MUSI 2182 - Piano Class IV

Spring 2026 Syllabus, Section 203, CRN 28993

Instructor Information

Colin Campbell, Ph.D.
Associate Professor
Email: colin.campbell@tamiu.edu
Office: 209 B/C
Office Hours:
MW 12 - 1pm, 3:20-4:20pm or by appointment
Office Phone: 956.326.3071

Times and Location

MW 2:20pm-3:15pm in Fine/Performing Arts Center 211

Course Description

A continuation of piano performance and keyboard skills in a group context. Students pursuing a BM and/or BM all-level must pass the Piano Proficiency Exam at the end of this course to meet graduation requirements. Prerequisite: MUSI 2181 completed the previous semester with a grade of C or better, consent by audition, or consent of instructor.
Fine&Performing Arts Department, College of Arts & Sciences

Additional Course Information

Contacting me: All written communication is to be via Blackboard Messages. I always try to respond as soon as I can and will do so within 24 hours when possible (usually sooner). Communication Friday-Sunday might not be returned until Monday.

GENERAL CLASS POLICIES

- All policies outlined in this syllabus are subject to change by the instructor at any time; any changes will be announced in class and/or via a Blackboard announcement.
- Please make sure to cut your fingernails so that they are short enough for your fingertips to make contact with the keys.
- You are expected to arrive to class on time out of courtesy and respect to your classmates and instructor.
- Bring your textbook and headphones to all classes.
- Bring a pencil with eraser and note paper to all classes so you make notes in your score or take general class notes.
- No food or drink (except water) during class. Water must be kept on the floor at all times.
- Do not put any liquid containers on the keyboards as they could spill and cause damage.
- Turn off or silence any cell phones and keep them out of sight during class as they are distracting.
- Make sure to turn off your keyboard before you leave each class. PRACTICING

To prepare adequately for class and class assignments you should expect to practice an average of 3-5 hours a week on a full-sized piano or keyboard. You will do best if you practice your assignments daily. Sound-proof practice rooms are available on the first floor of the FPA building.

METHODS AND CRITERIA FOR EVALUATION

Students will be evaluated through assignments, quizzes, a composition project, and three exams (the third exam will be the Final Exam).

Attendance and Tardy Policy (10% of final grade): Full class participation is expected. Attendance will be graded and taken at every class. Arrival after class has begun will count as a tardy. Three tardies will count as one unexcused absence.

Homework Assignments (20% of final grade): most homework assignments will be recorded videos you make and submit on Blackboard. These will be graded on accuracy, effort and how well directions are followed. I will also give written feedback. Videos can be made in any format you wish as long as they are easily accessible on Blackboard.

Composition Project (10% of final grade): There will be one composition project due this semester. Each student will compose a short composition for the piano that demonstrates their ability to integrate musical elements learned in the course, including: melody, harmony, articulation, dynamics, rhythm, and tempo fluctuation. Compositions will be submitted via Blackboard. Students will present their composition to the entire class in the following manner:

1) Introduction: introduce its main features to the class in a short, oral presentation (1 minute).

2) Performance (2 options):

a) have your computer software play it for the class

b) play it yourself (live performance) for the class

The entire composition project is worth 100 points and is split into the following 3 components:

· Up to 80 points for the composition itself (the written part)

· Up to 5 points for the oral presentation

· 0 – 15 points: 0 points if you have your computer software play it; up to 15 points for a live performance If you do not perform live, the most you can get on this project is 85 points (grade of B).

Assignment Policy:

· To receive the highest possible grade, assignments (video assignments, projects, or other work) must be 100% complete and submitted by their given due dates.

· Assignments turned in on time, but not fully complete will receive a grade deduction comparable to the amount of missing work. (e.g., 25% of assignment missing = a 25% grade deduction, etc.)

· Assignments turned in late with no documented excuse will receive a 10% grade deduction for each day they are late (assignments turned in 10 or more days late will receive a zero “0”).

· No credit will be given for missing assignments unless the student has a valid, university-approved excuse.

· Assignments turned in late due to legitimate, documented reasons/excuses will be allowed and graded as if they were turned in on time. A list of university-approved reasons for late assignments (and for absences) is found on p. 4-5 below under TAMIU Course Policies. Late assignments missed for acceptable reasons are automatically due at the following class period, unless arranged differently with the instructor.

· Any scheduled assignments missed due to university-approved absences should be made up or submitted within one week of the absence. It is always the student’s responsibility to let the instructor know of reasons for missed work as soon as possible, and to document the reason if an extension is being requested.

Proficiency Exams (60% of final grade): During this last semester of group piano, you will take 3 “piano proficiency” exams. Each exam has several categories. Below is a general example (subject to change) of items to be covered on each exam: Proficiency Exam 1 (worth 20% of your overall course grade)

1. white-key minor scales

2. white-key minor cadences

3. sight reading/transposition
4. score reading: viola and one other string instrument
5. selected repertoire

Proficiency Exam 2 (worth 20% of your overall course grade)

1. 1st half of all major scales
2. 1st half of all major cadences
3. all major pentascales
4. score reading: 2 out of 3 parts of a vocal score
5. harmonize a given melody with LH accompaniment
6. selected repertoire

Proficiency Exam 3 (worth 20% of your overall course grade)

1. 2nd half of all major scales
2. 2nd half of all major cadences
3. harmonize a given melody with LH accompaniment
4. score reading: 2 band instruments (one transposing and one in "C")
5. selected repertoire

These exams are different from regular-style exams in that you must show a passing level of proficiency ("C" or 73%) in ALL sections of each exam in order to pass. The following rules apply:

• Students must pass all categories of an exam with a "C" (73%) or better before advancing to the next exam.

