# HIST 1302 - The US Since 1877

**Spring 2026 Syllabus, Section 209, CRN 27905**

## Instructor Information

**Jose Gutierrez**
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Office: PLG 204D
Office Hours:
MWF: 10:45-11:45am
TR: 10:00-11:00am
Office Phone: 9563263034

## Times and Location

MWF 9:40am-10:35am in Bullock Hall 103

## Course Description

Covers the growth of national ideas; movement for individual freedom; party government and public interests; industrial development; labor problems and agrarian unrest; changing international policies; war and peace; problems of agriculture, business, and government; cultural progress and attempts at social cooperation; and current world problems and trends. It is recommended that HIST 1301 be taken before 1302. Prerequisites: Completion of Texas Success Initiative (TSI) Reading requirements, ENGL 1301, or appropriate level developmental course sequence.
Humanities Department, College of Arts & Sciences

## Additional Course Information

**AI Statement:**
Students are encouraged to use AI properly to become familiar with historical concepts or to gain assistance in analyzing proper primary & secondary source material. AI, however, can delivered flawed sources so further vetting would be required.

Students are also encouraged to use AI in assisting with correcting sentence structuring and vocabulary usage for written work (e.g. proofreading their work with Grammarly)

However, students should not use AI to generate wholesale portions of written work and submit those generated texts as their own work, as this would constitute academic dishonesty. Such efforts would constitute plagiarism could result in a "0" or further action taken (see University Policies for more details).

**Quizzes & Discussions:** We will have quizzes based on the readings and lectures. Quizzes are typically online but subject to change to in-person with advanced announcement by the professor. Multiple-choice quizzes are generally timed and you will always have one attempt per quiz. You will need Blackboard Respondus Lockdown Browser & Monitor to access quizzes.

**Primary Document Essay:** We will have a primary document essay analysis. You will be given a choice of primary documents (from The American Yawpchapters) and be required to analyze the document's effectiveness within the context of its time-period. Please reference the Primary Document Guidelines on Blackboard and the schedule for important dates.

**Exams & Final Exam:** There are two regular unit exams and a comprehensive final exam. Exams 1 and 2 typically cover about 4-5 chapters. The final exam will include be comprehensive and cover the entire course. You will receive a study guide to help you prepare in advance of each exam. Study guides are usually provided the weekend before an exam. Exams are in-person/in-class.

**Studying & Readings:** In order to be successful in this course you need to allot appropriate time to this course. The readings and lectures go together. You will be expected to integrate lecture and reading material on the quizzes and exams in a thoughtful manner. If you are having trouble understanding the readings, please reach out to me. PowerPoint slides are provided for the lectures that go with the book readings. Overall, to succeed as a student it is usually recommended you spend about 2 hours studying per 1 hour of class a week. That would mean that you may need to dedicate 7-9 hours of studying to this course to succeed at optimal levels.

**Deadlines:** All quizzes and exams are scheduled here in the syllabus. It is your responsibility to stay on top of deadlines.

**Technical Difficulties:** Technical difficulties are a constant in the 21st Century world we live in. If you have technical difficulties, you should contact the TAMIU Office of Information Technology (OIT) first for any assistance in rectifying the problem. Do not wait until after an assignment (like a quiz) is due. It is your responsibility to get in touch with OIT to fix the issue on your computer. Alternatively, there are free computer labs available to TAMIU students on-campus.

**Blackboard Announcements:** I make constant use of Blackboard Announcements to keep students updated on course assignments and exam reminders. I also will use announcements to announce changes/delays to assignments if needed and I also will post fun history bits for you all. Make sure to check announcements for our class daily!

**Office Hours:** Office hours is the time we set aside for professors to meet with students. Office hours are listed above. If those times do not work for you, we can try to set up an appointment. You are also welcome to contact me through e-mail or via Blackboard Course messages. If you email me, please be sure to use the email at the top of the syllabus and e-mail me from your TAMIU dusty/student e-mail. It is preferable you use Blackboard Course messages.

**Make-up exams and late papers:** In general, I do not accept late work. Exceptions to this rule are if you are going to be absent due to TAMIU athletics or other official student organizations, then it is your responsibility to communicate with me (before the assignment) that you will be absent and we can coordinate a make-up or extension. If some emergency has arisen, I encourage you to reach out to me, but extensions or make-ups will be decided at my discretion on a case-by-case basis.

**Extra-Credit Policy:** There is no extra credit in this course.

**Laptops, Phones, & Tablets:** You should not be on your phones during class. If you are expecting an important phone call, sit near the door and leave the classroom when you take the call. Laptops and tablets should only be used for note-taking. The professor reserves the right to ban laptops or tablets if disruptions occur. A disruption may also result in you being dismissed.

**Professionalism and Behavior:** Attend class and be attentive. Conduct yourself in a professional manner. Do not fall asleep or cause any other kind of disruption. Any disruption may result in being dismissed from class.

**Turnitin Policy:** Documents submitted will be graded and feedback generally given (either typed or audio).

This syllabus is tentative and subject to change.

# Student Learning Outcomes

- **CO1:** Define and describe the foundations of the United States' political system and its effects on the development of the nation since 1877.
- **CO2:** Recall and classify factors that relate to issues of gender, race, religion, and economic status in US society since 1877.
- **CO3:** Identify and explain how the United States interacted with the governments and peoples of other nations since 1877.
- **CO4:** Discuss and explain connections between historical events as well as describe historical changes over time.
- **CO5:** Analyze primary historical sources, thus demonstrating critical reading skills.
- **CO6:** Develop written arguments (e.g., exams, in-class essays).

