



PSYC 3301 - Advanced Social Psychology: Advanced Social Psych-WIN

Fall 2026 Syllabus, Section 102, CRN 18154

Instructor Information

Justin Ludwig, PhD

Email: justin.ludwig@tamiu.edu

Office Hours:

Student Discussion Hours: Fridays, 2-4pm via Teams (see Blackboard)

Times and Location

TR 2:50pm-4:10pm in Bullock Hall 210

Course Description

This course is an advanced in-depth examination of theory, research, and methodology in social psychology. Emerging perspectives, contemporary research, and controversies in the field will be explored. Students will develop their critical thinking skills in evaluating empirical research methods and findings. The practical implications of research findings also will be explored in the contexts of real-world problems and personal experiences. Psychology & Communication 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

Course Overview

Welcome to Advanced Social Psychology! I'm excited to have you as a member of the class this term and I'm looking forward to introducing you to the fascinating and incredibly relevant world of social psychology.

In this course, we will cover classic and contemporary topics in social psychology. Social psychology is the scientific study of how people think, feel, and behave in social situations. It involves understanding how people influence, and are influenced, by others around them.

Throughout the semester, our course will include lectures, demonstrations, activities, media viewings, and assignments that are meant to help you develop an understanding of concepts, theories, and research findings in social psychology. We will cover topics such as conformity to social norms, attitudes and persuasion, stereotyping and prejudice, social judgment and person perception, aggression, conflict, prosocial behavior, interpersonal attraction, and close relationships. I hope that you will find this course interesting and informative, and that it will offer you useful insights into some of your own social experiences. I am looking forward to an exciting and enriching semester together!

Please watch Blackboard announcements carefully throughout the semester to stay on top of important developments and deadlines for our class!

AI Usage Policy



In this course, the use of artificial intelligence (AI) is prohibited for generating content, ideas, or answers to assignments, discussion posts, exams, quizzes, or any assessments where original student work is required. All work submitted must reflect your own understanding and effort.

However, AI tools may be used for writing assistance and editing purposes (e.g., grammar, style, or clarity improvements) only when such use is clearly disclosed. If you use AI for writing or editing support, you must transparently report it by providing a brief description of how the AI was used, including the tool(s) and specific tasks it assisted with, in the assignment submission.

Failure to adhere to this policy will be considered a violation of academic integrity standards, and any misuse of AI tools for content generation may result in disciplinary action.

Student Learning Outcomes

After completing this course, you will be able to:

1. identify and describe key social psychological theories, concepts, and research findings
2. apply course material to novel situations and real-world scenarios, to predict and/or explain outcomes
3. illustrate course concepts using examples that you have observed in your own life and/or in the media
4. consider how your knowledge of social thinking and behavior might impact your own behavior in the future
5. critically think about social psychological research as it relates to the concept/phenomenon it aims to test

Important Dates

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

Textbooks

Group	Title	Author	ISBN
Required	Social Psychology	Myers, D. G., & Twenge, J.	9781265992996

Other Course Materials

To go to the bookstore, [click here \(https://www.bkstr.com/texasaminternationalstore/home\)](https://www.bkstr.com/texasaminternationalstore/home).

TED Talk URLs

- Gilbert: www.ted.com/talks/dan_gilbert_you_are_always_changing (http://www.ted.com/talks/dan_gilbert_you_are_always_changing)
- Ledgerwood: https://www.ted.com/talks/alison_ledgerwood_a_simple_trick_to_improve_positive_thinking
- Dweck: www.ted.com/talks/carol_dweck_the_power_of_believing_that_you_can_improve (http://www.ted.com/talks/carol_dweck_the_power_of_believing_that_you_can_improve)
- Eberhardt: https://www.ted.com/talks/jennifer_leberhardt_how_racial_bias_works_and_how_to_disrupt_it?language=en
- Payne: https://www.ted.com/talks/keith_payne_the_psychology_of_inequality_and_political_division#t-595455
- Piff: www.ted.com/talks/paul_piff_does_money_make_you_mean (http://www.ted.com/talks/paul_piff_does_money_make_you_mean)

