



HIST 4338 - The Middle Ages

Fall 2026 Syllabus, Section 101, CRN 19383

Instructor Information

Dr. Teresa Scott

Email: teresa.scott@tamiu.edu

Office: AIC 317

Office Hours:

Monday: 12:30 - 2:00 PM

Wednesday: 12:30 - 2:00 PM

You are encouraged to set up another time to meet with me if your schedule doesn't allow you to attend office hours; all other times (and modalities!) available by appointment.

Times and Location

MWF 9:40am-10:35am in Bullock Hall 222

Course Description

A study of Europe's transition from the fall of Rome to the High Middle Ages (14th century CE). Emphasis will be placed on the development of the medieval social and political order, including the emergence of feudal society, the impact of the Byzantine and Islamic worlds, the rise of the Papacy and the Crusades, as well as the technological, economic, intellectual, and social advancements of the period more broadly. Prerequisites: HIST 2322 or permission of the instructor.

Humanities Department, College of Arts & Sciences

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. I 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 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.
- 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. If you know in advance you have a conflict with a deadline, 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 cannot promise 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 or other electronic device improperly, 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.

Regular Access to Email and Blackboard:

- I will regularly use email and Blackboard to communicate with students about this course. **I will only respond to your TAMIU student email account;** 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 rarely check Blackboard messages, so email me to get in touch with me.

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 without notice.

Turnitin and Use of AI:

- 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.
- Furthermore, **I DO NOT ALLOW THE USE OF AI OR OTHER ASSISTIVE TECHNOLOGIES -- IN *ANY* CAPACITY OR CONTEXT.** This includes Grammarly, ChatGPT, Quillbot, and any other online resource that either produces text or makes substantial, substantive changes to text that you have written. All essays and assignments submitted should be your original work (i.e., written by you). Use of such technologies will be treated as cheating and penalties will be applied in accordance with the TAMIU policies listed below.
- Finally, all major writing assignments must be submitted with an AI Disclosure Form. Failure to submit this form may result in grade delays and/or penalties.

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 subjects may be discussed. *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.

Technical Issues:

- 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 advanced undergraduate level and following the conventions of historical and academic discourse. I will take into consideration the quality of your writing in addition to its factual correctness and/or content; therefore, you should spend time making sure that you submit work that is carefully considered and written well. If you know that you struggle with writing, you have options: you may attend my 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), though I will endeavor to return grades for major assignments sooner. Assignment grades will be posted to Blackboard and, when appropriate, included with the assignment's 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. On the rare occasions that I do provide an extra credit assignment, it is typically related to a relevant, university-sponsored event.
- Per university policy, extra credit opportunities must be made available to the entire class (not to individual students) and all such opportunities will be announced in class and on Blackboard.

Program Learning Outcomes

Graduates of the program should be able to:

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

Student Learning Outcomes

The engaged and prepared student should, by the end of the course, be able to:

- Demonstrate an understanding of the people, events, and systems that shaped the transition from the fall of Rome through the medieval period to support a clear historical argument concerning their historical significance
- Demonstrate an understanding of the complex relationship between Europe and the wider world
- Revise their understanding of the role of medieval Europe within global history
- Explain why significant changes and events occurred in medieval Europe to establish an historical perspective
- Analyze distinct aspects of medieval Europe through readings (both primary and secondary sources), writing, and discussion

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	A Short History of the Middle Ages, 6th ed.	Barbara H. Rosenwein	9781487540999



Other Course Materials

Other assigned readings or materials will be made available to you in Blackboard.

Grading Criteria

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

Assessment Criteria

Assignment Descriptions

Commonplace Notebook (15%)

- All students will be responsible for keeping notes about the readings and entering, at minimum, two thoughts, observations, or ideas about the reading for each class. Ideally, students will focus on aspects of the reading that interested them, surprised them, or confused them, as the entries in their commonplace notebook should be used to generate discussion during class. Each entry should be focused on the content of the reading; therefore, using a quotation or paraphrase as a starting point is always good practice.
- The commonplace notebooks should be completed **prior to each class** and kept as handwritten copies in physical notebooks (which will be provided). Periodically, these notebooks will be checked for completion and thoughtfulness, so they should be brought to each class period as these check-ins may not be announced. *The lowest commonplace notebook grade will be dropped at the end of the semester.*

Preparation, In-Class Work, and Participation (15%)

- Students will regularly be assessed for their degree of preparation, often by being given assignments or group work during class to facilitate in-class discussion of the day's material. All discussions and assignments presuppose that the assigned reading for each class period is complete *before* class begins.

Reading Quizzes (20%)

- On most Fridays, students will be given short reading quizzes to gauge comprehension of the reading(s) assigned for that week. To do well on the reading quizzes, do the following: complete all assigned readings, attend class regularly, and come to class prepared, ideally with questions or other contributions. Quizzes will be given at the beginning of the class session only, so **NO make-up quizzes will be administered (for any reason)**. *The lowest reading quiz grade will be dropped at the end of the semester.*
- Please note that if at any time it becomes apparent that students are coming to class without having read the assigned material, I reserve the right to administer additional quizzes – on a daily basis, if necessary.

Midterm (20%)

- The midterm is designed to examine students' knowledge of course concepts and their ability to apply the concepts to source material. More information about the midterm's format and contents will be provided closer to the date of the exam.

