



# HIST 4337 - Roman History

Spring 2025 Syllabus, Section 201, CRN 27070

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## Instructor Information

**Dr. Teresa Scott**

(she/her)

Email: [teresa.scott@tamiu.edu](mailto:teresa.scott@tamiu.edu)

Office: AIC 317

Office Hours:

Mondays: 8:30-10:30 AM

Wednesdays: 1-3 PM

Other times or virtual meetings available by appointment

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## Times and Location

MWF 10:50am-11:45am in Academic Innovation Center 222

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## Course Description

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## Additional Course Information

### Course Structure

- **Exams 1-3 (15% each):** The unit exams are designed to examine student's knowledge of course information. More information about the exams' format and contents will be provided closer to the dates of the exams.
- **Presentation (15%):** Students will be expected to present, in pairs, on a primary source relating to one of the Julio-Claudian or Flavian emperors. These presentations should focus closely on the primary source text, providing a summary of the selection as well as making note of any evident biases, editorializing, or conjecture on the part of the author.
- **Primary Source Assignments (15%):** At various points in the semester, students will be given assignments that relate to the primary texts assigned for the week. The format of these assignments will vary, but they will be designed to initiate a class discussion about the text and the historical moment in which it was produced. These assignments are also designed to prepare students for the primary text sections on the exams. *The lowest assignment grade will be dropped at the end of the semester.*
  - N.B.: If I perceive performance and/or engagement on these assignments to be poor or otherwise inadequate, I reserve the right to administer quizzes in place of assignments.
- **Final Paper (25%):** The final research paper will focus on a single figure or event in Roman history and the various accounts of that figure or event. Students will be required to find at least two primary sources that cover the event, and papers will be expected to explain and contextualize the figure or event, including any controversies (ancient or modern) surrounding their topic, and to account for how the figure/event impacted/fit into/exemplified the specific era of Roman history from which it was drawn. External research will be required for the paper; to that end, a paper proposal and bibliography will be due in Week 14.

## Course Policies

- **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 will not be replied to until the following business day. Further, emails sent over the weekend or during holidays may take longer for me to respond to.
- 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 note that I will not respond to emails that:**
  - Do not include a subject, greeting, signature, and/or reference to your course (“History 4337” or “Roman History”);
  - Do not explicitly ask a question or otherwise seek guidance (“I won’t be in class today”);
  - Ask questions that can be answered by simply reading the syllabus (“When is the midterm?”);
  - Ask me to provide feedback on assignments via email. I hold office hours to provide this type of assistance, so make sure to work ahead and come to class/office hours with questions; or
  - Ask some variation of the question “Did I miss anything important?” – **the answer will always be “yes.”** I only spend class time on topics and activities that I consider to be important.
- Please also note that **I do not check Blackboard messages**, so email me to get in touch with me.
- **Attendance and Late Arrivals:** There is a direct and striking correlation between attendance and academic success. Attendance is 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.
  - If you arrive late on the day an exam is being given, you will only be allowed to take the exam if you arrive before the first exam has been turned in. **Once one exam has been turned in, no additional exams will be distributed.**
- **Late Work or Missed Exams:** As a general policy, I do not accept late work or allow exams to be taken outside of the class period for which they are scheduled. 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. 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. Please also note that all work must be submitted **to the correct drop box** (not via email or to a different drop box) prior to the deadline to be accepted for credit.
- **On Classroom Interactions and Difficult Topics:** 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.
  - Finally, anything shared during our in-class discussions must remain within the four walls of the classroom. Your classmates’ experiences, perspectives, and contributions should not ever be used as a reason to marginalize, bully, or abuse your classmates, whether in person or on social media. What happens in our class needs to stay in our class. If there are questions or concerns about this, please come and speak with me as soon as possible.
- **AI, Turnitin, and Assistive Technologies:** In keeping with the TAMIU Honor Code, I reserve the right to use 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. If your paper has been submitted *successfully*, you should be able to return to the assignment drop box and view your submission. 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 work submitted should be your original work (i.e., written by you) without the aid of assistive technologies.** This includes ChatGPT, Quillbot, and any other online resource that either produces text or makes substantial, substantive changes to text that you have written. Use of such technologies will be treated as cheating and penalties will be applied in accordance with the TAMIU policies listed below.
- **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.* **Please note that I am not tech support, so asking me about troubleshooting will simply get you referred to OIT.** 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@tamui.edu](mailto:helpdesk@tamui.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 advanced undergraduate level and following the conventions of the discipline. If you are not a Humanities major, you may need to dedicate extra time to your writing, visit my office hours for individual assistance, or visit a writing tutor (offered by ACE).
- **Grading:** Test scores, 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 will be posted to Blackboard.
- 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 note that *there will be no extra credit* available in this class. The only 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).

