

WGST 2301 - Intro Women's Gender Studies: Intro Women's Gender Stud-WIN

Fall 2025 Syllabus, Section 102, CRN 17404

Instructor Information

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Office: AIC 317

Office Hours:

Mondays 12-1 PM

Wednesdays 2:15-4:15 PM

All other times available by appointment (virtual/in-person)

Times and Location

MWF 1:10pm-2:05pm in Bullock Hall 205

Course Description

WIN-Designation

This course is designated as a writing-intensive (WIN) course. In this course, writing will not only be the subject of study, but it will also serve as a method of learning. Students will learn how communication in written, oral, and visual forms change according to purpose and genre. Brainstorming, drafting, revising, and peer-workshopping are integrated into the course curriculum and are the required components of this writing-intensive course. The final Research Paper is the designated assignment for WIN assessment.

Additional Course Information

Course Policies

Attendance and Late Arrivals: There is a direct and striking correlation between attendance and academic success. Attendance is therefore mandatory for this class. If you need to miss class, it is your responsibility to let me know as soon as possible and to ensure that you do not miss course material. If you do miss class, I suggest reaching out to a classmate for notes or visiting my office hours with specific questions about that day's reading.

I also expect that you will attend class on time, for the entire session, and ready to participate in the day's discussion. Arriving late/leaving early is both rude to your classmates and disruptive to the class.

Late Work: As a general policy, I do not accept late work. If you know in advance you have a conflict with a due date, contact me as soon as possible. I understand that emergencies or other extenuating circumstances do happen, so I will use my own discretion on a case-by-case basis, should such an occasion arise. A valid reason (with appropriate documentation) must be presented in all circumstances. Please note that approved late work will receive a grade, but I may not be able to provide any written feedback.

Any discussion regarding late work for a given project must occur within the seven days following the original due date. Please refer to the TAMIU policies regarding excused absences for more information.

Use of Electronic Devices: While many of the assigned materials are available in digital form, I discourage the use of electronic devices during class. Your time in class should be spent paying attention, taking notes, and contributing to the course discussion.

This is especially true for cell phone use. If I see you using a cell phone, I will ask you to put it away once. After that, I reserve the right to mark you absent and ask you to leave class for the day.

Turnitin and Assistive Technologies: In keeping with the TAMIU Honor Code, I will be using Turnitin (available via Blackboard) to evaluate the originality of all written student work. This is to ensure the integrity of your work and to forestall any attempts at plagiarism or cheating. Be sure to double-check that your files have uploaded; failure to ensure that your work has been successfully submitted is not an acceptable excuse for late or missed assignments.

Furthermore, ***all essays and assignments submitted should be your original work (i.e., written by you) without the aid of assistive technologies.*** This includes Grammarly and other online resources that either produce text or make substantial, substantive changes to text that you have written. Turnitin provides faculty with an AI percentage that highlights the portions of assignments that have been written using these assistive technologies. Use of such technologies will be treated as cheating and penalties will be applied in accordance with the TAMIU policies listed below.

On Difficult Topics and Classroom Interactions: Some of the topics covered in this course may make you uncomfortable or may challenge your ideas and beliefs. Our goal as a class is to discuss these topics with sensitivity and care. Remaining enrolled in this course signals acceptance that difficult or uncomfortable subjects may be discussed. Topics may include, but are not limited to, race, gender, sexuality, violence, trauma, politics, religion, oppression, and profanity. ***Students must recognize that the discussion of a topic does not in any way indicate advocacy for a particular position on that topic.***

You are expected to treat your classmates with respect and courtesy at all times. Our collective goal, as a class, should be to create a space in which each individual is able to participate and succeed; therefore, carefully consider your language and how the use of certain words or ideas might exclude others. We will not always believe the same things or hold the same values as others; part of civic responsibility includes learning how to listen and communicate across our differences. If, at any time, you feel threatened or marginalized by someone's language, beliefs, or the course material, please let me know as soon as possible.

Furthermore, many of the topics that we discuss in class will be sensitive in nature for some or all of you. Anything shared by you or your classmates must remain within the four walls of the classroom. ***Your classmates' experiences, perspectives, and contributions should not ever appear on social media or be used as a reason to marginalize, bully, or abuse your classmates.*** What happens in our class needs to stay in our class. If there are questions or concerns regarding this policy, please come and speak with me as soon as possible.

Office Hours: I encourage you to attend office hours whenever you are able. You do not need to make an appointment to attend my regularly scheduled office hours, but please note that if you do not inform me that you will be attending, I may be meeting with other students.

You *do*, however, need to make an appointment to meet with me outside of office hours. Please do not simply stop by my office unless it is a true emergency; I may be physically in my office, but this does not mean that I am available to meet at that exact moment.

