CHEM 4499 - Special Topics in Chemistry: Molecular Modeling - WIN

Fall 2024 Syllabus, Section 102, CRN 14594

Instructor Information

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Office Hours:
TR 8:45-9:45 am
TR 2:00-3:00 pm
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Contact preferred through email, response within 48hrs M-F 9am-5pm.

Times and Location

T 11:40am-1:30pm in Billy F Cowart Hall 116

R 11:40am-1:30pm in Bullock Hall 205

Course Description

A course involving instruction, laboratory, and/or literature searches in one of the traditional chemistry fields depending on student interest and specialty of instructor. The following topics may be chosen/offered Bioinorganic Chemistry, Transition Metal Chemistry, Solid State Chemistry, Advanced Topics in Organic Chemistry, Statistical Mechanics, and Advanced Topics in Analytical Chemistry. May be repeated for credit when topic changes. Prerequisites: Senior standing and permission of instructor. (Formerly CHEM 4399).
Biology&Chemistry Department, College of Arts & Sciences

WIN-Designation

This course is designated as a writing-intensive (WIN) course. In this course, writing will not only be the subject of study, but it will also serve as a method of learning. Students will learn how communication in written, oral, and visual forms change according to purpose and genre. Brainstorming, drafting, revising, and peer-workshopping are integrated into the course curriculum and are the required components of this writing-intensive course. The final Research Paper is the designated assignment for WIN assessment.

Additional Course Information

The Molecular Modeling WIN course objective is to understand the methodology and application of computers in determining chemical properties under various conditions. We will focus on how computational chemistry can be used to explain atomic and molecular properties, and chemical reactions. The course will cover the strengths and limitations of varying molecular modeling approaches, including ab initio quantum mechanical, semi-empirical, and molecular mechanics methods. Students will be exposed to various platforms and modeling software programs, with practical training in Gaussian quantum mechanical software. This is a writing-intensive course, and each writing assignment will be returned with feedback so that you may revise and incorporate it into the final course paper.

Student Learning Outcomes

Upon completion of this course, students will be able to:

- Demonstrate the ability to use computational chemistry techniques to aid experiment.
- Use computational chemistry techniques to predict molecular properties and chemical reactions.
- Compare and contrast several computational approaches.
- Have sufficient command of UNIX/Linux operating system
- Demonstrate proficiency with quantum chemistry (Gaussian) and molecular mechanics software
- Demonstrate ability to use the software to solve and evaluate real-world chemistry problems
- Produce an effective paper on a scientific analysis of a chemical research project utilizing molecular modeling that will be formatted in a professional writing style specific to the sciences.

Students enrolled at the 5000 level will be further expected to:

- Research and present topics from primary literature
- Apply the computational chemistry tools to solve independent research projects

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	Introduction to Computational Chemistry, 3rd edition	Frank Jensen	978-1-118-82599-0
Required	Exploring Chemistry with Electronic Structure Methods, Third Edition	J. B. Foresman and Æ Frisch	978-1-935522-03-4

Other Course Materials

Additional Textbook/Materials

- Ramachandran, Gopakumar, Namboori: Computational Chemistry and Molecular Modeling: Principles and Applications, Springer, 2008 (eBook available through TAMIU Library)
- Lewars: Computational chemistry: introduction to the theory and applications of molecular and quantum mechanics, Springer, 2011. (eBook available through TAMIU Library)
- Recent literature

Grading Criteria

GRADE	PERCENTAGE
A	90-100
B	80-89.9
C	70-79.9
D	60-69.9
F	Below 60

Course Assignments and Expectations

As your instructor, I aim to help and encourage you to learn. All students learn differently; thus, I utilize various methods and assignments. This means you will have many different opportunities to apply the concepts we will investigate this semester. Correspondingly, there are many ways to earn points and demonstrate your understanding of the material in this course. WIN policy is to have 50% or more of the course grade from written assignments.

Each category will be weighted as stated below.

WRITING ASSIGNMENT	PERCENT
Weekly Summaries	30
Final Paper	20
OTHER ASSIGNMENTS	
Quizzes/TopHat	20
Midterm Exam	10
Final Exam	20
Presentation (5000 Level)	20
TOTAL	100 (4000 Level), 120 (5000 Level)

Late assignments will be deducted 10% each day up to 3 days late.

