



# PSCI 2305 - American National Government

## Fall 2025 Syllabus, Section 105, CRN 16045

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### Instructor Information

**James Norris, PhD, ACUE, FWIC**  
Associate Professor  
Email: jnorris@tamui.edu  
Office: AIC 335  
Office Hours:  
M & W 10:45 - 11:45 am & 1:10 - 2:00 pm  
Office Phone: 2607  
I prefer you use Blackboard Message

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### Times and Location

MWF 2:20pm-3:15pm in Bullock Hall 104

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### Course Description

A survey of national government in the United States with emphasis upon the Constitution, government structure, and processes. European background; federal, state, and interstate relations; rights and obligations of citizens; political parties; group organization; the legislative process; and the executive, judicial, and administrative functions in federal government. Prerequisites: Completion of Texas Success Initiative (TSI) Reading requirements, ENGL 1301, or appropriate level developmental course sequence.  
Social Sciences Department, College of Arts & Sciences

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### Additional Course Information

#### Course Guidelines

##### *Preparation:*

Reading at the college-level requires you to:

- Take notes (or highlight) the major points;
- write down questions or concerns;
- summarize important paragraphs or sections; and
- be sure to define all the key terms [these are highlighted in the text, plus also defined in the end-of-the chapter glossary]
- There are also practice test/quiz questions at the end of each chapter. You should carefully review these before you attempt the chapter quiz.

#### How does the course work?

1. The Calendar. Please refer to the course calendar in Blackboard often. It will show when quizzes are open, when the exams are open, and when and if extra-credit lectures are available.
2. This course requires each student to log into the course's Blackboard site at least once a week, but you can do this at any time you wish during the week at any hour of the day or night (except for the times when the university computer or the Blackboard is being worked on). Weekly deadlines



do change a bit during the semester, so please check on them. **Use the Calendar.** Please remember (especially if you are a night person) that I may not actually be physically present when you log into the course!

3. You are expected to read the appropriate chapters in the online “textbook” as you progress through the course. Read each chapter thoroughly and read each chapter a minimum of three times. Skim the chapter first, then read the chapter more seriously and thoroughly, taking notes, perhaps. Lastly, in preparation for the exam read the chapter(s) again.

4. We will have four exams during the course: three mid-term exams and a final exam. You will take these online. The exams require you to use Respondus Lockdown Browser.

**Office Hours:** Professors have office hours for the benefit of their students. Office hours will be in my office. Please do not hesitate to visit me during my office hours, email me [Blackboard message preferred].

#### **We Need Help! Discussion:**

This is a special “side” discussion located in every learning module where you may publically ask questions about the course. This is public because it is likely that others who are, maybe, a bit more shy have the same question. However, if you have a private concern, use the Blackboard message function to ask your question. I will always try to respond within 36 hours [except most Sundays]. These are NOT graded.

#### **Quizzes:**

There are 13 graded chapter/module quizzes in the course. Generally, one for each textbook chapter. These are a part of the grading/ evaluation process. Quizzes will be open for five to six [5- 6] days. For each quiz you have two chances. You may **take each quiz twice**, if you wish [I do recommend this], and the higher grade will apply.

#### **AI Policy**

AI may be used as a possibly helpful research tool, but do take the time to check if the citations/ resources the AI tool lists actually exist, and that the resource really says what the AI tool claims. You may NOT merely copy and paste the AI output.

#### **Polices:**

Please review the TAMU College of Arts and Sciences **policies**.

1. All times and deadlines are given in United States Central Time.
2. No incompletes are allowed, except as under COAS policy.
3. No make-ups are possible, nor allowed.
4. Online Exams will be open for six hours on the designated day.
5. Online Quizzes are open for five - six days only.
6. If the professor is unable to open an attachment, it must be resubmitted within 48 hours of notification of this or the assignment grade will be zero (0).
7. Always check to make sure an uploaded attachment is correct. After the deadline passes, whatever content present will be the content graded.
8. Medical problems will not usually count as a valid excuse for not submitting work, taking tests and quizzes because there are always at least two days during which they can be done. However, if you have a many-day illness (which is actually quite common) or something more serious then I may allow late submissions if you can supply written documentation.

#### **Expectations of the Course:**

Students are expected to:

- Review the “Start Here” materials, but especially this Syllabus.
- Participate and contribute to all the Discussions.
- Review and follow the **Course Calendar**.
- Log-in at least twice a week.
- Respond to Blackboard Message, if necessary within 3 days.
- Take Quizzes and Exams by the corresponding deadlines.



The professor will:

- Log-in to the course at least every other day.
- Respond to emails within two business days.
- Grade assignments within five days of the assignment deadline
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- **Cost for Respondus Monitor**

There is a **\$15 fee** for the webcam feature that's used with LockDown Browser (sometimes referred to as Respondus Monitor). This is a one-time fee, valid for 12 months (365 days) for all courses or exams that use Respondus Monitor. You will be prompted to make the purchase the first time an exam requires the use of LockDown Browser's webcam feature. Payment can be made with PayPal, Visa or Mastercard.

To pay for Respondus Monitor:

1. Start Respondus LockDown Browser ([http://www.jsu.edu/online/current-students/resp\\_lock\\_browser\\_students.html](http://www.jsu.edu/online/current-students/resp_lock_browser_students.html)).
2. Navigate to your test.
3. Complete the set-up process, which includes a payment screen for entering credit card information.