Regular Access to Email and Blackboard: I will regularly use email and Blackboard to communicate with students about this course. It is critical that you use your TAMIU student email account for all course communication. I will not use or respond to alternative email addresses, as this may violate FERPA regulations and generally causes confusion and disorganization. Please check your email and our Blackboard course shell daily for course updates and other relevant information.

I am generally able to respond to emails within 1-2 business days; however, please note that I do not check my email outside of business hours (8 AM–5 PM, Monday-Friday), so any emails sent in the late afternoon or over the weekend will not be replied to until the following business day.

Further, you should always use a professional tone when communicating with your professors via email (as well as in person). Please make sure to use complete sentences, proper spelling, and correct punctuation, grammar, and capitalization throughout. Use a formal form of address: start the email with "Dear Dr. Scott," and finish the email with, "Sincerely, Your Name" or "Best, Your Name." Please include your course number in all emails, ensure the subject line is clear and informative, and ask any questions clearly and directly, providing as much context as you can.

Please also note that **I do not check Blackboard messages**, so email me to get in touch with me.

Technical Issues/Difficulties: I understand that, at times, you may have difficulties with Blackboard, Turnitin, email, or other programs that are required for the course. However, it is your responsibility to visit, call, or otherwise contact OIT if you are having these difficulties. OIT can be contacted by phone at (956) 326-2310, in person at Dr. Billy F. Cowart Hall, room 105, or via email at helpdesk@tamiu.edu.

If these difficulties arise close to a due date or assignment deadline, *it is your responsibility to let me know before the deadline passes*, and more importantly, to document everything – screenshots of error messages, time stamps of submission, etc. You are made aware of all deadlines at the beginning of the semester, so make sure that you complete and submit your work with enough time to address any such difficulties. Leaving your work until the last minute is a choice that you make, and, unless there are extenuating circumstances, you should not expect me to accommodate your decision not to work ahead.

Writing Expectations: All written work is expected to be at the university level and following the conventions of the academic discourse. If you struggle with writing, you may need to dedicate extra time to your writing, attend office hours for writing assistance, or visit a writing tutor (offered by ACE).

Grading: Written commentary and/or a completed rubric for submitted assignments will be returned within two weeks of the assignment due date (give or take). Assignment grades are included with the comments.

Read any and all feedback and take it into account as you continue in the course. A grade by itself will not help you improve as a student.

Please note that grades will not be rounded up or down at any point during the semester.

Extra Credit: Please do not expect that extra credit will be made available in the class. If I do provide an extra credit assignment, it will be made available to the entire class (not to individual students) and announced in class and on Blackboard.

That said, the best way to earn points in this course is to submit your work (following posted instructions and incorporating prior feedback) correctly (to the correct drop box/discussion board) and on time (prior to the posted due date).

Student Learning Outcomes

After taking this course, the engaged student will be able to:

- Engage the social, economic, political, and cultural contexts that have shaped feminist thought at different historical moments;
- Perform close readings of relevant texts (both primary and secondary sources);
- Reconstruct and explain critical, cultural, and historical impacts related to studied materials;
- Critique or expand upon a concept related to course materials and defend an argued position in writing;
- Present clear, focused, and critical writing that adheres to the grammatical and syntactical standards of academic prose.

Important Dates

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

Textbooks

Group	Title	Author	ISBN
	All course materials will be provided on Blackboard.		

Grading Criteria

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

Grade Breakdown

Case Studies: Over the course of the semester, you will be responsible for writing four case studies that interrogate course concepts and the material from each unit and connect them to real-world experiences. These will take the form of short, formal papers that showcase the analytical and application skills that we develop over the course of the semester. These will require you to consult outside sources, so special attention should be

paid to proper attribution of sources and sourced information. Specific information and assignment instructions relating to the individual case studies, as well as to proper essay structure and attribution, will be made available to you closer to the deadlines.

Hybrid Assignments: These assignments are designed to take the place of our Friday meetings; as such, they will be due on most Fridays at 11:59 PM. They will vary depending on the material for the week, but most will take the form of short reflective or critical thinking writing assignments. The assignment prompt for each hybrid assignment will be made available at the beginning of the week in which it is due.

The lowest grade in this category will be dropped at the end of the semester.

Participation and Preparation: Attendance for this class is mandatory. As a hybrid class, we will not meet on Fridays, so it is critical that you attend every M/W meeting prepared and having read all assigned materials.

I will be making note of each student's preparation by notating and assessing their contributions to the course discussions, whether in small groups or as a class. Each student is expected to participate by contributing *substantively* to the discussion in each class. Failure to do so will result in a reduction of this grade.

