

# PSCI 3305 - Govt Politics of Europe: Govt Politics of Europe (F13- Feb 05 to May 14)

## Spring 2026 Syllabus, Section 202, CRN 28504

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### Instructor Information

**James Norris**

Email: jnorris@tamiu.edu

Office: AIC 335

Office Hours:

T & R 10:15 AM - 11:25 AM

Office Phone: 956 326-2607

Please use Blackboard Message rather than TAMIU email

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### Times and Location

TR 8:30am-10:05am in Pellegrino Hall 112

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### Course Description

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### Additional Course Information

How does the course work

1. The Calendar: Please refer to the course calendar in Blackboard often. It will show when quizzes are open [2-3 day window], when exams are open [4 hour window], and when and if extra-credit lectures are available.
2. This course requires each student to log into the course's Blackboard site at least once a week, but you can do this at any time you wish during the week at any hour of the day or night (except for the times when the university computer or the Blackboard is being worked on). Weekly deadlines do change a bit during the semester, so please check on them. Use the Calendar. Please remember (especially if you are a night person) that I may not actually be physically present when you log into the course!
3. You are expected to read the appropriate chapters in the textbook as you progress through the course. Read each chapter thoroughly and read each chapter a minimum of three times. Skim the chapter first, then read the chapter more seriously and thoroughly, taking notes, perhaps. Lastly, in preparation for the exam read the chapter(s) again.
4. We will have four exams during the course: three mid-term exams and a final exam. You will take these online with Respondus Lock-down Browser, which you will need to download. [more below]

Minimum Technical Skills Expected of the Student

When participating in distance education courses, it is vital to consider the technology involved in order to have a successful course. Students in distance education should have knowledge of basic computer and Internet skills, as mentioned on the Instructional Technology and Distance Education Services' webpage. Additional skills required for this course include knowing how to use Turnitin.

Minimum Technology Requirements (Including information on how to obtain technology)

When participating in distance education courses, it is vital to consider the technology involved in order to have a successful course. It is recommended that you meet the technical requirements listed on the Instructional Technology and Distance Education Services' webpage when using the learning management system (LMS) of the University.

Note: Students if you do not own the required hardware, software or do not have access to internet, it will be highly challenging for you to make any progress in this class. However, my goal is to assist you to find solutions and guide you appropriately most of the required materials can either be found free of charge at TAMIU's library, computer labs, and classrooms. In addition, you may also purchase any of these items at any electronic store.

#### Technical Support Services

Because of the nature of distance education courses, the Office of Information Technology (OIT) computing and information services are vital to the success of online students. This webpage covers contact information for Distance Education Services, the OIT Help Desk, and E-mail support: Technical Support Services.

#### Accessibility and Privacy Statements on Course Technologies

At Texas A&M International University, we believe that all students should have equal technology opportunities in the classroom. These technologies/sites may also require user data, such as the creation of a username and password. In this class, we will utilize Blackboard and Turnitin. You may find the accessibility and privacy policies of these technologies on the following pages: Accessibility Statements and Privacy Statements.

**Additional Software.** You will need the following additional software: Microsoft Word for submitting assignments and Respondus Lockdown Browser for taking the exams [see more on this below]. TAMIU Students may access online versions of this software through their Dusty Office 365 account at <https://dusty.tamtu.edu/>. This site also provides students access to download the Microsoft suite for educational use. See instructions for downloading the Microsoft Office suite.

#### Student Support Resources

The University wishes to have all students succeed in their courses. To provide support to our students, an array of services in the areas of technology support, academic support, student support, and accessibility support may be found at the University. For more information, visit Instructional Technology and Distance Education Services' page on University Resources and Support Services.

**Office Hours:** Professors have office hours for the benefit of their students. Please do not hesitate to visit me during my office hours, email me [Blackboard message preferred].

#### Quizzes:

There are 10 or 11 graded chapter/module quizzes in the course. Generally, one for each textbook chapter. These are a part of the grading/ evaluation process. Quizzes will be usually open for three [3] days

#### Policies:

Please review the TAMIU College of Arts and Sciences policies.

1. All times and deadlines are given in United States Central Time.
2. No incompletes are allowed, except as under COAS policy.
3. No make-ups are possible, nor allowed.
4. Online Exams will be open for two days. Some of these days will be on weekends.
5. Online Quizzes are open for five - six days only.
6. If the professor is unable to open an attachment, it must be resubmitted within 48 hours of notification of this or the assignment grade will be zero (0).
7. Always check to make sure an uploaded attachment is correct. After the deadline passes, whatever content present will be the content graded.
8. Medical problems will not usually count as a valid excuse for not submitting work, taking tests and quizzes because there are always at least two days during which they can be done. However, if you have a many-day illness or something more serious then I may allow late submissions if you can supply written documentation.
9. Purchasing the textbook is a student responsibility.