Payment and entering credit card information is only necessary one-time

#### Guidelines

When taking an online test, follow these guidelines:

- Select a location where you won't be interrupted
- Before starting the test, know how much time is available for it, and also that you've allotted sufficient time to complete it
- Turn off all mobile devices, phones, etc. and don't have them within reach
- Clear your area of all external materials - books, papers, other computers, or devices
- Remain at your desk or workstation for the duration of the test
- LockDown Browser will prevent you from accessing other websites or applications; you will be unable to exit the test until all questions are completed and submitted.
- Several resources are available if you encounter problems with LockDown Browser.
- The Windows and Mac versions of LockDown Browser have a "Help Center" button located on the toolbar. Use the "System & Network Check" to troubleshoot issues.
- If you have problems downloading, installing, or taking a test with Respondus LockDown Browser, email the TAMU eLearning Team at [elearning@tamiu.edu](mailto:elearning@tamiu.edu) (<https://mail.tamiu.edu/owa/redir.aspx?C=01C0x4KVArede8t4SJ4403FxH4GE6IbTMJxGSjQRuIJFIB2fIQfWCA..&URL=mailto%3aelearning%40tamiu.edu>).

## Student Learning Outcomes

Through objective exams, quizzes and written essays, students will be able to demonstrate a greater understanding of:

- the interaction between politics and government.
- the structure and institutions of American government.
- the political process in the United States and other democratic societies.
- the role of individuals and civil society groups (such as political parties and interest groups) in influencing government behavior.
- key events that shaped the rights and liberties of all American citizens.

## Important Dates

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

## Textbooks

Group	Title	Author	ISBN
Required	American Government	Glen Krutz	978-1-951693-43-5



## Other Course Materials

To go to the bookstore, [click here \(https://www.bkstr.com/texasaminternationalstore/home/\)](https://www.bkstr.com/texasaminternationalstore/home/).

### Textbook

We are using a free on-line OpenStax textbook embedded in the Blackboard course itself. This online “book” is both the textbook and the online “lecture.” However, you may also purchase a hard copy at the bookstore if you prefer. I have also seen it in Amazon, and/or you can purchase a print copy directly from OpenStax. Krutz, Glen. 2021 American Government. Rice University OpenStax. ISBN: 978-1-951693-43-5. Or at: <https://openstax.org/details/books/american-government-3e> (<https://openstax.org/details/books/american-government-3e/>)

## Grading Criteria

GRADE	PERCENTAGE
A	91-100
B	80-90.9
C	70-79.9
D	60-69.9
F	Below 60

## Course Grading

There will be four exams, the first three will represent forty five percent (45%), and a comprehensive final exam that will represent thirty five percent (35%) of your final grade, thirteen (13) end-of-chapter quizzes for ten percent (10%) and participation (in the online asynchronous discussion) which is ten percent (10%) of your grade.

Extra Credit? None.

ASSIGNMENT	VALUE
Exam 1 MC 15% & Essay 5%	20%
Exam 2 MC 15% & Essay 5%	20%
Exam 3 MC 15% & Essay 5%	20%
Final Exam MC 20% & Essays 10%	30%
End-of-Chapter Quizzes	13%
Lowest Quiz scores dropped	-3%
Total	100%

## Schedule of Topics and Assignments

Week of	Agenda/Topic	Reading(s)	Due
8/25	Introduction & the Syllabus Government and Democracy?	Syllabus & Chapter 1	Quiz 1 [online] due 31 August at 11:59 pm
9/1	The U.S. Constitution	Chapter 2	Quiz 2 [online] due September 7 at 11:59 pm
9/8	American Federalism	Chapter 3	Quiz 3 [online] due September 14 at 11:59 pm
9/15	Rights and Freedoms	Chapter 4	Quiz 4 [online] due September 21 at 11:59 pm
9/22	September 22 - Exam 1 Rights and Liberties	Covers Chapters 1 - 4 Chapter 5	Exam 1 [online] due September 22 at 11:59 pm; Exam 1 Essay also due September 22 at 11:59 pm Quiz 5 [online] due October 1 (this is a Wednesday) at 11:59 pm



9/29	Rights and Liberties continued The Politics of Public Opinion	Chapter 5 Chapter 6	Quiz 5 [online] due October 1 (this is a Wednesday) at 11:59 pm Quiz 6 [online] due October 8 (this is a Wednesday) at 11:59 pm
10/6	The Politics of Public Opinion continued Voting and Elections	Chapter 6 Chapter 7	Quiz 6 [online] due October 8 (this is a Wednesday) at 11:59 pm Quiz 7 [online] due October 15 (this is a Wednesday) at 11:59 pm
10/13	Voting and Elections continued October 17 Exam 2	Chapter 7 Exam 2 covers chapters 5 - 7	Quiz 7 [online] due October 15 (this is a Wednesday) at 11:59 pm Exam 2 and Exam 2 essay due 17 October by 11:59 pm
10/20	The Media	Chapter 8	Quiz 8 [online] due October 26 at 11:59 pm
10/27	Political Parties	Chapter 9	Quiz 9 [online] due November 2 at 11:59 pm
11/3	Interest Groups & Lobbying	Chapter 10	Quiz 10 [online] due November 9 at 11:59 pm
11/10	November 10 - Exam 3 and Exam 3 Essay Congress	Exam 3 covers chapters 8 - 10 Chapter 11	Exam 3 and Exam 3 Essay are due on November 10 by 11:59 pm Quiz 11 [online] due November 23 at 11:59 pm No class on November 14
11/17	Congress continued	Chapter 11	Quiz 11 [online] due November 23 at 11:59 pm
11/24	The President	Chapter 12	Quiz 12 [online] due November 30 at 11:59 pm
12/1	The Courts	Chapter 12	Quiz 13 [online] due December 2 at 11:59 pm (this is a Tuesday)
12/8	December 5 - Final Exam & Final Exam Essays	1/2 is comprehensive & 1/2 is chapters 11 - 13	Final Exam and Final Exam Essays are due by 11:59 pm on December 5

## 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.

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.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](mailto: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](mailto: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](mailto: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.