# MUAP 1213 - Appl Music Instr: Appl Music Instr-Piano

**Fall 2026 Syllabus, Section 1MB, CRN 18392**

## Instructor Information

**Fritz Gechter, DMA - UT Austin**
Dr.
Email: fritz.gechter1@gmail.com
Office: FPA 217C
Office Hours:
MW 10am-12pm
Office Phone: 2639
Cell Phone: 9563346105

## Times and Location

Does Not Meet Face-to-Face

## Course Description

Private instruction for students in the following instruments: bassoon, clarinet, contrabass, cornet, electric bass, euphonium, flute, classical guitar, harp, harpsichord, horn, oboe, organ, percussion piano, saxophone, trombone, trumpet, tuba, viola, violin, violoncello, or voice. Seminar attendance may be required. May be repeated for credit in accordance with degree plan. Prerequisites: Successful placement by audition; concurrent enrollment in an assigned University ensemble and MUAP 1010 for all music majors and minors.
Fine&Performing Arts Department, College of Arts & Sciences

## Additional Course Information

The course consists of private instruction in an applied music instrument, face-to-face one-hour long, individual weekly lesson and (where appropriate) a group studio class. This course number may be repeated for credit. Students must be concurrently enrolled in MUAP 1010 or 3010 and a large ensemble per the degree requirements of the catalog.

## Student Learning Outcomes

Since this is a sequential course, students must earn a grade of “C” or better in order to progress to each subsequent semester. The learning outcomes below apply to both Fall and Spring semester of each year (freshman, sophomore, etc.), and serve as the final grading criteria for successful admission into the following year of study.

This course is designed to improve technique and artistry of the student. Upon completion of the course student will:

- Develop instrumental / vocal technique through practice and public solo and group performance music of diverse genres, cultures and historical periods.
- Develop a complete understanding of the music performed through research into the historical background of the composer and the context of the music’s composition and the ability to communicate the same, through oral and written presentation.
- Develop an understanding of the logistical and social elements entailed in public performance of music and the ability to interact with other musicians and teachers to problem-solve, and communicate ideas in a spirit of mutual respect.
- Obtain a concept of musical freedom and beauty and the ability to recognize the same in self and others.

# Important Dates

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

# Textbooks

| Group | Title | Author | ISBN |
|---|---|---|---|
| | See "Other Course Materials" Below | | |

# Other Course Materials

Contacting me: If you need to contact me, the best way is through text. I will give out my cell phone number during our first studio class meeting. I also respond to my Tamiu email quickly; email is often better if you have a longer and more involved question or issue to address. You can also call me too. I always try to respond as soon as I can to all forms of communication and will do so within 24 hours when possible (usually sooner). Communication Friday-Sunday might not be returned until Monday.

Required Texts Repertoire decisions will be made together by professor and student. Music will be assigned on an individual basis. Whenever music needs to be purchased, it will be the student's responsibility to acquire said music. *Please note that students are expected to have the texts from the previous semesters. All students are expected to procure additional scores as assigned in addition to the required texts; photocopies of regular repertoire will NOT be provided. Failure to obtain scores by the second week of class may result in a lower grade (10% lesson grade deduction per week). Students should bring a notebook to document assignments for weekly lessons. A standard notebook with a spiral binder that is used only for piano is best. Additionally, students are expected to keep a three-ring binder for class handouts. Even though you have the musical score, I suggest you make a clean photocopy of each piece to put in this binder. This way, all of your music for the semester is in one place, reducing the load you have to carry.

Instruction format

The applied instructor selects literature and plans lessons in a logical sequence specifically designed to prepare each student to meet the stated learning outcomes. Thus, the literature and skills addressed in each lesson will vary according to each student's experience in performance repertoire MUAP 1213 1MB: Appl Music Instr | 2 and technical strengths and weaknesses. In practice, after assessing a student's skills and needs in the early lessons, the applied instructor often provides a more detailed overview of the semester's activities; however, this overview is specific to that student and the sequential activities are contingent upon that student's continued progress.

Course Structure, Requirements and Policies

The course consists of private instruction in piano, in a one-hour long, individual weekly lesson. Students will be graded in 3 areas: Lesson & Repertoire; Studio Recital Performance; and the Final Jury. •

Lesson & Repertoire (and possibly Studio Class): 60% of Final Grade Lessons Lesson day and time will be arranged individually. Students must attend all scheduled lessons on time, prepared, warmed up and ready to play. Preparation for the lesson will require technical practice and repertoire study 6-7 days each week. Lesson time is for learning technique and applying that technique to studies and other music. Students are expected to learn and memorize their music outside of the lesson. Lesson time will not be spent learning notes. Students who are not prepared for their lesson may be sent to a practice room, and/or receive a failing grade for the lesson. In your daily practice, be sure to work technical exercises, not just your repertoire. To receive a grade of C or B in the course, about one hour a day is the minimum required amount of practice time, which can be broken up into smaller segments. Students who wish to receive an A grade will probably need to practice about 2+ hours a day. Failure to practice daily will most likely result in a lower grade. *Please be sure you schedule sufficient warm-up time before your lesson. Anyone arriving at a lesson not warmed up may be penalized in their lesson grade that day. Repertoire • All students registered are required to prepare at least two pieces per semester as designated by their instructor. The repertoire may include individual pieces, etudes, sonatina / sonata / concerto movements, etc. Learning pieces includes correct technical and musical accuracy, indicating that the piece is "concert ready." • Music will be assigned on an individual basis, according to the student's level. • Students are required to obtain their own scores of assigned music. • Students are required to learn and memorize their music outside of lesson time. · All assigned repertoire should be worked on according to the course calendar. · All repertoire is expected to be performance ready for the Jury. · If you do not complete all your assigned repertoire you will not receive an "A" for the semester. · In the semester a degree recital is given, the required program notes and recital repertoire will count as the repertoire grade for that semester. Failure to turn in notes on time will result in a lower grade. Studio Class Weekly studio class will take place this semester. •

