

# ACC 2301 - Intro to Financial Accounting

## Fall 2024 Syllabus, Section 162, CRN 13833

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### Instructor Information

**Moon Kyung Cho, CPA, CIA, CFE, PhD**

Associate Professor of Accounting

Email: moonkyung.cho@tamui.edu

Office: WHTC- 218D

Office Hours:

Monday-Thursday 5:00 PM – 6:00 PM (CST)

Both in person and Blackboard Virtual Meeting Space during office hours.

Office Phone: 956-326-2581

I strongly recommend you contact me via Blackboard course message. If I miss your call, please send me a message via Blackboard with your phone number. When I miss your phone call, I will call you back between 9AM to 5PM on the same day. If I check your message after 5PM, I will call you back on the next day after 9AM. Please do not send me an email to TAMIU address. I will check your Blackboard message every morning from 9AM to 11AM during the weekdays from Monday to Friday and respond back to you within 24 hours. I will not respond back to you during weekends.

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### Times and Location

TR 6pm-7:20pm in Western Hemispheric Trade Ctr 116

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### Course Description

This course provides an introduction to the accounting cycle, the major financial statements (financial position, income, cash flows), valuation of assets and liabilities, and income determination.

Intl Banking&Finance Studies Department, Sanchez School of Business

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### Additional Course Information

**Email Notifications/Alerts for Blackboard:** Please make sure to checkmark (v) **Email notifications** of Global Notification Settings.

### Student Learning Outcomes

**Course Goals:** This course provides both an opportunity to comprehend the role of accounting as the language of business information between firms and various interested parties (regulators, creditors and investors) and to find accounting interesting.

**Learning Objectives:** After completion of this course, students should be able to

1. Differentiate business operation cycle and accounting cycle.
2. Identify business movements and regulations on business practices and accounting rules and financial reporting.
3. Prepare and record accounting transactions using accounting principles and rules.
4. Discuss and apply a variety of accounting methods for preparation of financial statements.
5. Compare and contrast various methods of cost allocation for inventory and of asset valuation.
6. Identify and apply methods to safeguard assets and strengthen organizational and accounting internal control systems.
7. Apply basic technological tools to prepare accounting reporting.
8. Develop analytical thinking and communication skills to analyze financial data and present financial statements.

9. Discuss the nature of business organization formation, ownership, and accounting for profit and dividends.
10. Promote understanding and appreciation of accounting and ethics for accounting in business and society.

## Important Dates

Visit the Academic Calendar ([tamui.edu](https://www.tamui.edu)) (<https://www.tamui.edu/academiccalendar/>) page to view the term's important dates.

## Textbooks

Group	Title	Author	ISBN
Required	Cnowv2 For Warren/Jones/Taylor'S Financial & Managerial Accounting, 1 Term Instant Access	Warren/Jones/Taylor	9780357714065
Required	ExPrep Portal	Excel-based project submission tool	N/A

## Other Course Materials

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

Access to the above textbook's online system "CengageNOWv2" for quizzes and homework assignments

- Each student must set up his/her own CengageNOWv2 account to complete the required work.
- To register our course on CengageNOWv2, go to our Blackboard course page, then the folder
  - "Content." Under then the folder "Access to CengageNOWv2," you will see a link "Access to CengageNOWv2." Click it to access our CengageNOWv2 course page and register from here. **DO NOT directly go to Cengage's website or other platforms to find our CengageNOWv2 course.** If you do not register through Blackboard, your account will not be linked to Blackboard and all your homework assignment and quiz grades will be reported missing even if you actually submit your work.
- After you have registered our CengageNOWv2 course, you can access the CengageNOWv2 course (eBook, homework and quizzes) through the CengageNOWv2 course link on Blackboard (as described above) or through Cengage website directly at [www.cengage.com/dashboard](http://www.cengage.com/dashboard/). (<http://www.cengage.com/dashboard/>)
- TAMIU OIT have scheduled maintenance for FY24/25 for the following dates and time. When in doubt, please contact 956-326-2310.