Current account with Respondus LockDown Browser

Grading Criteria

GRADE	PERCENTAGE
A	90-100
B	80-89
C	70-79
D	60-69
F	Below 60



Grading

Blackboard Exams (2 exams × 20 points each = a total of 40 points)

We will have two non-cumulative open-book online exams held within our regularly-scheduled class time. You may take the exams from the classroom or from your home, dorm, or a location of your choosing. If you anticipate having difficulty accessing a computer with a reliable internet connection in a quiet location during the exam times, please complete the exam in the classroom or contact me at least one week in advance of the exam to discuss alternate arrangements.

Each exam will consist of 50 multiple choice questions drawn from course lectures, in-class activities/videos, assigned readings, and assigned TED talks. After item analyses are performed and any adjustments to raw scores are made, your percentage score on each exam will be converted to a score out of 20 points toward your final grade.

These exams are open-book and open-note. However, to do well on the exams, you will need to apply course material rather than simply defining concepts. I strongly encourage you to study for these exams as you would study for typical closed-book exams because success on them will require a deep understanding of course content.

Once you begin an exam, you will have 80 minutes to complete it. You will use the lockdown browser software available to you. **Just as with in-class exams, these online exams must be completed individually, and responses must not be shared between classmates. The use of artificial intelligence (AI) tools (including, but not limited to, chatbots, text generators, and other AI-powered platforms) is strictly prohibited during exams. All work must be completed independently and without external assistance. Violation of any of these rules will be considered an academic integrity violation.**

Exams must be taken starting promptly at 2:50pm CT on the scheduled exam dates. Exceptions to this timeframe will be permitted only in pre-approved circumstances and with appropriate documentation. Please mark the exam dates (see Course Schedule later in the syllabus) in your calendar now and do not book travel/appointments at these times. If you know that this timing will be problematic for you, please contact me as soon as possible; do not wait until the week of the exam to reach out about timing issues that you can anticipate in advance.

If you must miss an exam due to severe illness or emergency:

1. Contact me immediately. Do not wait until after the exam is over; there is much more that I can do to accommodate you when I have prior notice.
2. Obtain documentation of your illness or reason for missing the exam. Appropriate documentation is required for a make-up exam to be scheduled. Students who miss an exam and do not provide acceptable documentation will receive a 0 on that exam.
3. Check your email regularly to ensure that you do not miss information about a possible make-up exam.

Blackboard Quizzes (3 quizzes; best two scores are worth 5 points each = a total of 10 points)

You will take three open-book online quizzes. Quizzes will occur online approximately at the half-way point between exams and will include content from the weeks/classes preceding that quiz (e.g., lectures, readings, activities/demonstrations, videos, TED talks). These quizzes are intended to encourage you to stay up to date with the course content and to facilitate application and retention of course material. Your lowest quiz score will be dropped, so each of your best two quizzes will be worth 5 points towards the final course grade. You will use the lockdown browser software available to you. **Quizzes must be completed independently, without the use of AI, and responses must not be shared between classmates. Quizzes will be posted after class and will be available to take for 48 hours.** Once started, students will have 20 minutes to complete the quiz. If you miss a quiz, your score for that quiz will be zero. This zero can count as your dropped score, which means you need to take the other two quizzes in order to not have the zero count. Refer to the course schedule for quiz posting dates.

Written Assignments (2 assignments × 10 points each = a total of 20 points)

You will submit two written assignments. These assignments are designed to give you a chance to relate course material to your own experiences and/or to the social world in which we live. The assignments will be made available on Blackboard about two weeks prior to the due date. Assignments should be uploaded to Blackboard by 11:59pm on the due date. Late assignments will be penalized at a rate of 10% per 24-hour period or portion thereof. Additional details regarding grading will be provided for each assignment.

