going through the entire program in front of a live audience, the easier and better it will become!

Recital Program & Program Notes

Students have the option of creating their own recital program or, if they want the F&PA dept. office to do it, they need to submit the necessary information there (electronically) several weeks in advance.

A set of program notes for all repertoire pieces performed in the recital is also required of all students. One or two short paragraphs for each piece are required. Students should write about the background of the piece and the composer. Plagiarism is never tolerated, and all quotes and references should be properly cited.

Students will first turn in their recital program info and program notes at least 2 weeks before their recital date to me for proof reading (electronically). If there are any edits, I will return them electronically to you for revision. Then, after I approve everything, you need to turn both the program (if applicable) and the program notes in to the F&PA office (electronically) at least 1 week before your recital date.

Check-out and Jury Panel

Students will select a 3-member jury panel to grade the preparedness and quality of their recital repertoire at their check-out and at their recital. The jury panel is comprised of their applied instructor plus two other music faculty members (preferred to be in the same instrument field). The recital check-out must be scheduled at least 1 month before the scheduled recital. If students are not ready at their check-out, they will be asked to do another check-out at a later date. Students will keep doing check-outs until they are deemed ready to perform their recital. If it is determined that a student will not be ready in time to perform their scheduled recital, they will need to postpone to a later date, which in some cases may mean postponing to the following semester.

AI Policy

Students are forbidden to use AI to write their program notes. This includes ChatGPT and all other AI platforms. Students may use programs such as Grammarly to check for spelling and grammar. Students must write program notes themselves and include any citations and works consulted.

Student Learning Outcomes

Student Learning Outcomes

By taking this course the student will:

- Prepare selected repertoire for a solo piano recital performance.
- Practice and apply performance skills learned in class.
- Interpret (perform) all recital repertoire in the appropriate, historical style.
- Perform a solo piano recital from memory.
- Demonstrate a concept of pianistic artistry and beauty and the ability to recognize this type of playing in themselves and others.

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
	Please see above under Additional Course Information.		



Grading Criteria

Grading Criteria

Final Grade:

Your final grade will be an average of 3 grades:

- **40%: Musical Progress.** Growth & Independent learning in weekly lessons. An average of your weekly lesson grades will determine this grade.
- **40%: Senior Recital.** This grade will be an average of the 3 grades given to you by the jury panel (one for each member).
- **20%: Attendance & Program Notes.** This grade is an average of your weekly attendance and program notes.

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

Schedule of Topics and Assignments

Week of	Agenda/Topic	Reading(s)	Due
8/25	Read syllabus; assignment and discussion of repertoire to be studied during the semester; first assignment for next week's lesson, to include a heavy emphasis on recital performance repertoire, and a lesser one for other things such as sight reading, etudes, etc. Examine student's progress on the previous week's assignment and then work with student on finding ways to improve their immediate performance (during the lesson) and their future practice sessions; lesson to include a heavy emphasis on recital performance repertoire; assign next week's assignment.		
9/1	Examine student's progress on the previous week's assignment and then work with student on finding ways to improve their immediate performance (during the lesson) and their future practice sessions; lesson to include a heavy emphasis on recital performance repertoire; assign next week's assignment.		
9/8	Examine student's progress on the previous week's assignment and then work with student on finding ways to improve their immediate performance (during the lesson) and their future practice sessions; lesson to include a heavy emphasis on recital performance repertoire; assign next week's assignment.		



9/15	Examine student's progress on the previous week's assignment and then work with student on finding ways to improve their immediate performance (during the lesson) and their future practice sessions; lesson to include a heavy emphasis on recital performance repertoire; assign next week's assignment.
9/22	Examine student's progress on the previous week's assignment and then work with student on finding ways to improve their immediate performance (during the lesson) and their future practice sessions; lesson to include a heavy emphasis on recital performance repertoire; assign next week's assignment.
9/29	Examine student's progress on the previous week's assignment and then work with student on finding ways to improve their immediate performance (during the lesson) and their future practice sessions; lesson to include a heavy emphasis on recital performance repertoire; assign next week's assignment.
10/6	Examine student's progress on the previous week's assignment and then work with student on finding ways to improve their immediate performance (during the lesson) and their future practice sessions; lesson to include a heavy emphasis on recital performance repertoire; assign next week's assignment.
10/13	Examine student's progress on the previous week's assignment and then work with student on finding ways to improve their immediate performance (during the lesson) and their future practice sessions; lesson to include a heavy emphasis on recital performance repertoire; assign next week's assignment.
10/20	Examine student's progress on the previous week's assignment and then work with student on finding ways to improve their immediate performance (during the lesson) and their future practice sessions; lesson to include a heavy emphasis on recital performance repertoire; assign next week's assignment.
10/27	Examine student's progress on the previous week's assignment and then work with student on finding ways to improve their immediate performance (during the lesson) and their future practice sessions; lesson to include a heavy emphasis on recital performance repertoire; assign next week's assignment.



11/3	Week of recital. Student should focus on doing at least one “dress” rehearsal this week, along with their actual recital. Student will be in “recital” mode all week, which means taking extra care of themselves, eating and sleeping well, and conserving their energy for the “big day.” ON THE DAY OF RECITAL, REST!! Then, just have fun and make beautiful music!
11/10	Last day of classes is Dec 2nd. Juries TBA.

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.

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.

TAMU E-Mail and SafeZone

Personal Announcements sent to students through TAMU 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 TAMU e-mail accounts regularly, if not daily. Not having seen an important TAMU 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, TAMU 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 TAMU 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 TAMU 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 TAMU's anonymous electronic reporting site: <https://www.tamiu.edu/reportit> (<https://www.tamiu.edu/reportit/>).

TAMU 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, TAMU urges the student to consider a Leave of Absence (LOA) as outlined in the TAMU Student Handbook. As part of our efforts to assist and encourage all students towards graduation, TAMU 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 TAMU Student Handbook (<https://www.tamiu.edu/scce/studenthandbook.shtml> (<https://www.tamiu.edu/scce/studenthandbook.shtml/>)).

Anti-Discrimination/Title IX

TAMU 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 TAMU 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/>.



www.tamui.edu/reportit (<https://www.tamui.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 ([tamui.edu](https://www.tamui.edu)) (<https://www.tamui.edu/counseling/telus/>) or from the Apple App Store and Google Play.