### Fall

**September 13th, 2024 at 7pm (Friday)-10am (Saturday)**

**October 4<sup>th</sup>, 2024 at 7pm (Friday)-10am (Saturday)**

**November 15<sup>th</sup>, 2024 at 7pm (Friday)-10am (Saturday)**

**December 20<sup>th</sup>, 2024 at 7pm (Friday)-10am (Saturday)**

- While you cannot access our CengageNOWv2 through Blackboard during the maintenance, you can still access our CengageNOWv2 course through Cengage's website. Thus, the due dates for homework and quizzes will NOT change due to OIT network maintenance.
- Learn more about CengageNOWv2:

[https://www.cengage.com/coursepages/TAMIU\\_Students](https://www.cengage.com/coursepages/TAMIU_Students) ([https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.cengage.com%2Fcoursepages%2FTAMIU\\_Students&data=04%7C01%7Cwulung.li%40tamui.edu%7C956b582ec65b45015e9d08d962568dc5%7Ce6e9982505da4869bf49e63a0e04d314%7C0%7C0%7C637648946186301808%7CUnknown%7CTWFpbGZsb3d8eyJWljiMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTiI6IjEhaWwiLCJXVCi6Mn0%3D%7C1000&sdata=mXii82k82xASKcXAmaAStRCQfTjxBCzPzJp3DcdYVo4%3D&reserved=0](https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.cengage.com%2Fcoursepages%2FTAMIU_Students&data=04%7C01%7Cwulung.li%40tamui.edu%7C956b582ec65b45015e9d08d962568dc5%7Ce6e9982505da4869bf49e63a0e04d314%7C0%7C0%7C637648946186301808%7CUnknown%7CTWFpbGZsb3d8eyJWljiMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTiI6IjEhaWwiLCJXVCi6Mn0%3D%7C1000&sdata=mXii82k82xASKcXAmaAStRCQfTjxBCzPzJp3DcdYVo4%3D&reserved=0))

- **Course/Section Link: TBD**

## Grading Criteria

**Grading Policy:** Grades will be based entirely based upon performance on exams, quizzes, and individual projects. The exams will be based on the text, lectures, and any additional materials distributed in class and posted on the Blackboard. The number of points earned will be converted to an equivalent final letter grade.

Description	Points
Exam#1	100
Exam#2	100
Final exam	100
Quizzes	200
Excel Projects	200
Online Homework	100
<b>Total</b>	<b>800</b>

  

Points	Grade
720-800 pts	A
640-719 pts	B
560-639 pts	C
480-559 pts	D
0-479 pts	F

## Open Boilerplate

### Dates to keep in mind:

August 26: First Class Day of Fall 2024

September 10: Last day courses may be dropped without record

October 13: Midterm Grades due

November 28-30: Thanksgiving Holidays, No Class

December 3: Tuesday. Last Class Day

**December 10: FINAL EXAM, Tuesday, beginning from 6 PM to 7:30PM**

**Interim Progress Report:** Please monitor your scores from Blackboard to track your own performance. In this way, you will be able to manage your performance proactively and forecast your final grade according to the grading policy.

**Excel projects:** We use the ExPrep platform to submit all Excel projects for grading. More guidelines will be provided in class.

- Each student completes individual Excel project using the instructor provided templates and submit completed projects vis Blackboard dropbox.
- No makeup to Excel projects will be available if you miss the deadline.
- Excel projects are due at 11:55 pm on the due dates.
- There are total 8 excel projects for the respective accounting topics.
- Issues with cheating or violating TAMIU honor code will be treated according to the TAMIU Honor Code.
- Technical difficulties will not be an excuse for failing to submit the required by the deadlines. When in doubt, please use the TAMIU computer labs during the business hours or contact the TAMIU OIT to loan a laptop. [https://www.tamtu.edu/precollege/loaner-laptop-program.shtml?utm\\_source=go.tamtu.edu&utm\\_medium=laptop](https://www.tamtu.edu/precollege/loaner-laptop-program.shtml?utm_source=go.tamtu.edu&utm_medium=laptop) ([https://www.tamtu.edu/precollege/loaner-laptop-program.shtml/?utm\\_source=go.tamtu.edu&utm\\_medium=laptop](https://www.tamtu.edu/precollege/loaner-laptop-program.shtml/?utm_source=go.tamtu.edu&utm_medium=laptop))

### Homework assignments:

- Each student completes homework using CengageNowv2 To access homework, click 'Assignment' in the toolbar on the top of CengageNowv2 course page.
- There are 10 homework and are not timed.
- No makeup to homework will be available if you miss the deadline.