Research Proposal: outline (10 points) + proposal (20 points) = a total of 30 points

Students will develop a mini research proposal. Students will identify a social-psychological phenomenon or situation of interest and apply course material to develop a proposed study. First, students will develop an outline for their proposed study, including their study idea, research question, hypothesis, research design, and key variables, and will receive feedback on their outline. Students will incorporate this feedback into their mini research proposal, which they will submit as their final comprehensive project.

ASSIGNMENT	VALUE
Exam #1	20 points
Exam #2	20 points



Quizzes (best 2 of 3)	10 points
Writing Assignment #1	10 points
Writing Assignment #2	10 points
Research Proposal Outline	10 points
Mini Research Proposal	20 points

Course Schedule

Day	Date	Agenda/Topic	Reading(s)	Due
Tue	8/25	Course Introduction	Syllabus	
Thu	8/27	Research Methods	Chapter 1	
Tue	9/1	The Self in a Social World 1	Chapter 2	
Thu	9/3	The Self in a Social World 2	Chapter 2 *TED talk: Dan Gilbert (see URL)	
Tue	9/8	Social Beliefs and Judgments 1	Chapter 3	Quiz #1: posted at 4:10pm (due 48 hours later)
Thu	9/10	Social Beliefs and Judgments 2	Chapter 3 *TED talk: Alison Ledgerwood (see URL below)	Quiz #1: Due by 4:10pm
Tue	9/15	Behavior and Attitudes	Chapter 4	
Thu	9/17	Conformity and Obedience	Chapter 6	
Tue	9/22	Exam 1 Review	Chapters 1, 2, 3, 4, 6; Videos, TED Talks, Lectures Aug. 25 – Sept. 17	
Thu	9/24	Exam 1	Exam 1 (2:50pm CT start time; administered online in Blackboard)	Exam 1
Tue	9/29	Persuasion	Chapter 7	Assignment #1 (released)
Thu	10/1	Group Influence 1	Chapter 8 *TED talk: Carol Dweck (see URL)	
Tue	10/6	Group Influence 2	Chapter 8	Quiz #2: posted at 4:10pm (due 48 hours later)
Thu	10/8	Prejudice 1	Chapter 9	Quiz #2: Due by 4:10pm
Tue	10/13	Prejudice 2	Chapter 9 *TED talk: Jennifer Eberhardt (see URL)	Assignment #1 Due by 11:59pm
Thu	10/15	Aggression	Chapter 10	
Tue	10/20	Exam 2 Review	Chapters 7, 8, 9, 10 Videos, TED Talks, Lectures Sept. 29 – Oct. 15	
Thu	10/22	Exam 2	Exam #2 (2:50pm CT start time; administered online in Blackboard)	Exam 2
Tue	10/27	Attraction	Chapter 11	
Thu	10/29	Close Relationships 1	Chapter 11	Assignment #2 (released)
Tue	11/3	Close Relationships 2	Chapter 11	Quiz #3: posted at 4:10pm (due 48 hours later)
Thu	11/5	Helping and Prosocial Behavior 1	Chapter 12 *TED talk: Keith Payne (see URL)	Quiz #3: Due by 4:10pm
Tue	11/10	Helping and Prosocial Behavior 2	Chapter 12	
Thu	11/12	Conflict and Peacemaking	Chapter 13 *TED talk: Paul Piff (see URL below)	Assignment #2 Due by 11:59pm
Tue	11/17	Special Topic	Journal Article	
Thu	11/19	Special Topic	Journal Article	
Tue	11/24	Genes, Gender, and Culture	Chapter 5	Outlines due by 11:59pm
Thu	11/26	NO CLASS - THANKSGIVING BREAK	NO CLASS - THANKSGIVING BREAK	NO CLASS - THANKSGIVING BREAK
Tue	12/1	Research Proposal Workshop		
Thu	12/3	Research Proposal Workshop		



Tue 12/8
Thu 12/10 NO CLASS

Research Proposals Due by 5:50pm

University/College Policies

Please see the University Policies below.

