



BIOL 4472 - Current Topics in Biology: Human Genetics-WIN

Fall 2026 Syllabus, Section 104, CRN 19172

Instructor Information

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Office Hours:

Mon, Tues, & Wed 3pm-5pm

Times and Location

MW 6pm-7:50pm in Bullock Hall 207

Course Description

A seminar course on topics of current biological interest. May be repeated when topic changes. No laboratory section included. Prerequisites: Junior standing or permission of instructor.

Biology&Chemistry Department, College of Arts & Sciences

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

This course focuses on human genetics and human diseases caused by mutations/defects in the human genome. As part of this class, students will write a report about a specific human disease caused by a genetic defect. Topics to be covered in the class include nucleic acid structure, gene expression, fundamentals of cell biology, patterns of inheritance, population genetics, molecular pathology, genomics, human evolution, and the importance of gene variances in healthcare.

Students are recommended to have taken Cell Biology (BIOL 3412) and Introduction to Genetics (BIOL 3413) prior to this course.

AI Disclaimer: Use of AI for writing the disease report is strictly prohibited. Students may use AI to help them find literature for references in their reports, but must disclose how it was used and what the search terms were must be disclosed for submission of the literature review assignment. Detection of AI in the Disease Report sections/drafts or final version will result in a zero for the assignment.

Secrets to success:

We have a lot to cover this semester. Some topics may be familiar, but many will be new. There are few techniques you can use to help you to succeed in this course.

1. Read the book before coming to lecture. This will allow you to familiarize yourself with the material before it is covered in class. You can also make lists of questions you have and ask them during class. There are no dumb questions! Never be afraid to ask a question or speak up if you need



better clarification. There is a 90% chance that someone else in the room has the same question. It will help everyone if I have an opportunity to explain something in a slightly different way or clarify a point.

2. Give yourself enough time to write your report. Trying to write three paragraphs the day an assignment is due often results in writer's block. Because AI is not allowed for writing the report, you need to give your self time to read your references, digest what they mean, and determine how to convey the information you have learned.
3. Take notes during class. This is an excellent way to reinforce your learning of the material. Although I will post slides on Blackboard before the lecture, I will discuss the material in much more detail than is on the slide and you will be responsible for this material on the exam.
4. Use the recorded lectures to help you review the course materials and study for exams.
5. Make flash cards or find a study partner to help you test your knowledge of the material.
6. Make time to review your notes within 24 hours of the lecture. Please reach out to me if something is still unclear or fill in missing pieces with information from the text.
7. Most of all, do not procrastinate! There is no way you can do well on an exam in this course by waiting until the night before the exam to study. Start studying as soon as you get the study guides.

Student Learning Outcomes

Upon successful completion of this course, students will:

1. Know the principles of nucleic acid structure and gene expression.
2. Know the fundamental properties of cell biology and cell-cell interactions.
3. Understand the effects of human evolution on population genetics, genetic variation, and patterns of inheritance.
4. Be aware of key methods used to study human genetics and personalize medical treatment.
5. Understand the importance of racial genetic variances in determining medical treatment or screening for disease.
6. Understand the link between genotypes and phenotypes.
7. Understand how to use gene mapping to identify monogenetic disorders.
8. Be aware of model organisms used to study human diseases.

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	Human Molecular Genetics 5th Edition	Tom Strachan & Andrew P Read	

Other Course Materials

1. PowerPoint presentations & recorded lectures will be posted on Blackboard.
2. Supplemental information on topics covered in class will also be posted on Blackboard.
3. Guides, videos, and links will be posted on Blackboard.

Grading Criteria

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

Open Boilerplate

CATEGORY	VALUE
Exam 1	12.5%
Exam 2	12.5%
Exam 3	12.5%
Disease Report	30%
Quizzes	20%
Final Exam	12.5%

Exams will be on paper, closed book and in class. Scantrons are not needed. All exams will contain a mix of multiple choice, fill in the blank, ranking, matching, labeling and essay questions. Essay questions make up 40-50% of each exam. Some of the multiple choice questions on the exam will say "select all answers that apply" or "select all correct answers." If you select all the answer options, the question will be marked wrong. There will be at least one wrong choice for each of these types of questions. Prior to the exam starting, students must check in their phones and smart watches at the front of the classroom (Google lenses or smart glasses are not allowed). During the exam, students will be allowed to take restroom breaks. However, your electronic devices (phone, smart watch, tablet, etc.) must be left in the classroom. If you know that you will miss an exam day, it is your responsibility to make arrangements with Dr. Muñoz to take the exam. Students who do not take the exam with the class will receive a different version of the exam than the one(s) given on the day of the exam. The final exam will be comprehensive. Study guides will be issued 1 week prior to the exam. Use them wisely. I will adjust the exam policy for students with official accommodations on a case by case basis.

