PSYC 5303 - Counseling Theories

Fall 2026 Syllabus, Section 102, CRN 17958

Instructor Information

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Email: elizabeth.terrazas@tamiu.edu
Office Hours:
Monday 1-2 pm
Tuesday & Thursday 1-2:30 pm

Times and Location

TR 11:40am-1pm in Bullock Hall 221

Course Description

Familiarizes the student with the principles and practices of a variety of counseling and psychotherapy theoretical models. Prerequisites: PSYC 4301 and PSYC 4303 or permission of instructor. Enrollment in this course is restricted to those TAMIU students who are currently matriculating through the M.A. Counseling Psychology Program.
Psychology & Communication Department, College of Arts & Sciences

Student Learning Outcomes

Upon successful completion of this course, students will be able to identify, utilize, and explain the following areas of the counseling psychology profession:

1. Strategies for personal and professional self-evaluation and implications for practice
2. Theories and models of counseling
3. Counselor characteristics and behavior that influence the counseling process
4. Essential interviewing, counseling, and case conceptualization skills
5. Processes for aiding students in developing a personal model of counseling
6. Theories and models related to clinical mental health counseling
7. Cultural factors relevant to clinical mental health counseling and social justice advocacy

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
Required	Theory and practice of counseling and psychotherapy (9th ed.).	Corey, G. (2013).	978-0-8400-2854-9
Required	Case approach to counseling and psychotherapy (8th ed.)	Corey, G. (2013).	978-1-111-84176-8

Grading Criteria

GRADE	POINTS
A	1080-1200
B	960-1079
C	840-959
D	720-839
F	719 OR LESS

Open Boilerplate

AI Policy

This policy promotes the ethical and responsible use of AI technology.

As an MACP student, you are expected to submit original work, as demonstrated by full engagement with all requirements of any writing assignment (e.g., generating your ideas, finding and selecting research articles, synthesizing ideas, developing paper outlines, and finally presenting these in a written format to your instructor or your peers).

Writing

The MACP faculty recognizes that AI tools (e.g., Grammarly and Microsoft) can improve your original writing through the automated editing and proofing process. Unless otherwise specified, this editing and proofing process is permitted. It's also important to note that while these tools offer a few short-term benefits, the misuse and overuse of this technology will negatively impact your growth as a student and burgeoning scholar and clinician. In an effort to build your long-term writing skills, we strongly encourage you to use the TAMIU Writing Center. There, you will build your understanding of writing practices that AI tools cannot teach. Besides reading high-quality writing, having peers edit your work is probably one of the most important things that you can do to improve your writing skills. Additionally, you should be aware that you may be expected at any point in the program to demonstrate your writing abilities without the use of or assistance of technology.

Generating and synthesizing ideas

Similarly, using AI tools such as ChatGPT is permissible for refining ideas; however, as stated above, all writing generated from these ideas must be original to you and reflect your effort and understanding of the topic. Further, you remain responsible for fact-checking accuracy and substantiating all information you submit. It is unacceptable to cite a source you have not read and reviewed, and you can still be charged with plagiarism if sources are not appropriately credited.

Clinical practice

Be aware that AI tools that are not HIPAA-protected should never be used to assist with client-related tasks (e.g., note-writing, treatment planning). Submitting protected health information on these platforms constitutes a breach in ethical and legal practice.

Summary

Transparent proper use of AI tools is essential to ensure that your work reflects your academic and clinical skills. The consequences of policy nonadherence may include failing the assignment, failing the course, referral to the Honor Council, and removal from the program.

Participation and Attendance

Attendance is required and class participation is expected. A **maximum of one (1) absence** will be allowed without consequence. **Additional absences or chronic tardiness** will jeopardize your final grade. Three or more absences may require repeating the course. When possible, any absences should be discussed with the instructor in advance. Students are responsible for all material and assignments covered on days they are absent.

Because of the experiential format of this course, you are responsible for critically reading and preparing for class. The success of this course depends on students' abilities to respectfully engage in class discussions and activities. It is essential that students come to class prepared to discuss readings and engage in critical reflection**. "Preparing for class" is operationally defined as arriving to class prepared to raise questions and make comments based on the reading for that week.** Active participation throughout the semester, evidenced by thoughtful questions, comments, and responses to questions in a respectful atmosphere of —give-and-take# demonstrate your accepted responsibility for your learning in this course.