COVID-19 Related Policies

If you have tested positive for COVID-19, please refer to the Student Handbook, Appendix A (Attendance Rule) for instructions.

Required Class Attendance

Students are expected to attend every class in person (or virtually, if the class is online) and to complete all assignments. If you cannot attend class, it is your responsibility to communicate absences with your professors. The faculty member will decide if your excuse is valid and thus may provide lecture materials of the class. According to University policy, acceptable reasons for an absence, which cannot affect a student's grade, include:

- Participation in an authorized University activity.
- Death or major illness in a student's immediate family.
- Illness of a dependent family member.
- Participation in legal proceedings or administrative procedures that require a student's presence.
- Religious holy day.
- Illness that is too severe or contagious for the student to attend class.
- Required participation in military duties.
- Mandatory admission interviews for professional or graduate school which cannot be rescheduled.

Students are responsible for providing satisfactory evidence to faculty members within seven calendar days of their absence and return to class. They must substantiate the reason for the absence. If the absence is excused, faculty members must either provide students with the opportunity to make up the exam or other work missed, or provide a satisfactory alternative to complete the exam or other work missed within 30 calendar days from the date of absence. Students who miss class due to a University-sponsored activity are responsible for identifying their absences to their instructors with as much advance notice as possible.

Classroom Behavior (applies to online or Face-to-Face Classes)

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

TAMU Honor Code: Plagiarism and Cheating

As a TAMU student, you are bound by the TAMU Honor Code to conduct yourself ethically in all your activities as a TAMU student and to report violations of the Honor Code. Please read carefully the Student Handbook Article 7 and Article 10 available at Student Handbook (<https://www.tamtu.edu/handbook/index.shtml>).

We are committed to strict enforcement of the Honor Code. Violations of the Honor Code tend to involve claiming work that is not one's own, most commonly plagiarism in written assignments and any form of cheating on exams and other types of assignments.

Plagiarism is the presentation of someone else's work as your own. It occurs when you:

1. Borrow someone else's facts, ideas, or opinions and put them entirely in your own words. You must acknowledge that these thoughts are not your own by immediately citing the source in your paper. Failure to do this is plagiarism.
2. Borrow someone else's words (short phrases, clauses, or sentences), you must enclose the copied words in quotation marks as well as citing the source. Failure to do this is plagiarism.
3. Present someone else's paper or exam (stolen, borrowed, or bought) as your own. You have committed a clearly intentional form of intellectual theft and have put your academic future in jeopardy. This is the worst form of plagiarism.



Here is another explanation from the 2020, seventh edition of the Manual of The American Psychological Association (APA):

"Plagiarism is the act of presenting the words, idea, or images of another as your own; it denies authors or creators of content the credit they are due. Whether deliberate or unintentional, plagiarism violates ethical standards in scholarship" (p. 254). This same principle applies to the illicit use of AI.

Plagiarism: Researchers do not claim the words and ideas of another as their own; they give credit where credit is due. Quotations marks should be used to indicate the exact words of another. Each time you paraphrase another author (i.e., summarize a passage or rearrange the order of a sentence and change some of the words), you need to credit the source in the text. The key element of this principle is that authors do not present the work of another as if it were their own words. This can extend to ideas as well as written words. If authors model a study after one done by someone else, the originating author should be given credit. If the rationale for a study was suggested in the discussion section of someone else's article, the person should be given credit. Given the free exchange of ideas, which is very important for the health of intellectual discourse, authors may not know where an idea for a study originated. If authors do know, however, they should acknowledge the source; this includes personal communications (p. 11). For guidance on proper documentation, consult the Academic Success Center or a recommended guide to documentation and research such as the Manual of the APA or the MLA Handbook for Writers of Research Papers. If you still have doubts concerning proper documentation, seek advice from your instructor prior to submitting a final draft.

TAMIU has penalties for plagiarism and cheating.