The **disease report** is a written report about a genetic disease that afflicts humans. Topics for the disease report are posted in the discussion section. Each student will write a report on a different subject and topics are first come first serve. Since the report consists of a large part of the grade, students will be expected to turn in drafts of the report to help them with their final report. For undergraduates, reports are expected to be 6 pages long. For graduate students, reports should be 12 pages. Margins should be 1" with headers containing a student's name and the name of disease. Footers should contain page numbers. Fonts should be Calibri or Arial size 11 with double spacing. References should be numbered in order of appearance and use APA style formatting. References will not count towards the page limit. Each report is expected to contain an introduction, an assessment of genetic defects causing the disease (what are the genetic defects, are they spontaneous or inherited, what do the genetic defects cause), methods used to treat the disease (if possible, if not what is the supportive care), potential future treatments, and discussion. A formatting guide is available on Blackboard for you to see. All drafts will be submitted as Turn It In Assignments. Reports with plagiarism or that were written with AI will be given a zero.

Quizzes will be assigned for each chapter of the textbook that is covered in class. All quizzes are constructed from pools of questions about the chapter they cover. Each student will receive 8-10 randomly assigned questions from the pool of questions. At the end of the semester, the lowest quiz grade will be dropped.

Attendance is taken during each class, but it does not count towards your grade. It is a way for me to keep track of who may need me to reach out to them. I may also use attendance at the end of the semester to justify boosting someone's grade up to the next letter grade if their grade is borderline or to randomly give extra credit on low attendance days.

Missed Classes and Late Work Policy:

Students are required to attend all lectures. If a student knows they will miss a class in advance (e.g., a funeral, work, university sponsored event), they should notify the instructor by email prior to missing lecture. Students are responsible for catching up on any missed lectures, notes, activities, etc.

Late work will be accepted without penalty for TAMU approved absences (e.g., participation in sports or illness with doctor's note). Without an excuse, late work will still be accepted for a portion of the original grade. After 1-week, late work will no longer be accepted without an approved excuse.

Late work penalties for unexcused absences:

Days late	Penalty
1	10%
2	20%
3	30%
4	40%
5	50%
6	50%
7	50%



Schedule of Topics and Assignments

Day	Date	Agenda/Topic	Reading(s)	Due
Mon	8/24	First day of class Syllabus review Literature search dos and don'ts Ch. 1	HMG Ch. 1	
Wed	8/26	Ch. 2	HMG Ch. 2	Acknowledgement of the syllabus
Mon	8/31	Ch. 3	HMG Ch. 3	Selection of Disease Report Topic Ch. 1 Quiz
Wed	9/2	Ch. 4	HMG Ch. 4	Ch. 2 Quiz (Due Sept. 3) Ch. 3 Quiz (Due Sept. 8)
Mon	9/7	No Class		
Wed	9/9	Ch. 5	HMG Ch. 5	Literature Review/Search for Disease Report Ch. 4 Quiz (Due Sept. 11)
Mon	9/14	Exam 1 Review		Ch. 5 Quiz (Due Sept. 15)
Wed	9/16	Exam 1 covering Ch. 1-5		Disease Report Outline (Due Sept. 18)
Mon	9/21	Ch. 9	HMG Ch. 9	
Wed	9/23	Ch. 9		Disease Report Background/Introduction Rough Draft
Mon	9/28	Ch. 11	HMG Ch. 11	Ch. 9 Quiz
Wed	9/30	Ch. 12	HMG Ch. 12	Ch. 11 Quiz (Due Oct. 2)
Mon	10/5	Ch. 13	HMG Ch. 13	Ch. 12 Quiz Disease Report Genetic Causes Rough Draft
Wed	10/7	Ch. 14	HMG Ch. 14	Ch. 13 Quiz (Due Oct. 9)
Mon	10/12	Exam 2 Review		Ch. 14 Quiz (Due Oct. 13)
Wed	10/14	Exam 2 covering Ch. 9 & 11-14		
Mon	10/19	Ch. 15	HMG Ch. 15	Disease Report Available & Potential Treatments Rough Draft
Wed	10/21	Ch. 16	HMG Ch. 16	
Mon	10/26	Ch. 16		Ch. 15 Quiz
Wed	10/28	Ch. 17	HMG Ch. 17	Ch. 16 Quiz (Due Oct. 30) Disease Report Discussion/Conclusion Rough Draft
Mon	11/2	Ch. 18	HMG Ch. 18	
Wed	11/4	Ch. 21	HMG Ch. 21	Ch. 17 Quiz
Mon	11/9	Ch. 21		
Wed	11/11	Exam 3 Review		Ch. 18 Quiz Full Rough Draft of Disease Report
Mon	11/16	DNA Mutation Activity		Ch. 21 Quiz (Due Nov. 17)
Wed	11/18	Exam 3 covering Ch. 15-18 & 21		
Mon	11/23	Ch. 22	HMG Ch. 22	
Wed	11/25	No Class		
Mon	11/30	Last day of class Final Exam Review		Ch. 22 Quiz Final Draft of Disease Report
Wed	12/2	No Class		
Mon	12/7	Comprehensive Final Exam		
Wed	12/9	No Class		

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.tamui.edu/handbook/article-04.shtml>)).

TAMUI Honor Code: Plagiarism and Cheating

As a TAMUI student, you are bound by the TAMUI Honor Code to conduct yourself ethically in all your activities as a TAMUI 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.tamui.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.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/counseling/telus/>) or from the Apple App Store and Google Play.