To be graded on the grading scale defined above, you must complete all the following course requirements:

1. Pass the final exam.
2. Turn in a Final Paper.
3. Complete your class presentation. (5000 level)

Failing to meet one or more of these requirements will result in a student not be graded by the grading scale described in the previous section. Grades in these cases are determined on an individual basis and are at the instructor's discretion. In general, you may expect at least a one-grade penalty for each requirement which is not fulfilled. Thus, failing the final, skipping an excessive number of homework assignments or in-class assignments may result in a grade lower than the number of points you have accumulated would otherwise indicate.

If you feel that an error was made in the grading of homework or exams, you may request a re-grade by notifying the instructor within **one week** of receiving it.

Quizzes

Weekly quizzes will be given over both concepts and computational tutorial material. The quizzes will consist of lecture information covered the previous class and assigned reading information.

Exams

There will be a midterm and final exam. The tests will be comprised of short answer problems with a computational component that will be performed on computers. Exams will cover the reading assignments, lectures, discussions, and exercises. All exams must be taken during the regularly scheduled times. There will **not** be any makeup exams. A missed exam will count as a zero (excluding a **well-documented** University excused absence). If classes are cancelled by the University on the day of a scheduled exam, then the test is automatically scheduled for the next class lecture period.

Writing Assignments

Weekly writing Assignments (*see blackboard for up-to-date due dates)*: For each molecular modeling unit, you will write a report including the objective, methods, results/discussion, conclusion, and references. These will be written in ACS format using Mendeley (https://www.mendeley.com/reference-management/reference-manager (https://www.mendeley.com/reference-management/reference-manager/)) for the reference section. See examples and additional information provided on Blackboard.

Research Project

Students will also be required to complete an independent project in which they will apply computational chemistry to solve a chosen problem, ideally related to their research or interest. The typed independent project report (formatted as an article in a scientific journal).

The *project topic, title, and a short summary/abstract* will be due 9/17. Students must meet with the professor before topics are due.

Introduction and References Molecular Modeling Research Project (Due 10/1): A scientific paper's "introduction" section should include the background information to justify your experiment and enough explanation of what is already known about the topic to ensure that the reader can correctly interpret your results. Each student will write a 2-3 page (double-spaced; 12-point font; one-inch margins all around) Introduction to the Molecular Modeling study, which must include a clearly state objective and hypothesis. Students must incorporate at least 10 peer-reviewed references in the Introduction (**references to websites are unacceptable**). Citations and references will follow the format for the *Journal of the American Chemical Society* (**Mendeley will be used for formatting**). The reference section does not count toward the maximum 3-page limit.

Computational Methods Section (with references) of Molecular Modeling Research Study (*Due 10/15*): The Computational Methods section of a scientific paper describes the materials and procedures used during a calculation or series of calculations. The description must provide enough detail to repeat the computations, including all software, equations, parameters, methods, basis sets, and statistical analysis. The methods section should be written in the 3rd person and should be a narrative, not a list of instructions. Each student will write a 1-2 page (double-spaced; 12-point font; one-inch margins all around) Computational Methods section, including each analysis and synthesis technique used.

Results and Conclusions Sections for the Molecular Modeling Research Study (Due 11/12, Submitted to Dropbox by 11:55pm): The Results section of a scientific paper presents the findings of calculations in paragraph form with interpretation. This section will include statistical analysis, tables, and graphs referred to and explained in the narrative. Each student will write a 2-3 page (double-spaced; 12-point font; one-inch margins all around) results and discussion section noting the significant findings in their research project. The Conclusion section should be brief (approx. 150-250 words) and include the highlights and significant findings of the overall project.