Final (30%)

- The final project will examine students' knowledge of course concepts and their ability to apply the concepts to a larger project. More information about the format and contents of the final will be provided closer to the deadline.

ASSIGNMENTS

ASSIGNMENT	VALUE
Commonplace Notebook	15%
Preparation, In-Class Work, & Participation	15%
Reading Quizzes	20%



Midterm	20%
Final	30%

Schedule of Readings and Assignments

Week of	Agenda/Topic	Reading(s)	Due
8/24	Introduction		
8/31	Shifts in the Roman Empire	Rosenwein, Chapter 1	Reading Quiz
9/7	Culture & Daily Life		
9/14	Rome's Heirs	Rosenwein, Chapter 2	Reading Quiz
9/21	Forging New Identities	Rosenwein, Chapter 3	Reading Quiz
9/28	New Political Communities	Rosenwein, Chapter 4	Reading Quiz
10/5	Midterm		
10/12	Further Shifts	Rosenwein, Chapter 5	Reading Quiz
10/19	Further Shifts	Rosenwein, Chapter 5	Reading Quiz
10/26	Religious and Military Ambitions	Rosenwein, Chapter 6	Reading Quiz
11/2	Culture & Daily Life		
11/9	New Empires	Rosenwein, Chapter 7	Reading Quiz
11/16	Catastrophes & Creativity	Rosenwein, Chapter 8	Reading Quiz
11/23	Review		
11/30	Review		Final Projects Due
	12/2: Final Exam Period		

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

TAMIU Honor Code: Plagiarism and Cheating

As a TAMIU student, you are bound by the TAMIU Honor Code to conduct yourself ethically in all your activities as a TAMIU 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.tamiau.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 \(https://www.tamiu.edu/handbook/index.shtml\)](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>) and/or the Office of Civil Rights (Dallas Office), U.S. Department of Education, 1999 Bryan Street, Suite 1620, Dallas, TX 75201-6810, 214.661.9600.

Incompletes

Students who are unable to complete a course should withdraw from the course before the final date for withdrawal and receive a "W." To qualify for an "incomplete" and thus have the opportunity to complete the course at a later date, a student must meet the following criteria:

1. The student must have completed 90% of the course work assigned before the final date for withdrawing from a course with a "W", and the student must be passing the course;
2. The student cannot complete the course because an accident, an illness, or a traumatic personal or family event occurred after the final date for withdrawal from a course;
3. The student must sign an "Incomplete Grade Contract" and secure signatures of approval from the professor and the college dean.
4. The student must agree to complete the missing course work before the end of the next long semester; failure to meet this deadline will cause the "I" to automatically be converted to an "F"; extensions to this deadline may be granted by the dean of the college. This is the general policy regarding the circumstances under which an "incomplete" may be granted, but under exceptional circumstances, a student may receive an incomplete who does not meet all of the criteria above if the faculty member, department chair, and dean recommend it.

WIN Contracts

The Department of Biology and Chemistry does not permit WIN contracts. For other departments within the college, WIN Contracts are offered only under exceptional circumstances and are limited to graduating seniors. Only courses offered by full-time TAMIU faculty or TAMIU instructors are eligible to be contracted for the WIN requirement. However, a WIN contract for a course taught by an adjunct may be approved, with special permission from the department chair and dean. Students must seek approval before beginning any work for the WIN Contract. No student will contract more than one course per semester. Summer WIN Contracts must continue through both summer sessions.

Student Responsibility for Dropping a Course

It is the responsibility of the student to drop the course before the final date for withdrawal from a course. Faculty members, in fact, may not drop a student from a course without getting the approval of their department chair and dean.

Independent Study Course

Independent Study (IS) courses are offered only under exceptional circumstances. Required courses intended to build academic skills may not be taken as IS (e.g., clinical supervision and internships). No student will take more than one IS course per semester. Moreover, IS courses are limited to seniors and graduate students. Summer IS course must continue through both summer sessions.



Grade Changes & Appeals

Faculty are authorized to change final grades only when they have committed a computational error or an error in recording a grade, and they must receive the approval of their department chairs and the dean to change the grade. As part of that approval, they must attach a detailed explanation of the reason for the mistake. Only in rare cases would another reason be entertained as legitimate for a grade change. A student who is unhappy with his or her grade on an assignment must discuss the situation with the faculty member teaching the course. If students believe that they have been graded unfairly, they have the right to appeal the grade using a grade appeal process in the Student Handbook and in the Faculty Handbook.

Final Examination

All courses in all colleges must include a comprehensive exam or performance and be given on the date and time specified by the Academic Calendar and the Final Exam schedule published by the Registrar's Office. In the College of Arts & Sciences all final exams must contain a written component. The written component should comprise at least 20% of the final exam grade. Exceptions to this policy must receive the approval of the department chair and the dean at the beginning of the semester.

Mental Health and Well-Being

The university aims to provide students with essential knowledge and tools to understand and support mental health. As part of our commitment to your well-being, we offer access to Telus Health, a service available 24/7/365 via chat, phone, or webinar. Scan the QR code to download the app and explore the resources available to you for guidance and support whenever you need it. The Telus app is available to download directly from TELUS (tamiu.edu) (<https://www.tamiu.edu/counseling/telus/>) or from the Apple App Store and Google Play.