- **Penalties for Plagiarism:** Should a faculty member discover that a student has committed plagiarism, the student should receive a grade of 'F' in that course and the matter will be referred to the Honor Council for possible disciplinary action. The faculty member, however, may elect to give freshmen and sophomore students a "zero" for the assignment and to allow them to revise the assignment up to a grade of "F" (50%) if they believe that the student plagiarized out of ignorance or carelessness and not out of an attempt to deceive in order to earn an unmerited grade; the instructor must still report the offense to the Honor Council. This option should not be available to juniors, seniors, or graduate students, who cannot reasonably claim ignorance of documentation rules as an excuse. For repeat offenders in undergraduate courses or for an offender in any graduate course, the penalty for plagiarism is likely to include suspension or expulsion from the university.
 - **Caution:** Be very careful what you upload to Turnitin or send to your professor for evaluation. Whatever you upload for evaluation will be considered your final, approved draft. If it is plagiarized, you will be held responsible. The excuse that "it was only a draft" will not be accepted.
 - **Caution:** Also, do not share your electronic files with others. If you do, you are responsible for the possible consequences. If another student takes your file of a paper and changes the name to his or her name and submits it and you also submit the paper, we will hold both of you responsible for plagiarism. It is impossible for us to know with certainty who wrote the paper and who stole it. And, of course, we cannot know if there was collusion between you and the other student in the matter.
- **Penalties for Cheating:** Should a faculty member discover a student cheating on an exam or quiz or other class project, the student should receive a "zero" for the assignment and not be allowed to make the assignment up. The incident should be reported to the chair of the department and to the Honor Council. If the cheating is extensive, however, or if the assignment constitutes a major grade for the course (e.g., a final exam), or if the student has cheated in the past, the student should receive an "F" in the course, and the matter should be referred to the Honor Council. Additional penalties, including suspension or expulsion from the university may be imposed. Under no circumstances should a student who deserves an "F" in the course be allowed to withdraw from the course with a "W."
 - **Caution:** Chat groups that start off as "study groups" can easily devolve into "cheating groups." Be very careful not to join or remain any chat group if it begins to discuss specific information about exams or assignments that are meant to require individual work. If you are a member of such a group and it begins to cheat, you will be held responsible along with all the other members of the group. The TAMIU Honor Code requires that you report any such instances of cheating.
- **Student Right of Appeal:** Faculty will notify students immediately via the student's TAMIU e-mail account that they have submitted plagiarized work. Students have the right to appeal a faculty member's charge of academic dishonesty by notifying the TAMIU Honor Council of their intent to appeal as long as the notification of appeal comes within 10 business days of the faculty member's e-mail message to the student and/or the Office of Student Conduct and Community Engagement. The Student Handbook provides more details.

Use of Work in Two or More Courses

You may not submit work completed in one course for a grade in a second course unless you receive explicit permission to do so by the instructor of the second course. In general, you should get credit for a work product only once.

AI Policies

Your instructor will provide you with their personal policy on the use of AI in the classroom setting and associated coursework.

TAMIU E-Mail and SafeZone

Personal Announcements sent to students through TAMIU E-mail (tamiu.edu or dusty email) are the official means of communicating course and university business with students and faculty –not the U.S. Mail and no other e-mail addresses. Students and faculty must check their TAMIU e-mail accounts regularly, if not daily. Not having seen an important TAMIU e-mail or message from a faculty member, chair, or dean is not accepted as an excuse for failure to take important action.

Students, faculty, and staff are encouraged to download the SafeZone app, which is a free mobile app for all University faculty, staff, and students. SafeZone allows you to: report safety concerns (24/7), get connected with mental health professionals, activate location sharing with authorities, and anonymously report incidents. Go to SafeZone (<https://www.tamui.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@tamui.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 \(https://www.tamui.edu/handbook/index.shtml\)](https://www.tamui.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@tamui.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.tamui.edu/reportit> (<https://www.tamui.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@tamui.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@tamui.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@tamui.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.