ARTS 3357 - Writing About Art-WIN

Spring 2026 Syllabus, Section 201, CRN 29098

Instructor Information

Dr. Jessica Ziegenfuss
Assistant Professor of Art History
Email: jessica.ziegenfuss@tamiu.edu
Office: FPA 233-B
Office Hours:
Mondays and Tuesdays, 12pm – 2pm, or by appointment.

Times and Location

MW 4:25pm-5:45pm in Fine/Performing Arts Center 121

Course Description

This class looks at the variety of writings associated with art history and studio art practice. It explores the discipline of art history itself, and introduces students to the specific ways in which art historians study art. Within a workshop setting, students will practice approaches to research, understanding art and writing about art. Prerequisites: ARTS 1303, ART 1304, and one course from ARTS 3353, ARTS 3354, ARTS 3355, ARTS 3356, or consent of the instructor.
Fine&Performing Arts 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

Dr. Z's Email Policy:

Please email me anytime directly at my school email or message via Blackboard. I will primarily be contacting the class through Blackboard.

I usually respond to emails within 24 hours. If you message me after 5pm on Friday, I may not respond until the following Monday. If I will be unavailable for any reason, I will let you know ahead of time. I do not respond to emails on academic holidays.

Keep email etiquette in mind - all messages should include a greeting ("Dear Dr. Z"), complete sentences, and a sign-off ("Best" "Sincerely").

Course Content Advisory:

As an art history class, this course examines works of art from the past and present that are often tied to weighty and complex subject matter, histories, and ideologies. Lectures will treat these topics and themes, histories, and ideologies with the upmost respect and full consideration. This class may show and discuss artworks containing nudity and adult themes such as death, harm, illness, trauma, war, violence, etc. Students must have an open mind and willingness to engage with these subjects and related artworks - **if this is not possible, it is strongly advised to withdraw from the course.**

Course Description:

This class looks at the variety of writings associated with art history and studio art practice. It explores the discipline of art history itself, and introduces students to the specific ways in which art historians study art. Within a workshop setting, students will practice approaches to research, understanding art and writing about art. Prerequisites: ARTS 1303, ART 1304, and one course from ARTS 3353, ARTS 3354, ARTS 3355, ARTS 3356, or consent of the instructor.

Course Objectives:

This WIN course introduces the history of art criticism, including the methodologies employed by artists, historians, and critics to describe, analyze, interpret, and evaluate artworks. A key aspect of this course is developing visual analysis and writing skills through hands-on exercises, reading key texts by artists and critics, and working on a research topic. Each week, we will explore case studies and, based on these encounters, students will dissect different forms of art writing that formulate or adopt a particular methodological approach, from long-form profiles to critical essays to art-historical analysis. The readings are selected to give students a sense of art-historical method in practice and to help students become more critically aware readers and writers.

Student Learning Outcomes

- Students will understand **differences in forms of art writing** from the biographical profile to historical scholarship to critical reviews, and formal, cultural, and theoretical frameworks of inquiry.
- Students will **apply professional and scholarly** vocabulary in art analyses.
- Students will **analyze and critique** both individual works of art and artistic practices for their conceptual and theoretical motivations and compare those motivations toward visual, received, and exhibited outcomes.
- Students will locate, understand, and utilize different forms of **art writing sources**.
- Students will **compose specific forms of art writing** and deliver a **presentation** on their final projects.

Important Dates

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

Other Course Materials

Required Readings & Other Media: There is no physical textbook for this class. The instructor will supply students with all readings and other required multimedia material (videos, podcasts, online interviews, etc.) via Blackboard, which includes journal articles and book chapters. Please see the attached Course Schedule for each week's assigned readings and required page numbers.

Please note: Required readings appear under Wednesday lectures; these must be completed by the start of class. They will be the focus of in-class activities and group discussions – not being ready to talk and write about readings will impact your *Skills and Discussion* In-Class Writing Activities.

This syllabus is the main roadmap and resource for the course, and the instructor may update it when needed based upon overall class progress or any other event requiring a change. If this occurs, students will be notified.

COURSE ASSIGNMENTS

Attendance

2 points per week

Attendance is required for each class period and is a critical part of the student's success in this class. Roll will be taken at the beginning of each class period. **You are allowed 2 penalty-free absences for the entire semester without excuse (so use them wisely!).** Each unexcused absence beyond two will result in the lowering of your final grade by a full letter grade. If an absence falls on an in-class assignment deadline without being turned in prior or that same day, the assignment is counted as late. Three "late to class" or "leave class early" (15 minutes) equals one full absence. Arriving late and leaving early is disruptive and disrespectful to the instructor and your fellow students, so don't do it!

NOTE: Missing class does not allow for a make-up of an in-class activity. Absences may be excused up to the 2 penalty-free days but will still lose points on in-person work during class.

***Skills and Discussion* In-Class Writing Activities**

2 points per in-class activity

Every week, typically during Wednesdays' classes, there will an in-class writing and discussion activity. **These days appear on the Course Schedule as "*Skills and Discussion*."**

Regular attendance and completing the required readings are necessary for success, so make sure to not miss these as make-ups will not be allowed.

Evaluation of these assignments is based on turning in written work and any other worksheet after class on days with an in-class activity. The goal of these assignments is to practice writing every week and engage the readings.

Midterm Writing Assignment: Making Your Own Artist Manifesto

15 points

The prompt for this assignment will circulate during Week 4.