In addition, it is difficult to participate/demonstrate preparation if you do not attend class. If you need to miss class, you must clear it with me beforehand, barring any last-minute emergencies (which should be communicated to me ASAP). Each student will be allowed two (2) unexcused absences, in recognition of the fact that life happens. Any unexcused absences beyond this will result in a reduction of this grade.

Final Project: The final project will have two components: a project and a presentation. For the final project, I will allow flexibility in terms of format, provided that the project engages with course concepts. All projects must have a researched component and be accompanied, if necessary, by a written statement explaining the choices made in the project.

The final presentation will simply deliver the contents of your final project in a spoken format. You will need to design a presentation of some kind (using PowerPoint, Canva, or other presentation software) and deliver it to your classmates during the final exam period. This will require you to take your audience into consideration by judiciously selecting which information to share and to what level of detail.

More information about the final project will be made available in Blackboard closer to the deadline.

ASSIGNMENT	VALUE
Case Studies (x4)	40%
Hybrid Assignments	20%
Participation & Preparation	15%
Final Project	25%

Schedule of Topics and Assignments

Week of	Agenda/Topic	Reading(s)	Due
8/25	Foundational Concepts		Hybrid Assignment #1
9/1	Foundational Concepts		Hybrid Assignment #2
9/8	Foundational Concepts		Case Study #1
9/15	Social Construction of Gender		Hybrid Assignment #3
9/22	Social Construction of Gender		Hybrid Assignment #4
9/29	Social Construction of Gender		Case Study #2
10/6	Privilege and Oppression		Hybrid Assignment #5
10/13	Privilege and Oppression		Hybrid Assignment #6
10/20	Privilege and Oppression		Case Study #3
10/27	Intersectionality		Hybrid Assignment #7
11/3	Intersectionality		Hybrid Assignment #8
11/10	Intersectionality		Case Study #4
11/17	Feminist Praxis		Hybrid Assignment #9
11/24	Final Project Prep		
12/1	Final Project Presentations		
12/8	Final Project Presentations		Final Project

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)

In the classroom, students are expected to listen attentively, participate respectfully, and adhere to established rules. Behavior that interferes with the class lecture may result in disciplinary action, ensuring a productive and respectful learning environment for everyone. Any disputes over academic matters should be addressed calmly and constructively, ideally during designated times such as office hours or after class. If a student does not agree with a decision, they can request a meeting with the instructor to discuss their concerns in more detail. Should further resolution be needed, the student may escalate the matter to the department head or use formal grievance procedures as outlined in the sections below. (please refer to Student Handbook Article 4 (<https://www.tamtu.edu/handbook/article-04.shtml>)).

TAMTU Honor Code: Plagiarism and Cheating

As a TAMTU student, you are bound by the TAMTU Honor Code to conduct yourself ethically in all your activities as a TAMTU student and to report violations of the Honor Code. Please read carefully the Student Handbook Article 7 and Article 10 available at Student Handbook (<https://www.tamtu.edu/handbook/index.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 SafeZone (<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 Disability Services for Students located in Student Center 124. 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 Office of Disability Services for Students.

For accommodations or assistance with disabilities, contact the Disability Coordinator, Karla Pedraza, at karla.pedraza@tamiu.edu, call 956.326.2763, or visit Student Center 124.

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: Student Handbook (<https://www.tamiu.edu/handbook/index.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. Students who experience or observe alleged or suspected discrimination due to their pregnant/parenting status, should report to the TAMIU Title IX Coordinator (Lorissa M. Cortez, 5201 University Boulevard, KLM 159B, Laredo, TX 78041, TitleIX@tamiu.edu, 956.326.2857) and/or the Office of Civil Rights (Dallas Office, U.S. Department of Education, 1999 Bryan Street, Suite 1620, Dallas, TX 75201-6810, 214.661.9600). You can also report it on TAMIU's anonymous electronic reporting site, *Report It*, at <https://www.tamiu.edu/reportit> (<https://www.tamiu.edu/reportit/index.shtml>).

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 Compliance (Lorissa M. Cortez, lorissam.cortez@tamiu.edu) can assist the student and professor in working out the reasonable accommodation. For other questions or concerns regarding Title IX compliance related to pregnant/parenting students, contact the Title IX Coordinator. In the event that a student needs 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 LOAs 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*.

For parenting-related rights, accommodations, and resources, contact the Parenting Liaison, Mayra Hernandez, at mghernandez@tamiu.edu, call 956.326.2265, or visit Student Center 226.

For pregnancy-related rights, accommodations, and resources, contact the TIX Coordinator, Lorissa Cortez, at lorissam.cortez@tamiu.edu, call 956.326.2857, or visit Killam Library 159.

Anti-Discrimination/Title IX

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

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