Professionalism & participation will be graded on the following:

- Prompt attendance at all class meeting times
- Participation in class discussions and all in-class experiential activities
- Attentiveness when others are speaking
- Willingness to take risks in a professional manner
- Ability to **respectfully hear** others' viewpoints **even when one does not agree**
- Demonstration of personal characteristics consistent with program expectations and professional ethics.

Case Conceptualization Presentations

We will use a case study to prompt exploration of theory concepts and assist in application of counseling skills. The same case will be analyzed using different theoretical lenses. You will be assigned presentation of the case using a specific theory on the first day of class. **The case conceptualization and treatment plan must follow the specific format provided by the instructor.**

You will present your case conceptualization in class in a professional manner, using a power point format. You will be required to bring copies of your case conceptualization for the class. Your grade will be based on how effectively you conceptualize the case assigned. You will upload your case conceptualization to Blackboard on the day of your presentation.

Final Reflection

You should write a reflection on your experience of all the theories covered throughout the semester. This activity will be used to help you understand your behavior, your values, attitudes, feelings, and life experiences as they relate to career choices and development. You should focus your reflections on your *favorite theory or theories, including a discussion on why these theories are appealing to you*. Reflections will need to be thoughtful and reference specific material that was covered in the reading. Critical reflection and thought on material and in class discussions is required. You should write no less than 3 pages double spaced using standard margins and Times New Roman font size 12. Papers must be written in first person and points will be lost for content, page length, grammar/punctuation, and APA style errors.

Exams

There will be 2 multiple choice exams during the term. Please be aware that ***you are responsible for the material covered by the textbook even if it is not covered during lecture.*** The Final Exam will be comprehensive and it will be a mixture of multiple-choice items and short answer questions. All exams will be taken online per University policy. You will be required to purchase the $15 license for the software called *Respondus Lockdown + Monitor* in order to take the final exam. You may find more information here: https://www.tamiu.edu/distance/technology/respondus-ldb-and-monitor.shtml

Missed exams: Students will be allowed to make up a missed exam only if they experience a serious emergency, where it was impossible to complete an exam as scheduled. Legitimate documentation (e.g., a doctor's note, a police report, a religious service program, a letter verifying a university sponsored event, etc.) must be provided within a week of the missed exam. You may not make up an exam without proper documentation. It is up to students to schedule make up exams at a time that is convenient for the professor. Makeup exams must be completed within two weeks of the absence.

Theory Research Paper and Presentation

For this presentation, you will do a literature review on a particular theory and present your findings to the class. For this project, you have to find at least **4 peer reviewed** articles that discuss a range of issues related to the theory selected, including application, challenges, and new directions. Your presentation should be cohesive and focused on the findings of your literature review.

For the paper, you should write no less than 5 pages double spaced using standard margins and Times New Roman font size 12. Papers must be written in third person and points will be lost for content, page length, grammar/punctuation, and APA style errors.

For the presentation, you should treat it as a professional presentation and have a power point slide show to document your findings. You will have 20-30 min for your presentation and you will be graded on your presentation skills, as well as the quality of the content you are presenting.

Research Team Participation

Conducting research is an exciting process of discovery and learning. It provides many opportunities to develop a deep understanding about the scientific method and specific research topics. It also involves the student in a professional role that requires ethical responsibility. This class requirement is designed so that you engage in the process of research and acquire the skills necessary to develop and manage all aspects of a research project under the mentorship of MACP faculty.

Every person is different in their learning and what they may accomplish. Research activity usually involves reading so that you can develop a foundation concerning the literature and issues that are confronted in the investigation. You may also assist in data collection and entry. There may be other things to do as well, and usually new activities arise, so the overall road-map for any semester is very flexible. I also expect students to be

"self-starters" and able to work relatively independently. Each one of the faculty in the MACP program will hold meetings each week/biweekly (about 45 minutes) to talk about their research projects, interests, and expectations for participating in their research team. In these meetings faculty will also discuss issues, concerns, or ideas about their research agenda that are important to talk about.