Using examples discussed in class and in the required readings, students will craft their own artist manifesto. An artist's manifesto is a strong declaration of an artist's beliefs, artistic vision, intentions, and goals, often serving to challenge a status quo, define their unique approach, and inspire change in the art world. For this writing assignment, students will call upon their own artistic practice (real or imagined) to articulate a manifesto that expresses core artistic beliefs, intentions, and interventions n a bold, personal, and declarative way.

MIDTERM WRITING ASSIGNMENT DUE: FRIDAY, MARCH 6TH ON BLACKBOARD

Individual Presentation of Final Writing Assignment

10 points

The prompts for this assignment and the final project will be circulated during Week 9.

During Week 14, students will present the outline of their Final Writing Assignment. This will involve summarizing the essay's thesis and key arguments using visual aids to highlight sources and findings.

PRESENTATIONS DUE WEEK 14: APRIL 27 AND 29

Final Writing Assignment: Art Criticism Essay

25 points

The final project of this course involves students writing their own example of art criticism. There are many different types and styles of art criticism discussed during the semester. Students will choose what style of art criticism they want to emulate, then select a specific work of art (painting, sculpture, photograph, etc.) and write a cohesive essay that moves through the stages of description, analysis, interpretation, and evaluation based upon the style chosen.

FINAL PROJECTS DUE: THURSDAY, MAY 7th BY 11:49PM ON BLACKBOARD

EXPECTATIONS AND RESPONSIBILITIES:

Time Commitment: Students must work through every component of this class (lectures, readings, assignments, and class preparation) in a timely and comprehensive manner.

Students must allocate at least 6 hours each week to fully cover the content presented, including the lectures, readings, assignments, and class preparation.

NOTE: You must set aside extra time to study and complete assignments and projects.

Students should take notes and maintain the time commitment for the course. Keeping up with the work is essential to success. If you keep up with the work promptly, engage fully and comprehensively with course ideas and concepts in and outside of class, and come prepared to discuss the material, you will do well in the course.

No Use of Generative AI for Assignment Content. This course assumes that all work students submit is their own, whether they work individually or in groups. Students should not have another person or entity write any substantive portion of an assignment, including hiring a person or a company to write assignments and using AI generative tools like ChatGPT.

Students suspected of using outside sources and/or AI in this manner will receive zero credit for the assignment and will need to come to Dr. Z's office hours to answer questions about their assignment. Cases could also be reported for academic dishonesty if it demonstrates plagiarism infringement.

Writing aids such as Grammarly are okay if they do not violate the above AI policy.

Technology:

Access to technology and reliable internet is required for this course to access assignments, other course materials, and submission portals.

Computer labs are in Cowart Hall, Killam Library, the Academic Innovation Center, Pellegrino Hall, and the Student Center. The Office of Information Technology also offers a Loaner Laptop Program for students, which requires an online application process.

There is no texting or social media use during class, and all computer work must relate to in-class activities and/or notetaking.

Dr. Z will periodically walk around the room to monitor screens and pause the lecture until cell phones are removed, and non-course-related activities are stopped.

If this becomes a consistent issue, Dr. Z will ban the use of technology in class for all students. **Abuse it or Lose it.**

Grading Criteria

GRADING AND RUBRICS:

Grades are recorded from "A" to "F."

You earn your grades based on the quality of your work. You can track your progress in class by looking at Blackboard. If you are concerned about your progress, I would happily chat with you anytime to discuss ways to improve your work.

As (90-100): This grade reflects EXCELLENT work, superior understanding of the material, and exceptional growth in knowledge.

Bs (80-89): GOOD WORK. This grade demonstrates hard work in all areas of the course, reflecting an excellent understanding and apparent growth in knowledge.

Cs (70-79): AVERAGE WORK. This grade demonstrates some work in all areas of the course, and some growth in knowledge, but effort or understanding may be inconsistent and/or lacking. A student earns this grade for the minimum work required for the course.

Ds (60-69): BELOW AVERAGE. This grade demonstrates little or no apparent work in any area of the course when the student shows little knowledge growth or lacks effort. It shows work that does not consistently meet the minimum requirements for the course.

Fs (below 60): failing.

Late Work:

Each day an assignment is late equals a deduction of a letter grade for that item. After 3 days, the assignment will no longer be accepted, and you will receive an automatic ZERO.

If you have a personal problem keeping you from submitting assignments by the deadline, please let me know ASAP before an assignment is due; I will not reopen assignments after the deadline unless presented with a certified medical excuse.

Extra Credit:

Opportunities to earn extra credit may occur throughout the semester but are not guaranteed. Dr. Z will inform you about the specific requirements and the opportunities for earning extra credit.

Schedule of Topics and Assignments

Week of	Agenda/Topic	Reading(s)	Due
1/21	Course Introductions	See Blackboard for Reading List and PDFs.	
1/26	Art Criticism: A Critical Overview		
2/2	Art Criticism and Writing		
2/9	Art Criticism as Aesthetic Intervention		
2/16	Art Criticism as Artist Manifesto, Part I		
2/23	Art Criticism as Artist Manifesto, Part II		
3/2	Art Criticism as Biography		
3/9	Spring Break		
3/16	Art Criticism as Interview		

3/23	Art Criticism as Journalism
3/30	Art Criticism as Historical Writing
4/6	Art Criticism as Cultural Study
4/13	Art Criticism as Curatorial Statement
4/20	Art Criticism as Exhibition Review
4/27	Individual Presentations of Final Writing Projects
5/4	Final Examination Period

University/College Policies

Please see the University Policies below.

COVID-19 Related Policies

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

Required Class Attendance

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

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

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

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

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