#### Expectations of the Course:

Students are expected to:

- Review the "Start Here" materials, but especially this Syllabus.
- Review and follow the Course Calendar.
- Log-in at least three times a week.
- Respond to Blackboard Message, if necessary, within 3 days.
- Take Quizzes and Exams by the corresponding deadlines.

The professor will:

- Log-in to the course at least every other day.
- Respond to emails within two business days.
- Grade assignments within five days of the assignment deadline

#### Exams and Make-Ups.

Exams will be multiple choice. The Exam will be opened in the Blackboard course for a limited time one [1] day). You MUST take both parts of the exam sometime during the designated day. If you miss the deadline you have missed the exam and will earn a ZERO (0). They are timed. You have 1 hour and 10 minutes for each mid-term multiple-choice exam and 2 hours for the final multiple-choice exam.

### LockDown Browser Requirement

This course requires the use of Respondus LockDown Browser for online exams. Watch this video to get a basic understanding of LockDown Browser. <https://www.respondus.com/products/lockdown-browser/student-movie.shtml>

#### Download Instructions

Click the Student Support top-middle tab located in Blackboard. Scroll down to the Instructional Technologies section and click on the Respondus LockDown Browser icon.

Note: TAMIU lab computers already have Respondus LockDown Browser pre-installed.

#### Once Installed

- Open LockDown Browser
- Log into Blackboard Learn
- Navigate to the test and begin

Note: You won't be able to access tests with a standard web browser. If this is tried, an error message will indicate that the test requires the use of LockDown Browser. Simply start the LockDown Browser and navigate back to the exam to continue.

#### Guidelines

When taking an online test, follow these guidelines:

- Select a location where you won't be interrupted
- Before starting the test, know how much time is available for it, and also that you've allotted sufficient time to complete it
- Turn off all mobile devices, phones, etc. and don't have them within reach
- Clear your area of all external materials - books, papers, other computers, or devices
- Remain at your desk or workstation for the duration of the test
- LockDown Browser will prevent you from accessing other websites or applications; you will be unable to exit the test until all questions are completed and submitted.
- Several resources are available if you encounter problems with LockDown Browser.
- The Windows and Mac versions of LockDown Browser have a "Help Center" button located on the toolbar. Use the "System & Network Check" to troubleshoot issues.
- If you have problems downloading, installing, or taking a test with Respondus LockDown Browser, email the TAMIU eLearning Team at [elearning@tamiu.edu](mailto:elearning@tamiu.edu).

**Exams:** Exams will be a mixture of multiple choice and identification over the material covered in class and over the readings in the book. All of the chapter readings are testable, including some material that will not be reviewed in lecture. You must read the book! Be forewarned, exam questions will often go beyond simple definitions to questions that require you to apply information. The exams are closed-book exams, meaning that nothing should be on your desk during the exam. Those caught cheating—copying others' work or consulting notes or crib sheets during the exam—will receive a failing grade for the exam.

**Follow-the-News Journals** Students need to become familiar with current European politics and news. Textbooks are by necessity a bit dated. Hence, we will regularly discuss current political news stories from Europe. The best source for news about Europe is the newsmagazine (though they call it a newspaper) *The Economist*. There are also *Der Spiegel* (a German news magazine) [English] and *Le Monde* (a French news magazine) [English] online. Articles from newspapers such as the *New York Times*, the *Washington Post*, the *Dallas Morning News*, or even the *San Antonio Express News* are acceptable. Write a (one or two paragraphs) summary of the article. Everyone will write three (3) article summaries during the semester. Do this project during week 3. Each is worth up to 33 points. Number three is worth 34 point. Students will concentrate on one EU member, the UK\*, or the European Union itself—your choice. Your choice does not have to be cleared by me. A virtual written document is due to be turned-in through a Blackboard drop boxes (one for each). The first one is due February 19; the second one is due March 26; and the third is due April 30. \*The UK is no longer an EU member.

### AI Use Policy

Using an AI platform to check your spelling, grammar, or to do preliminary research is encouraged. But do not copy and paste AI generated material into an Essay or other written assignment without properly identifying the information as AI generated and citing your sources. I encourage you to use Grammarly and Spell Check

**Quiz.** There will be at least eight but probably eleven online Blackboard study quizzes – one for each section/ chapter.

## Student Learning Outcomes

**Course Objectives:** To provide you with an introduction to the politics of the new Europe. Europe is a continent of thirty-eight more-or-less democratic nations historically torn by ethnic, social, and economic division and war. But since World War II and even more so since 1989 a new Europe has emerged that has begun a process of merging into the European Union. While the Europe of the last millennium was a continent torn by strife, competition, and world wars, the nations of Europe have also borrowed from one another, imitated one another, and share many culturally significant historical reference points. Europe is for many Americans the ancient homeland and for all Americans the source of our political traditions. Even so, Europe and European political culture is different. Hence, we ought to be able to learn a lot about ourselves, our own politics, and American political culture through a comparison with Europe.