## 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 | The American Yawp | Locke, Joseph L., Wright, Ben eds. | 9781503608146 |

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## Other Course Materials

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

• Students will be required to use **Respondus Lockdown Browser & Monitor** (which uses the camera feature) to complete quizzes (https://www.tamiu.edu/distance/technology/respondus-ldb-and-monitor.shtml (https://www.tamiu.edu/distance/technology/respondus-ldb-and-monitor.shtml/)) this is the link to view and obtain this program (also provided further in this syllabus)

•Students will need **3 x Scantrons and 3 x Blue Books** (or Green Books if you prefer recycled paper). These can be purchased at the TAMIU Bookstore.

## Grading Criteria

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

## Grade Distribution

| ASSIGNMENT | VALUE |
|---|---|
| Quizzes/Discussions | 30% |
| Primary Document Essay | 20% |
| Exams (1 & 2) | 30% |
| Final Exam | 20% |

## Schedule of Topics and Assignments

| Week of | Agenda/Topic | Reading(s) | Due |
|---|---|---|---|
| 1/21 | Chapter 16 - Capitol & Labor | Analyze: American Yawp, Ch. 16 Primary documents: - William Graham Sumner on Social Darwinism | Obtain Necessary materials by the end of the week! Acknowledge Syllabus & Policies on Blackboard & take Demo Test |
| 1/26 | Chapter17 - The West | Analyze: American Yawp, Ch. 17 Primary documents: -William T. Hornady on the Extermination of the American Bison - Turning Hawk and American Horse on the Wounded Knee Massacre | Chapter Quiz 1 (Ch. 16 & 17): Open Jan. 30 - Feb. 1 |
| 2/2 | Chapter 18 - Life in Industrial America | Analyze: American Yawp, Ch. 18 Primary documents: - William James on “The Philippine Question” | Start going over possible topics for the Primary Document (no assignments due) |

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|---|---|---|---|
| 2/9 | Chapter 19 - The American Empire | Analyze: American Yawp, Ch. 19 | Chapter Quiz 2 (Ch. 18 & 19): Open Feb. 13 - 15 |
| 2/16 | Chapter 20 - The Progressive Era | Analyze: American Yawp, Ch. 20 & Study for Exam 1 | EXAM #1: Friday, Feb. 20 |
| 2/23 | Chapter 21 - World War I and its Aftermath | Analyze: American Yawp, Ch. 21 Primary documents: -Woodrow Wilson Requests War -W.E.B DuBois, "Returning Soldiers", Suggested Video: "The Battle of Jutland - Clash of Dreadnoughts" (youtube) | Primary Document Selection (Quiz Grade): Due Sunday, March 1 |
| 3/2 | Chapter 22 - The New Era (The Roaring 20s) | Analyze: The American Yawp, Ch. 22 Primary documents: - Ellen Welles Page, "A Flappers' Appeal to Parents" - Alain Locke on "The New Negro" | Chapter Quiz 3 (Ch. 21 & 22): Open March 6 - 8 |
| 3/9 | SPRING BREAK | SPRING BREAK | SPRING BREAK |
| 3/16 | Chapters 23 - The Great Depression | Analyze: American Yawp, Ch. 23 Primary documents: - Herbert Hoover on the New Deal | Chapter Quiz 4 (Discussion Forum): Open March 18 - 22 |
| 3/23 | Chapter 24 - World War II | Analyze: American Yawp, Ch. 24 Primary documents: - FDR, Executive Order No. 9066 - Aiko Herzig-Yoshinaga on Japanese Internment (1942/1994) | Chapter Quiz 5 (Ch. 23 & 24): Open March 27 - 29 |
| 3/30 | Chapters 24 & 25 - World War II (cont.) & the Cold War | Analyze: American Yawp, Ch. 24 Primary documents: - Harry Truman Announcing the Atomic Bombing of Hiroshima | Exam #2: Friday, April 3 |
| 4/6 | Chapter 25 & 26 - The Cold War & the Affluent Society (1945 - 1959) | Analyze: American Yawp, Ch. 25 - 26 | Primary Document Essay: Due Sunday, April 12 |
| 4/13 | Chapter 27 - The 1960s | Analyze: American Yawp, Ch. 27 **Required Documentaries: "This Jet Terrified the West: The MiG-25 Foxbat" – by Mustard (youtube) "Why the F-15 Terrified the Soviets" – by Mustard (youtube) | No assignments due |
| 4/20 | Chapter 28 - The Unraveling | Analyze: American Yawp, Ch. 28, Suggested Video: "May 1, 1969: Fred Rogers testifies before the Senate Subcommittee on Communications" (youtube) | Chapter Quiz 6 (Ch. 26 & 27): Open April 24 - 26 |
| 4/27 | Chapter 29 - The 1980s | Analyze: American Yawp, Ch. 29, Suggested Video: "Ollie North" – American Dad! (youtube) | No assignments (Study for the Final Exam) |
| 5/4 | Final Exam Week | Prepare and Attend Final Exam | FINAL EXAM: Wednesday, May 6 @ 9:40am |

## Core Curriculum Learning Outcomes

Core-Curriculum Learning Outcomes:

1. **Critical Thinking Skills (CT)** - creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
2. **Communication Skills (COM)** - effective development, interpretation and expression of ideas through written, oral and visual communication
3. **Empirical and Quantitative Skills (EQS)** - manipulation and analysis of numerical data or observable facts resulting in informed conclusions
4. **Teamwork (TW)** - ability to consider different points of view and to work effectively with others to support a shared purpose or goal
5. **Social Responsibility (SR)** - intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities
6. **Personal Responsibility (PR)** - ability to connect choices, actions and consequences to ethical decision-making

# 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.