Final Research Paper for the Molecular Modeling Research Study (Due 11/27; Submitted to Dropbox by 11:55pm): This assignment will be the final report on the individual research project performed, a scientific paper. Professional, scientific papers are expected to be informative, direct, and concise; the research paper should be 6-10 pages, not including references, graphs, tables, and figures (double-spaced; 12-point font; one-inch margins all around). The report must have a Title, Abstract, Introduction, Methods, Results and Discussion, and conclusions section. Sections that have been part of previous writing assignments (Introduction, Methods, Results) may be expanded to include updated information (procedures and findings) and must incorporate the instructor's feedback from the previous drafts. Students must incorporate at least fifteen peer-reviewed journal references (website references are unacceptable). Citations and references will follow the format for the *Journal of the American Chemical Society* (**Mendeley will be used**).

Research Presentation

Graduate students (5000-level students) will present their research papers to the class at the end of the semester. These will be 15-minute presentations covering their research project and include an additional 5 min for questions.

Notes for Success

It has been the Instructor's experience that the students who do the following in the indicated sequence generally obtain higher grades in the class.

1. Read the relevant chapter or assigned article before attending the class (even though it may not be well understood at that point).

2. Regularly attend (and participate in) the lectures to obtain a verbal presentation of the material with important points emphasized.

3. Review the lecture notes the night after covering them in class.

4. Doing the assigned problems, beginning them the day they are provided.

Attendance Policy

Students with three or more un-excused absences will receive an "F" in the course. It is the student's responsibility to promptly notify the instructor if there is an absence from the lecture, laboratory sessions, or examinations. NO MAKEUP EXAMINATIONS are given whatsoever! All unexcused assignments and examinations will be given a grade of ZERO!

Class courtesy is also an important aspect of the course, and the use of cellular phones, unrelated discussions, and interruption of fellow students' questions is discouraged.

Schedule of Topics and Assignments

Day	Date	Agenda/Topic	Reading(s)	Due
Tue	8/27	Syllabus Set up computer accounts Unix/Linux and vi commands	Syllabus	
Thu	8/29	Introduction to computational Chemistry	Chapter 1 (Jensen)	

Tue	9/3	Gaussian Software Input	Chapter 2 (EST)	
Thu	9/5	Research Topics Meetings		
Tue	9/10	Geometries and Frequencies	Chapter 3&4 (EST)	Research Paper Topic and Summary
Thu	9/12	Basis Sets	Chapter 5 (Jensen)	
Tue	9/17	Basis Set Effects	Ch 5 (EST)	
Thu	9/19	Electronic Structure Theory Methods	Chapter 3 & 4 (Jensen)	
Tue	9/24	Selecting a Theoretical Method	Ch 6 (EST)	
Thu	9/26	Density Functional Theory	Chapter 7 (Jensen)	
Tue	10/1	Writing Day - Research Paper		Research Paper Intro
Thu	10/3	Semiempirical Methods Review	Chapter 8 (Jensen)	
Tue	10/8	Midterm Exam		Midterm Exam
Thu	10/10	Molecular Mechanics		
Tue	10/15	Writing Day - Research Paper		Research Paper Method Section
Thu	10/17	Composite Methods		
Tue	10/22	High Accuracy Models	Ch 7 (EST)	
Thu	10/24	QM/MM and Reaction Pathways		
Tue	10/29	Chemical Reactions and Reactivity	Ch 8 (EST)	
Thu	10/31	Thermochemistry	Handout	
Tue	11/5	Data Collection - Research Topics		
Thu	11/7	Data Collection - Research Topics		
Tue	11/12	Modeling Excited States	Ch 9 (EST)	Results/Conclusion
Tue	11/19	Modeling Systems in Solution	Ch 10 (EST)	
Thu	11/21	Molecular Mechanics		
Tue	11/26	Library Day - Research Papers		Results/Conclusions
Thu	11/28	No Class - Thanksgiving		
Tue	12/3	Graduate Student Presentations Review		
Thu	12/5	No Class		
Tue	12/10	Final Exam	Comprehensive	

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.tamiu.edu/scce/studenthandbook.shtml (https://www.tamiu.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.tamiu.edu/studentaffairs/StudentHandbook1.shtml (http://www.tamiu.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@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: https://www.tamiu.edu/reportit (https://www.tamiu.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@tamiu.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.tamiu.edu/scce/studenthandbook.shtml (https://www.tamiu.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@tamiu.edu, 956.326.2857, via the anonymous electronic reporting website, ReportIt, at https://www.tamiu.edu/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.