Studio Recital Performance: 10% of Final Grade Towards the end of the semester we will have a studio recital performance. Each of you will perform at least one piece you have been working on during the semester. •

Final Jury: 30% of Final Grade A final jury will be performed for and evaluated by a panel of the music faculty. All assigned repertoire and technique/ etudes are expected to be performance ready for the Jury. All music students must perform a jury, even if you have a degree recital during the semester. Failure to perform a final Jury will lower the final grade by 30%.

Student Learning Outcomes

MUAP 1213 1MB: Appl Music Instr | 3 Since this is a sequential course, students must earn a grade of "C" or better in order to progress to each subsequent semester. The learning outcomes below apply to both Fall and Spring semester of each year (freshman, sophomore, etc.), and serve as the final grading criteria for successful admission into the following year of study.

This course is designed to improve technique and artistry of the student. Upon completion of the course student will: • Develop instrumental technique through practice and public solo and group performance music of diverse genres, cultures and historical periods. • Develop a complete understanding of the music performed through research into the historical background of the composer and the context of the music's composition and the ability to communicate same, through oral and written presentation. • Develop an understanding of the logistical and social elements entailed in public performance of music and the ability to interact with other musicians and teacher to problem-solve, and communicate ideas in a spirit of mutual respect. • Obtain a concept of musical freedom and beauty and the ability to recognize same in self and others. Important Dates Visit the Academic Calendar (tamiu.edu) (https://www.tamiu.edu/academiccalendar/) page to view the term's important dates.

# Grading Criteria

Grading Criteria Grading

Criteria Students will be evaluated on their independent progress and achievements throughout the semester. Students will receive a grade for each lesson based on how well they prepare the assigned material for that week. The final grade will reflect the student's improvement and quality of performance in lessons, recitals, consistent practice, attendance, and jury performance. If the student does not complete all their assigned repertoire, they will not receive an "A" for the semester.

Grading criteria are listed below:

Lesson & Repertoire: 60%

Studio Recital Performance: 10%

Final Jury: 30%

Total 100%

Attendance Policy (TAMIU Student Handbook Section 3.07)

A vital part of every student's education is regular attendance of class meetings. Every faculty member keeps a current attendance record on all students. Absences may affect the quality of a student's work and frequent absences may result in a low or failing grade. A student who abandons courses without officially withdrawing will receive a grade of "F" in each course, regardless of when that student stops attending classes.

Excused Absences: •

Each student is allowed 2 excused absences per semester without detriment to their grade. An absence is considered excused if the student gives the instructor prior notice of the absence. 24 hours' notice is preferred, but I will excuse an absence with no less than 1 hour's prior notice. If you contact me after your lesson time has begun, you will receive an unexcused absence. • A third excused absence will be considered a full absence, and the student will receive no points for the lesson but may make up the missed lesson by learning extra repertoire, attending extra concerts, or doing other assignments. • If a student has 4 (or more) excused absences, he or she has missed an entire month of class. A failing grade will result unless the student withdraws from the course before the final day to drop. It is the student's responsibility to drop the course.

Tardiness:

Tardiness of 15 minutes or more may result in an unexcused absence. • Tardiness of up to 15 minutes may lower your Lesson grade by 10%.

Make up lessons:

Make up lessons will not be given for student-cancelled lessons. • If you know you have a conflict or are sick and know you will be sick for your lesson, you may switch lesson times with another student for that week in lieu of receiving an excused absence. I can make suggestions, but it is up to you to arrange the switch with your fellow student. The switch must be amenable to both and confirmed by both students. • If the faculty member must cancel your lesson, it will be made up within the semester. • No make-up lessons will be given past the last day of classes. Unexcused Absences: • Lessons missed without notification will be considered unexcused and will receive zero points. • In addition to receiving a zero grade for

the unexcused absence, each will lower the student's final grade by 5 percentage points (or half a letter grade.) • 3 or more unexcused absences will result in a failing grade for the course.

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

# Instructional Format

Schedule of Topics and Assignments Week of Agenda/Topic Reading(s)

Due 8/25 Lesson 1: Syllabus and Policies Review; Repertoire Assignments 9/1 Lesson 2: Prepare Piece #1 for in-lesson work

9/8 Lesson 3: Continue working on Piece #1

9/15 Lesson 4: Continue working on Piece #1 and start #2 no later than this week

9/22 Lesson 5: Continue working on Piece #2

9/29 Lesson 6: Continue working on Piece #2

10/6 Lesson 7: Continue on Piece #2

10/13 Lesson 8: Continue on Piece #2 and start #3 no later than this week

10/20 Lesson 9: Prepare Piece #3 for in-lesson work

10/27 Lesson 10: Continue working on Piece #3

11/3 Lesson 11: Continue all pieces

11/10 Lesson 12: Continue all pieces

11/17 Lesson 13: Continue all pieces

11/24 Lesson 14: Continue all pieces

12/1 Last day of classes is Dec. 2nd. Juries TBA.

12/8 No Classes

# Schedule of Topics and Assignments

| Week of | Reading(s) | Due |
|---|---|---|

# 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.tamiu.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.tamiu.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) 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.