• If students fail any category in any of the three exams, they must retake only those categories, but no more than 3 times each.

• Any exams not passed by the end of the semester will result in a grade of zero ("0") for those exams.

• If students fail to achieve a "C" or better on all sections of all 3 exams by the end of the semester, they will not pass the course and will need to drop it and retake it the following year (unless they qualify for an "Incomplete").

• Students are responsible for dropping courses themselves; faculty cannot do this.

Proficiency Exam Policy:

· Exams will either be pre-recorded and submitted via Blackboard, or performed live in front of the professor, or a combination of both.

· Exams are a very important part of the course, and all effort must be taken to perform them at their scheduled times or submit them when they are due.

· Only in very unusual and extraordinary circumstances can exams be performed at alternate times or submitted after they are due.

• Exams may be made up (or submitted late) only if the professor is contacted in advance (or as soon as possible after) AND the student has a valid univerisity-approved excuse (documentation of an illness, personal injury, etc.).

• Make up exams must be performed/submitted as soon as possible after the originally scheduled time/due date, but no later than 1 week after (unless approved by the instructor).

• Exams will not be made up (or extentions of due dates given) if the student does not show (or does not submit on time) and does not have a valid university-approved excuse (forgets, etc.). In such cases students will receive a grade of zero (0%).

AI Policy

Since there is no writing requirement for this course, and all assignments/projects are not relevant to AI use, there is no AI Policy.

Program Learning Outcomes

The student who completes this course will successfully be able to:

· CO1: Perform and interpret several solo repertoire pieces (with or without music) from the intermediate levels by a diverse selection of composers from various national, cultural and ethnic backgrounds

· CO2: Perform most major and minor scales, primary cadences and arpeggios using both hands together

· CO3: Perform and interpret ensemble pieces with other students

· CO4: Compose, present and perform a short composition for the piano in class

· CO5: Sightread two or more lines of music at sight on the piano (bass and treble clef)

· CO6: Transpose two or more lines of music

· CO7: Harmonize melodies from lead sheets on the piano

· CO8: Perform score reading excerpts

· CO9: Interpret repertoire pieces using contrasting dynamics, articulation and phrasing

Student Learning Outcomes

The student who completes this course will successfully be able to:

· CO1: Perform and interpret several solo repertoire pieces (with or without music) from the intermediate levels by a diverse selection of composers from various national, cultural and ethnic backgrounds

· CO2: Perform most major and minor scales, primary cadences and arpeggios using both hands together

· CO3: Perform and interpret ensemble pieces with other students

· CO4: Compose, present and perform a short composition for the piano in class

· CO5: Sightread two or more lines of music at sight on the piano (bass and treble clef)

· CO6: Transpose two or more lines of music

· CO7: Harmonize melodies from lead sheets on the piano

· CO8: Perform score reading excerpts

· CO9: Interpret repertoire pieces using contrasting dynamics, articulation and phrasing

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	Alfred's Group Piano for Adult Beginners 2nd edition	E. L. Lancaster and Kenon D. Renfrow	13: 978-0739049259

Grading Criteria

GRADING

Below is a breakdown of your overall course grade:

Attendance	10%
Assignments	20%
Composition Project	10%
Prof. Exam I	20%
Prof. Exam II	20%
Prof. Exam III (Final Exam)	20%
TOTAL	100%

Final Grade:

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

Schedule of Topics and Assignments

Day	Date	Agenda/Topic	Reading(s)	Due
Wed	1/21	Unit 13 (Book 2); First Class Day; Read syllabus		
Mon	1/26	Unit 13		
Wed	1/28	Unit 13		
Mon	2/2	Unit 14		
Wed	2/4	Unit 14		
Mon	2/9	Unit 15		
Wed	2/11	Unit 15		
Mon	2/16	Review: Proficiency Exam I		
Wed	2/18	Review: Proficiency Exam I		
Mon	2/23	Unit 16		
Wed	2/25	Unit 16		
Mon	3/2	Unit 17		
Wed	3/4	Unit 17 Spring Break		
Mon	3/9	Spring Break		
Wed	3/11	Unit 18		
Mon	3/16	Unit 18; Composition projects due (performances, presentations)		
Wed	3/18	Unit 19		
Mon	3/23	Unit 19		
Wed	3/25	Review Proficiency Exam II		
Mon	3/30	Proficiency Exam II		
Wed	4/1	Unit 20		
Mon	4/6	Unit 20		
Wed	4/8	Unit 21		
Mon	4/13	Unit 21		

Wed	4/15	Unit 22
Mon	4/20	Unit 22
Wed	4/22	Review Proiciency Exam III (final)
Mon	4/27	Review Proficiency Exam III (final)
Mon	5/4	Final Exam (Proficiency Exam #3); 2:20pm. Arrive at 2:15pm in the piano lab and then take your final exam in Dr. Campbell's office when it's your turn.

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.