CSCE 3301 - Algorithms Data Structures

Fall 2024 Syllabus, Section 102, CRN 14721

Instructor Information

TEXAS AM UNIVERSITY
Associate Professor of Computer Science and Engineering
Email: mustafa.allail@tamiu.edu
Office: LBV 324E
Office Hours:
TR: 9:30 am to 10:00 am and 4:10 pm - 5:00 pm. Or by appointment.
Office Phone: 9563262410
I encourage you to reach out if you have any questions or need assistance. I maintain an open-door policy during my office hours. You can also contact me by email. When emailing, please provide clear and concise information. Due to the high volume of emails I receive, I aim to respond within one business day (Monday-Friday, excluding holidays).

Times and Location

TR 2:50pm-4:10pm in Academic Innovation Center 127

Course Description

Builds on the foundation provided by CSCE 1336 and CSCE 1337 with an increased emphasis on algorithms, data structures, and software engineering. The treatment of programming concepts will be both in terms of the object-oriented paradigm as well as independent of any programming language.
Prerequisites: CSCE 1137 and CSCE 1337.
Engineering Department, College of Arts & Sciences

Additional Course Information

Algorithms and data structures are essential in computer science and software engineering because every theoretical computation and real-world program involves algorithms that work on data elements with an underlying structure. Choosing the right algorithm and data structure solutions for real-world problems requires understanding their theoretical and practical capabilities and limitations.

By mastering the course material, you will develop essential skills that are highly sought after in the job market. Understanding algorithms and data structures will enable you to write efficient and well-structured code. Proficiency in using various abstract data types will demonstrate your versatility and problem-solving abilities. Additionally, your ability to analyze the impact of data structure choices on program performance will showcase your critical thinking and technical expertise. These skills are invaluable in today's competitive tech industry and will significantly improve your chances of success in future job interviews.

Program Learning Outcomes

Within three to five years of obtaining a bachelor's degree in Computer Engineering at TAMIU, graduates should be able to:

- Utilize the knowledge and skills acquired to become an effective professional in computer engineering or related fields
- Promote the values of ethics, professionalism, and community service to advance society
- Exhibit continuous professional development and learning through licensure, certification, or graduate studies.

Student Learning Outcomes

Upon completing and passing the course, the students will be able to:

1. **Understand the role of algorithms and their impact on program efficiency:** Students will be able to explain the importance of algorithms in program design, demonstrate various algorithmic approaches to solve problems, and analyze the space and time implications of different algorithms.
2. **Implement and utilize various abstract data types (ADTs) effectively:** Students will be able to write programs that employ arrays, lists, stacks, queues, sets, and maps/dictionaries, demonstrating proficiency in their use.
3. **Select optimal data structures for problem-solving:** Students will be able to analyze problem requirements and choose the most appropriate data structure(s) to enhance program efficiency and performance.
4. **Analyze the impact of data structure choices on program performance**: Students will be able to evaluate how different data structures affect a program's space and time complexity.

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
Optional	Data Structures & Algorithms	Goodrich, Tamassia, and Mount	0470383275
Optional	TAMIUCSCE3301AlLailFall2024	ZyBook	979-8-203-35483-9
Optional	Intoduction to The Design and Analysis of Algorithms	Anany Levitin	0132316811
Optional	Introduction to Algorithms	Cormen, Leiserson, Rives, Stein	978-0262046305

Other Course Materials

Class notes

Note-taking is a crucial component of your learning journey. Taking detailed notes during class will help you stay engaged, understand the material, and prepare effectively for exams and in-class participation questions.

Record key points, examples, exercises, and solutions discussed in class. These materials may are not readily available outside the classroom, so your notes are invaluable resources.

By taking notes, you'll improve your focus and retention of information. This can save you time when studying for exams and may even reduce the need for extensive textbook reading.

Make note-taking a priority to enhance your learning experience.

Blackboard

The course materials are available to students via Blackboard. Blackboard will be used to post material related to this course. You need to visit Blackboard frequently. You are responsible for all announcements and any schedule changes made in class or on Blackboard, even if you were absent. Programming assignment submissions are accepted only through Blackboard unless otherwise specified. You need your TAMIU credentials to access Blackboard. For training on how to use Blackboard, visit the following site: http://www.tamiu.edu/distance/students/.

Top Hat

*We will be using Top Hat (*https://tophat.com *(*https://tophat.com/*)) for class participation. Top Hat is an educational platform that integrates interactive features into learning materials, enhancing class engagement and comprehension.*

For instructions on how to download the Top Hat app, please refer to our Student's Getting Started Guide online.

Creating your Top Hat Account / Logging In

If you already have a Top Hat account, go to https://app.tophat.com/e/045413/ *to be taken directly to our course. If you are new to Top Hat, follow the link in the email invitation you received or...*

- *Go to* https://app.tophat.com/register/student *(*https://app.tophat.com/register/student/*)*
- *Click "Search by the school" and input the name of our school*
- *Search for our course with the following Join Code:* 045413

Important! You cannot create a Top Hat account using the mobile application, please first sign-up (using your school-issued email address) and enroll into your course using a web browser.

Software

To complete the programming assignments, you may download and install Microsoft Visual Studio Community Edition on your machines, check the first chapter of the text to get started with the software. Microsoft Visual Studio is also available to all students in the lab.