**Student Learning Objectives:** Upon completion of the course students should be able to:

- identify and discuss the defining characteristics of the government and politics of several key European states, including the United Kingdom, France, Germany, Russia, Sweden, Poland and Italy
- identify and discuss the dominant trends influencing and shaping the above characteristics
- assess evidence of convergence or divergence between the member states
- evaluate the significance of EU membership on the government and politics of the EU member states in question
- demonstrate analytical skills of comparison and contrast.

## 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	Politics in Europe, 8th Edition	M. Donald Hancock, et al.	9781071844298

## Grading Criteria

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

Grading Scale:

First Exam.....200 pts	900 -1000 = A
Second Exam.....200 pts	800 - 899 = B
Third Exam.....200 pts	700 - 799 = C
Follow the News.....100 pts	600 - 699 = D
Final Exam.....200 pts	000 - 599 = F
Quizzes.....100 pts	
Total.....1000 points	

## Course Assignment Grades

ASSIGNMENT	VALUE
First Exam	200 points
Second Exam	200 points
Third Exam	200 points
Follow the News (3 documents 33.3 points each)	100 Points
Quizzes	100 points



Final Exam	200 points
Total	1000 points

## Schedule of Topics and Assignments

Day	Date	Agenda/Topic	Reading(s)	Due
Thu	2/5	Course Introduction What is Europe? Part 1 What is Europe? Part 2	Syllabus Scan the PowerPoint before class. If needed: scan the PowerPoint before Class Textbook Introduction	What is Europe Quiz, by 11:59 pm February 15
Tue	2/10	History of Europe		
Thu	2/12	History of Europe		European 20th Century History Quiz, by 11:59 PM on February 22
Tue	2/17	The United Kingdom	Textbook Part 1	Follow the News # 1 due by 11:59 PM on February 19
Thu	2/19	The United kingdom, part 2	Textbook Part 1	Quiz 3 by 11:59 PM on February 22
Tue	2/24	France	Textbook Part 2	
Thu	2/26	France, part 2	Textbook Part 2	Quiz 4 by 11:59 on March 1
Tue	3/3	Exam 1	Exam 1 online from 10 AM to 5 PM	Part 1 [UK] and all previous lectures Due by 5 pm
Thu	3/5	Germany	Textbook Part 3	
Tue	3/10	Spring Break		
Thu	3/12	Spring Break		
Tue	3/17	Germany Part 2 Italy	Textbook Part 3 Textbook Part 4	Quiz 5 by 11:59 PM on March 18 [Wednesday night]
Thu	3/19	Italy, continued	Textbook Part 4	Follow the News # 2 due by 11:59 PM on March 26 Quiz 6 is due by 11:59 PM on March 29
Tue	3/24	Exam 2	Exam 2 open from 9 AM to 5 pm	Exam 2 covers France and Germany
Thu	3/26	Sweden	Textbook Part 5	
Tue	3/31	Sweden, continued	Textbook Part 5	Quiz 7 is due by 11:59 PM on April 5
Thu	4/2	Russia	Textbook Part 6	
Tue	4/7	Russia, continued	Textbook Part 6	Quiz 8 is due by 11:59 PM on 12 April
Thu	4/9	Exam 3	Exam 3 is open from 9 AM to 5 PM	Exam 3 Covers Italy and Sweden
Tue	4/14	Poland	Textbook Part 7	
Thu	4/16	Poland, continued	Textbook Part 7	Quiz 9 is due by 11:59 PM on April 19
Tue	4/21	The European Union	Textbook Part 8	
Thu	4/23	The European Union. continued	Textbook part 8	Quiz 10 is due by 11:59 PM on April 29 [this is Wednesday night]
Tue	4/28	Ukraine Invasion/ War		Follow the News #3 due by 11:59 PM on April 30. Quiz 11 is due by 11:59 PM on May 3
Thu	4/30	Final Exam study		
Tue	5/5	Final Exam is Tuesday May 5	The Final Exam is open from 6 AM to 5 PM	Comprehensive and 1/2 of it is on Russia, Poland, the European Union, and the Ukraine War Due by 5 PM on May 5th

## University/College Policies

Please see the University Policies below.

### COVID-19 Related Policies

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

### Required Class Attendance

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

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

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

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

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

### TAMU Honor Code: Plagiarism and Cheating

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

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

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

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

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

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

**Plagiarism:** Researchers do not claim the words and ideas of another as their own; they give credit where credit is due. Quotations marks should be used to indicate the exact words of another. Each time you paraphrase another author (i.e., summarize a passage or rearrange the order of a sentence

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

TAMIU has penalties for plagiarism and cheating.

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

## Use of Work in Two or More Courses

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

## AI Policies

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

## TAMIU E-Mail and SafeZone

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

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