Grading Expectations

Note that these evaluative guidelines may be revised in accordance with the unique aspects of the project and upon agreement with student.

1. Successful completion of at least 3 assigned responsibilities listed below; if you need to add items to the list, feel free to do so with your faculty member's approval. The faculty member from the research team(s) you participate in will rate the quality of your involvement with the project using a research team participation evaluation rubric.
2. Preparation of a research report (2 pages minimum). This report must relate the activities you performed as a member of the research team to the content and experiences of this class.

List of Potential Research Team Activities

1. Develop and enhance critical-thinking skills
2. Learn to use statistical software programs (e.g., SPSS, SAS)
3. Participate in the data-collection process
4. Develop the ability to conduct literature searches through the library and internet
5. Develop a portfolio of research reports and summarizations
6. Develop familiarity with various research methodologies and related concerns
7. Develop capacity to pose effective research questions and hypotheses
8. Develop understanding of statistical analyses and data management skills
9. Further develop reading and comprehension of scientific articles
10. Develop and improve technical writing and oral presentation skills, as well as research proposal writing
11. Apply ethical principles in actual research situations
12. Develop and pursue your unique research question(s)
13. Preparation of research report for submission to professional meeting
14. Other: (Must be approved by the faculty member in your selected research team)

ASSIGNMENT	VALUE
Attendance and Participation	100
Case Conceptualization Presentation	200
Final Reflection	200
Exams (2 + Final)	300
Theory Paper & Presentation (100 pts + 100 pts)	200
Research Team Participation & Reflection	200
TOTAL	1200

Schedule of Topics and Assignments

Day	Date	Agenda/Topic	Reading(s)	Due
Tue	8/25	Syllabus		
Thu	8/27		Ch 1: Introduction & Overview	
Tue	9/1		Ch 2: The Counselor: Person and Professional Ch 3: Ethics	
Thu	9/3		Ch 4: Psychoanalytic Therapy	
Tue	9/8		Ch 4: Psychoanalytic Therapy Case Approach to Psychoanalytic Therapy (Ch 2) – Cont'd	
Thu	9/10		Case Approach to Psychoanalytic Therapy (Ch 2)	# Case Conceptualization #1:

Tue	9/15	Ch 5: Adlerian Therapy	
Thu	9/17	Ch 5: Adlerian Therapy - Cont'd	
Tue	9/22	Case Approach to Adlerian Therapy (Ch 3)	# Case Conceptualization #2:
Tue	9/29	Ch 6: Existential Therapy	
Thu	10/1	Case Approach to Existential Therapy (Ch 4)	Case Conceptualization #3:
Tue	10/6		Exam #1
Thu	10/8	Ch 7: Person-Centered Therapy	
Tue	10/13	Ch 7: Person-Centered Therapy - Cont'd	
Thu	10/15	Case Approach to Person-Centered Therapy (Ch 5)	# Case Conceptualization #4:
Tue	10/20	Ch 8: Gestalt Therapy	
Thu	10/22	Case Approach to Gestalt Therapy (Ch 6)	Case Conceptualization #5:
Tue	10/27	Ch 9: Behavior Therapy	
Thu	10/29	Case Approach to Behavior Therapy (Ch 7)	Case Conceptualization #6:
Thu	11/5		Exam #2
Tue	11/10	Chapter 10: Cognitive Behavioral Therapy	
Thu	11/12	Chapter 10: Cognitive Behavioral Therapy – Cont'd	
Tue	11/17	Case Approach to Cognitive Behavioral Therapy (Ch 8)	Case Conceptualization #7:
Thu	11/19	Ch 12: Feminist Therapy	
Tue	11/24	Case Approach to Feminist Therapy	# Case Conceptualization #8:
Thu	11/26		# Presentation #1: # Presentation #2: # Presentation #3: # Presentation #4:
Tue	12/1		# Research Team Participation Evaluation & Reflection Due # Presentation #5: # Presentation #6: # Final Reflection Presentation #7: Presentation #8:

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.