## Program Learning Outcomes

Graduates of the program should be able to:

1. Communicate a clear historical argument;
2. Analyze primary and secondary source texts;
3. Identify the main historiographical issues in a specific area of concentration;
4. Plan a comprehensive research project; and
5. Demonstrate mastery in oral communication.

## Student Learning Outcomes

Upon completion of this course, the active student should be able to:

1. Demonstrate an understanding of the people, events, and systems that shaped ancient Rome, from the beginning of the republic to the fall of Rome;
2. Demonstrate an understanding of the complex relationship between the city of Rome, the Roman provinces, and non-Roman peoples and cultures;
3. Reconstruct and explain the critical, cultural, and historical implications of the extant evidence and evaluate the evidence vis-à-vis received opinion about ancient Rome;
4. Perform close, critical readings of primary and secondary sources;
5. Present clear and effective ideas and arguments in writing using well-formed sentences, well-structured paragraphs, and proper English grammar and syntax; and
6. Adhere to discipline-specific professional and academic standards, including style and attribution conventions.

## Important Dates

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

## Textbooks

Group	Title	Author	ISBN
Required	Ancient Roman Civilization: History and Sources	Ralph W. Mathisen	9780190849603
Required	Twelve Caesars	Suetonius (trans. Robert Graves)	9780140455168



## Grading Criteria

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

## Course Structure

Exams 1-3 (15% each)	45%
Presentation	15%
Primary Source Assignments	15%
Final Paper	25%

## Schedule of Readings and Assignments

Day	Date	Agenda/Topic	Reading(s)	Due
Wed	1/22	Introduction to the course		
Fri	1/24	Origins and the Monarchy	Source 2.1: The Founding of Rome (Plutarch) Source 2.3: The Violation of Lucretia and the Founding of the Roman Republic (Livy)	
Mon	1/27	Early Rome	Mathisen, Ch. 3	
Wed	1/29	(cont'd)		
Fri	1/31	Primary Sources	Source 3.1: The Twelve Tables	Primary Source Assignment #1
Mon	2/3	Expansion	Mathisen, Ch. 4	
Wed	2/5	Impact of Expansion	Mathisen, Ch. 5 (pp. 136-145)	
Fri	2/7	Primary Sources	Source 4.2: The Battle of Cannae, 216 BCE (Livy) Source 5.2: A Roman "New Man" Confronts Greek Culture (Plutarch) Source 5.3: The Land Law of Tiberius Gracchus, 133 BCE (Plutarch)	PSA #2
Mon	2/10	Decline in the Republic	Mathisen, Ch. 6 (pp. 165-174)	
Wed	2/12	(cont'd)		
Fri	2/14	Primary Sources	Source 6.2: The Slave Revolt of Spartacus, 73-71 BCE (Plutarch) Source 6.3: The Catilinarian Conspiracy, 63 BCE (Cicero)	PSA #3
Mon	2/17	EXAM 1		
Wed	2/19	Julius Caesar	Mathisen, Ch. 6 (pp. 174-181)	
Fri	2/21	(cont'd)	Suetonius, Divus Julius (ch. 45-89) Julius Caesar, Civil Wars (ch. 82-112) (Blackboard)	Presentation #1 Presentation #2
Mon	2/24	Augustus	Mathisen, Ch. 7	
Wed	2/26	(cont'd)	Suetonius, Divus Augustus (ch. 26-60) Augustus, Res Gestae (Blackboard)	Presentation #3 Presentation #4
Fri	2/28	(cont'd)	Suetonius, Divus Augustus (ch. 61-83; 97-101) Cassius Dio, Roman History (Book 56, Ch. 1-10; 18-24; 29-47) (Blackboard)	Presentation #5 Presentation #6