- Homework assignments are due at 11:55pm on the due dates.
- You have unlimited attempt to answer each homework question until you fully understand the question. You may use the "Check My Work" tab at the bottom of the question page on CengageNOWv2. For each problem set, you will be able to click on "Check My Work" to check your answers, and the system will indicate whether your answers are correct.
- Technical difficulties will not be an excuse for failing to submit the required by the deadlines. When in doubt, please use the TAMIU computer labs during the business hours or contact the TAMIU OIT to loan a laptop.

[https://www.tamtu.edu/precollege/loaner-laptop-program.shtml?utm\\_source=go.tamtu.edu&utm\\_medium=laptop](https://www.tamtu.edu/precollege/loaner-laptop-program.shtml?utm_source=go.tamtu.edu&utm_medium=laptop)

**Quizzes:**

- Each student takes quizzes using CengageNowv2 To access quizzes, click 'Assignment' in the toolbar on the top of CengageNowv2 course page.
- There are 10 quizzes and are timed.
- You must complete it in one time. You cannot sign out the quiz and sign in the quiz later again.
- Quizzes will be taken at the beginning of class. If you cannot take the quiz in class, please contact the instructor via Blackboard message within one (1) week prior to the event to make an appointment to take the respective quiz at WHTC 218D.
- You have one attempt to answer each quiz.
- "Check My Work" function is unavailable.
- Technical difficulties will not be an excuse for failing to submit the required by the deadlines. When in doubt, please use the TAMIU computer labs during the business hours or contact the TAMIU OIT to loan a laptop.

[https://www.tamtu.edu/precollege/loaner-laptop-program.shtml?utm\\_source=go.tamtu.edu&utm\\_medium=laptop](https://www.tamtu.edu/precollege/loaner-laptop-program.shtml?utm_source=go.tamtu.edu&utm_medium=laptop)

**Correction of Grading Errors:**

- All requests regarding course record corrections (e.g. exams, quizzes, projects) must be submitted in writing within one (1) week after graded materials were handed back, reviewed in class and/or after grades have been posted on blackboard.
- After that time, all grades and records become final.
- Please note that any and all changes are at the sole discretion of the instructor.

**There is no extra credit available in this class, and grade is given based on the accumulated points system.**

Description	Total points
Exam #1 (chapter 1-4)	100
Exam #2 (chapter 5, 6, 8)	100
Final exam (chapter 9-13)	100
Quiz #1 (chapter 1, 2)	20
Quiz #2 (chapter 2, 3)	20
Quiz #3 (chapter 4)	20
Quiz #4 (chapter 5)	20
Quiz #5 (chapter 6)	20
Quiz #6 (chapter 8)	20
Quiz #7 (chapter 9)	20
Quiz #8 (chapter 10, 11)	20
Quiz #9 (chapter 12)	20
Quiz #10 (chapter 13)	20
Excel Project #1	25
Excel Project #2	25
Excel Project #3	25
Excel Project #4	25
Excel Project #5	25
Excel Project #6	25
Excel Project #7	25
Excel Project #8	25
Homework #1 (chapter 1,2)	10

Homework #2(chapter 2,3)	10
Homework #3 (chapter 4)	10
Homework #4 (chapter 5)	10
Homework #5 (chapter 6)	10