Visit the following link to download Visual Studio 2022: https://visualstudio.microsoft.com/vs/

Grading Criteria

Grade Evaluation and Assessments

Your Success is My Priority

This course is graded on an absolute scale, meaning everyone has the opportunity to earn an A. I encourage all of you to work diligently to master the material and achieve your academic goals.

While I will not assign grades higher than the maximum points, I reserve the right to adjust grades upwards to the next letter grade for students who demonstrate exceptional effort, consistent attendance, and active participation.

You are evaluated based on the activities shown in the weights table below.

ACTIVITY	WEIGHT
Practice Quizzes and Homework	0%
Class Participation	15%
Quizzes	20%
Programming assignments	15%
Midterm exam	25%
Final exam	25%

The assignment of letter grades is based on this scheme:

GRADE	PERCENTAGE
A	90-100
B	80-89.99
C	70-79.9
D	60-69.9
F	Below 60

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Provisional Schedule

Day	Date	Agenda/Topic	Reading(s)	Due
Tue	8/27	Course Introduction + Logistics Unit1: Introduction to Data Structures and Algorithms: -Introduction to algorithms -Relation between data structures and algorithms		
Thu	8/29	Unit1: Introduction to Data Structures and Algorithms: - Abstract data types (ADTs) - Applications of ADTs - Algorithm efficiency		Unit 1 Practice Quiz
Tue	9/3	Unit 2: Searching and Algorithm Analysis - Searching and algorithms - Linear search and binary search - Algorithm Analysis- Constant time operations		
Thu	9/5	Unit 2: Searching and Algorithm Analysis - Algorithm Analysis- Growth of functions and complexity - Algorithm Analysis- O notation - Algorithm Analysis with O notation		
Tue	9/10	Unit 2: Searching and Algorithm Analysis: - Recursive definitions - Recursive algorithms - Analyzing the time complexity of recursive algorithms		Unit 2 Practice Quiz
Thu	9/12	Quiz 1 On Unit 1 and Unit 2 Unit 3: Sorting Algorithms: - Introduction to sorting - Selection Sort		
Tue	9/17	Quiz 1 On Unit 1 and Unit 2 Unit 3: Sorting Algorithms: - Insertion sort - Shell sort - Quick sort		
Thu	9/19	Unit 3: Sorting Algorithms: - Merge sort - Radix sort - Overview of fast sorting algorithms - Sorting with different operators		Unit 3 Practice Quiz
Tue	9/24	Unit 4: Lists - List abstract data type (ADT) - Singly-linked lists - Search and insert in a singly-linked list		

Thu	9/26	Unit 4: Lists : - Remove from singly-linked list - Doubly-linked lists Singly-linked lists - Search and insert in doubly-linked list - Remove from a doubly-linked list	
Tue	10/1	Unit 4: Lists : - Linked list traversal - Sorting linked lists - Linked list dummy nodes - Array-based lists	Unit 4 Practice Quiz
Thu	10/3	Quiz 2 On Unit 3 and Unit 4 Unit 5: Stacks and Queues : - Stack abstract data type (ADT) - Stacks using linked lists - Array-based stacks	
Tue	10/8	Unit 5: Stacks and Queues : - Queue abstract data type (ADT) - Queues using linked lists - Array-based queues	
Thu	10/10	Unit 5: Stacks and Queues : - Deque abstract data type (ADT) - C++ stack class - 5.9 C++ queue class	Unit 5 Practice Quiz
Tue	10/15	Midterm Exam Unit 6: Hash Tables - Map ADT - Hash tables - Chaining	
Thu	10/17	Unit 6: Hash Tables - Linear probing - Quadratic probing - Double hashing	
Tue	10/22	Unit 6: Hash Tables - Hash table resizing - Common hash functions - Direct hashing - Hashing Algorithms: Cryptography, Password Hashing	Unit 6 Practice Quiz
Thu	10/24	Unit 7: Trees: - Binary trees - Applications of trees - Binary search trees (BST)	
Tue	10/29	Unit 7: Trees: - BST: Search algorithm - BST: Insertion - BST: Removal	
Thu	10/31	Unit 7: Trees: - BST: Traversal - Height and insertion order - BST: Recursion	
Tue	11/5	Unit 7: Trees: - BST: Parent node pointers - Set abstract data type (ADT) - Implementing a set ADT with a BST - C++ unordered_set class	Unit 7 Practice Quiz

Thu	11/7	Quiz 3 On Unit 6 and Unit 7 Unit 8: Balanced Trees: - AVL: A balanced tree - AVL rotations - AVL insertions	
Tue	11/12	Unit 8: Balanced Trees: - AVL removals - Red-black tree: A balanced tree Red-black tree: Rotations	
Thu	11/14	Unit 8: Balanced Trees: - Red-black tree: Insertion - Red-black tree: Removal	Unit 8 Practice Quiz
Tue	11/19	Unit 9: Graphs: - Graph representations: Adjacency matrices - Directed graphs - Weighted graphs	
Thu	11/21	Unit 9: Graphs: - Vertex, Edge, and Graph classes - Graphs: Breadth-first search - Graphs: Depth-first search - Algorithm: Dijkstra's shortest path	Unit 9 Practice Quiz
Tue	11/26	Quiz 4 On Unit 8 and Unit 9 Work on the independent learning assignment	
Thu	11/28	No Class	
Tue	12/3	Final Exam Review (last class day)	
Thu	12/5	No Class	
Tue	12/10	Final Exam	
Thu	12/12	No Class	

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.