Mon	3/3	The Julio-Claudians	Mathisen, Ch. 8 (pp. 256-263)	
Wed	3/5	Tiberius	Suetonius, Tiberius (ch. 45-76) Tacitus, Annales (Book III 1-18; Book IV 1-12, 32-35; Book VI 50-51) (Blackboard)	Presentation #7 Presentation #8
Fri	3/7	Caligula	Suetonius, Gaius Caligula (ch. 27-60) Cassius Dio, Roman History (Book LIX, ch. 10-30) (Blackboard)	Presentation #9 Presentation #10
Mon	3/10	No Class		
Wed	3/12	No Class		
Fri	3/14	No Class		
Mon	3/17	I, Claudius		
Wed	3/19	Claudius	Suetonius, Divus Claudius (ch. 25-46) Seneca, The Pumpkinification of Divine Claudius (Blackboard)	Presentation #11 Presentation #12
Fri	3/21	Nero	Suetonius, Nero (ch. 26-57) Tacitus, Annales (Book XIII 1-5; Book XIV 1-11; Book XV 37-44; 60-64) (Blackboard)	Presentation #13 Presentation #14
Mon	3/24	The Flavians	Mathisen, Ch. 8 (pp. 264-271)	
Wed	3/26	Suetonius on Vespasian	Suetonius, Vespasian (pp. 274-287) Cassius Dio, Roman History (Epitome of Book LXV) (Blackboard)	Presentation #15 Presentation #16
Fri	3/28	Suetonius on Titus and Domitian	Suetonius, Titus (pp. 288-294) Suetonius, Domitian (pp. 295-310)	Presentation #17 Presentation #18
Mon	3/31	EXAM 2		
Wed	4/2	The Antonines	Mathisen, Ch. 9	
Fri	4/4	Primary Sources	Source 9.2: Roman Misogyny (Juvenal) Source 9.4: Praise of the Roman Empire (Aelius Aristides) Source 9.5: The Jews Confront Rome, 133-180 CE (various)	PSA #4
Mon	4/7	The Severans	Mathisen, Ch. 10 (pp. 343-351)	
Wed	4/9	The Crisis of the Third Century	Mathisen, Ch. 10 (pp. 351-358)	
Fri	4/11	Primary Sources	Source 10.1: The Antonine Constitution, 212 CE (Cassius Dio) Source 10.5: Zenobia and the Empire of Palmyra (The Augustan History)	PSA #5
Mon	4/14	Diocletian and the Tetrarchy	Mathisen, Ch. 11 (pp. 381-389)	
Wed	4/16	Constantine	Mathisen, Ch. 11 (pp. 389-395)	
Fri	4/18	No Class		
Mon	4/21	Constantine's Successors	Mathisen, Ch. 12	
Wed	4/23	Primary Sources	Source 11.2: The Reforms of Diocletian and the Great Persecution (Lactantius) Source 12.1: The Imperial Oppression of Pagans, Jews, and Heretics (Theodosian Code) Source 12.2: The Murder of Hypatia of Alexandria (various)	PSA #6
Fri	4/25	Fall of the West	Mathisen, Ch. 13	
Mon	4/28	"Barbarian" Kingdoms	Mathisen, Ch. 14	
Wed	4/30	Primary Sources	Source 13.2: The Sack of Rome by the Visigoths, 410 CE (Orosius) Source 13.4: The Sack of Rome by the Vandals, 455 CE (Procopius) Source 14.1: The Visigothic King and His Court (Sidonius Apollinaris)	PSA #7



Fri	5/2	EXAM 3
Mon	5/5	No Class
Wed	5/7	No Class
Fri	5/9	FINAL EXAM PERIOD 10:50-1:50
Mon	5/12	No Class
Wed	5/14	No Class

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## 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.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 TAMIU Title IX Coordinator (Lorissa M. Cortez, 5201 University Boulevard, KLM 159B, Laredo, TX 78041, [TitleIX@tamiu.edu](mailto: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: <https://www.tamiu.edu/reportit> (<https://www.tamiu.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@tamiu.edu](mailto: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, 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.tamiu.edu/scce/studenthandbook.shtml> (<https://www.tamiu.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@tamiu.edu](mailto: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) (<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.