## Schedule of Topics and Assignments

Week of	Agenda/Topic	Reading(s)	Due
8/27	Introduction Ch1 Introduction to Accounting and Business Ch1 Introduction to Accounting and Business	Ch1 Introduction to Accounting and Business Ch2 Analyzing Transactions	Please complete your acknowledgement of Syllabus and Policies Submission by this Thursday 11:55 PM (CST) via Blackboard. Please remember that all your assignments are due by every Thursday 11:55 PM (CST) by designated channel.
9/3	Ch2 Analyzing Transactions Ch2 Analyzing Transactions Quiz#1 (Ch1, Ch2)	Ch2 Analyzing Transactions Chapter 3 The Adjusting Process	Homework #1 (Ch1, Ch2) Excel Project #1
9/10	Chapter 3 The Adjusting Process Chapter 3 The Adjusting Process Quiz#2 (Ch2, Ch3)	Chapter 3 The Adjusting Process Ch4 Completing the Accounting Cycle	Homework #2 (Ch2, Ch3) Excel Project #2
9/17	Ch4 Completing the Accounting Cycle Ch4 Completing the Accounting Cycle Quiz#3 (Ch4)	Ch4 Completing the Accounting Cycle Review Chapters 1-4	Homework #3 (Ch4) Excel Project #3
9/24	Exam #1 Coursera day 1	Ch5 Accounting for Merchandising Businesses	
10/1	Ch5 Accounting for Merchandising Businesses Ch5 Accounting for Merchandising Businesses Quiz#4 (Ch5)	Ch5 Accounting for Merchandising Businesses Ch6 Inventories	Homework #4 (Ch5) Excel Project #4
10/8	Ch6 Inventories Ch6 Inventories Quiz#5 (Ch6)	Ch6 Inventories Ch8 Receivables	Homework #5 (Ch6) Excel Project #5
10/15	Ch8 Receivables Ch8 Receivables Quiz#6 (Ch8)	Ch8 Receivables Review Chapters 5,6 and 8	Homework #6 (Ch8) Excel Project #6
10/22	Exam #2 Coursera day 2	Ch9 Long-Term Assets: Fixed and Intangible	
10/29	Ch9 Long-Term Assets: Fixed and Intangible Homework #7 (Ch9) Quiz#7 (Ch9)	Ch9 Long-Term Assets: Fixed and Intangible Chapter 10 Liabilities I	Homework #7 (Ch9) Excel Project #7
11/5	Chapter 10 Liabilities I Chapter 11 Liabilities II Quiz#8 (Ch10, Ch11)	Chapter 11 Liabilities II Ch12 Corporations: Organization, Stock Transactions, and Dividends	Homework #8 (Ch10, Ch11) Excel Project #8
11/12	Ch12 Corporations: Organization, Stock Transactions, and Dividends Ch12 Corporations: Organization, Stock Transactions, and Dividends Quiz#9 (Ch12)	Ch12 Corporations: Organization, Stock Transactions, and Dividends Ch13 Statement of Cash Flows	Homework #9 (chapter 12)
11/19	Ch13 Statement of Cash Flows Ch13 Statement of Cash Flows Quiz#10 (Ch13)	Ch13 Statement of Cash Flows	Homework #10 (Ch13)

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## 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)

TAMIU encourages classroom discussion and academic debate as an essential intellectual activity. It is essential that students learn to express and defend their beliefs, but it is also essential that they learn to listen and respond respectfully to others whose beliefs they may not share. The University will always tolerate different, unorthodox, and unpopular points of view, but it will not tolerate condescending or insulting remarks. When students verbally abuse or ridicule and intimidate others whose views they do not agree with, they subvert the free exchange of ideas that should characterize a university classroom. If their actions are deemed by the professor to be disruptive, they will be subject to appropriate disciplinary action (please refer to Student Handbook Article 4).

### 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 <https://www.tamiau.edu/scce/studenthandbook.shtml> (<https://www.tamiau.edu/scce/studenthandbook.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 <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 Student Counseling and Disability Services located in Student Center 126. 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 Student Counseling and Disability Services office.

## 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: <http://www.tamiau.edu/studentaffairs/StudentHandbook1.shtml> (<http://www.tamiau.edu/studentaffairs/StudentHandbook1.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. If a student would like to file a complaint for discrimination due to his or her pregnant/parenting status, please contact the TAMIU Title IX Coordinator (Lorissa M. Cortez, 5201 University Boulevard, KLM 159B, Laredo, TX 78041, [TitleIX@tamiau.edu](mailto:TitleIX@tamiau.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: <https://www.tamiau.edu/reportit> (<https://www.tamiau.edu/reportit/>).

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 Equal Opportunity and Diversity (Lorissa M. Cortez, [lorissam.cortez@tamiau.edu](mailto:lorissam.cortez@tamiau.edu)) can assist the student and professor in working out the reasonable accommodations. For other questions or concerns regarding Title IX compliance related to pregnant/parenting students at the University, contact the Title IX Coordinator. In the event that a student will need 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 LOA's 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 (<https://www.tamiau.edu/scce/studenthandbook.shtml> (<https://www.tamiau.edu/scce/studenthandbook.shtml/>)).

## 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, sexual orientation or gender identity in admissions, 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@tamiau.edu](mailto:TitleIX@tamiau.edu), 956.326.2857, via the anonymous electronic reporting website, ReportIt, at <https://www.tamiau.edu/reportit> (<https://www.tamiau.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.