

ECO 4310 - Intermediate Macroeconomics

Fall 2024 Syllabus, Section 101, CRN 13873

Instructor Information

Amit Ghosh

Professor and Division Chair

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Office: WHT 217A,

Office Hours:

Monday, Tuesday, Wednesday, Thursday Noon-1 pm.

Office Phone: 956 326 2504

Email response within 24 hours Monday-Friday. Best way to communicate with me is by TAMIU email, not course message.

Times and Location

MWF 10:50am-11:45am in Bullock Hall 222

Course Description

Determination of national income, employment, inflation, savings, interest, and investment; monetary and fiscal analysis, effects of government deficits and debt. Prerequisites: ECO 2301, ECO 2302, MATH 1324 and MATH 1325.

Intl Banking&Finance Studies Department, Sanchez School of Business

Additional Course Information

My Expectations from Students:

This is an advanced upper division course in economics. A deeper level of engagement with the course material and an overall higher maturity in economics is expected from students. I have high standards. So, I expect you to be diligent throughout the semester showing keen interest in the material. *Studying in between class lectures is critical.* Review your notes following every class to make certain that you understand the material that was covered and that you are ready for the next day's session. Work on the online quizzes, brief projects as we cover the material and *avoid procrastination*. Each topic builds on earlier material and as such an understanding of the material as we go is important. This course will be much easier (and more enjoyable) if you keep pace with the materials. If you do not, it will become very hard to catch up. Also, if you have a question, feel free to contact me during my office hours and do not wait till the day before an exam.

Course Requirements:

The course will comprise of 4 online quizzes, 2 in-semester in-class exams, a comprehensive in-class final examination (all closed book, closed notes, closed neighbor), 5 individual one-page data-based writing assignments and discussion of 3 articles. *Late submissions of assignments are not accepted.*

For the online quizzes we will use Respondus lockdown browser and monitor. For each online quiz, you are allowed to make two attempts with a time limit of 1 hour for each attempt. The highest score of the two attempts will count toward your course grade.

The two in-semester in-class exams will have 25 multiple-choice questions while the final exam will have 50 multiple-choice questions.

As per TAMIU policies, the exams will be given during class time only. Likewise, the final exam will be given during the University decided date and time only. Also, I do not give make-up exams. In the event of an exam missed due to extenuating circumstance, notify me as soon as possible in advance.

Make-up exams may be conducted at my discretion or the grade weights for that exam will be added to the subsequent exam or final exam, subject to evidence of appropriate documentation. *The best policy is not to miss an exam.*

ECO 4310 brief one-page data-based writing project requirements and guidelines:

Requirement: Congratulations! You have been hired by a business magazine to write brief 1-page reports explaining the trends and patterns on key macroeconomic issues.

Objective: Your report will help to draw an understanding on some key macroeconomic variables and their relevance. The audience for this report are your peers, professor and anyone interested in macroeconomic topics. The short projects will provide you with exposure to 'quantitative-analysis and interpretation,' an integral element of learning macroeconomics. You will highlight how quantitative evidence validates or challenges the underlying theoretical relationships

Key Learning goals: This will develop your evidence-based analysis skills using real world banking data, an important aspect of learning economics. This will also harness your effective written communication skills, and overall critical thinking ability i.e. **CLOs 6-7.**

In line with TAMIU and ARSSB's mission, we will take a multicultural and international perspective. For each writing project, I will assign you a variable and the corresponding state or country. I will also provide you with the master dataset to work with.

Guidelines for the one-page data-based writing project:

1. Your one-page write-up should be single-spaced, typewritten, Times New Roman Font and strictly of 1-page. Please mention your name in the beginning of the paper.
2. Start by introducing your variable and explain what it means.
3. In Excel plot the graph. In the Excel spreadsheet, you select the column of your assigned variable and the adjacent left column that has the date. Next click on "insert" and then "insert line or chart area". Then the "line" option on the top left. This will plot your graph. The click on the corner of your graph, and next right click to copy. Then in a MS-Word file simply paste it. **See also instructional video** on Blackboard.
4. Provide an explanation of the pattern you present above – you may highlight out periods where the assigned variable is fluctuating or there are aberrations, and explain its implications. Do some underlying research to support your writing.
5. After the one-page limit, please cite any resources you may have used.
6. Make sure to upload your one-page MS-Word file in Blackboard within the due date.
7. We will have a discussion in class after you upload your project. So, make sure to attend our live class sessions.

Assessment Criteria: Keep in mind you are writing a concise one-page note as if you are writing a magazine column. So be succinct, to-the-point and clear in your expression.

You will be evaluated on the basis of the professionalism and clarity of your work (graphs, formatting etc.), quality of your content, clarity of writing, clear and correct interpretation of the quantitative information and the observed trend.

Themes of the different one-page writing assignments:

Data-based Writing assignment 1: Looking at each state's GDP from 2000-2023. Due: **Wednesday, Sep 4th by 4 pm.** I will assign you a state for this project.

– You will plot the state's GDP from 2000-2023 and write on it.

–When you write please keep in mind if the trend is upward rising or declining during certain years. Also, pay attention to years of recessions.

Data-based Writing assignment 2: Scrutinizing consumption spending of a nation. Due: **Wednesday, Oct 9th by 4 pm.** I will assign you a specific nation

– You will plot the graph for your assigned nation's 'Final consumption expenditure (constant 2015 US\$)' from 2000-2023 and explain the observed trend and pattern

– When you write pay attention to years when consumption in our assigned nation is rising and when it is falling. Also, explain the overall trend you display.

Data-based Writing assignment 3: Exploring economic growth of a nation from 1980-2023. Due: **Wednesday, Oct 16th by 4 pm.** I will again assign you a nation.

– You will plot the assigned nations' economic growth. Be clear to explain the trend and to point out outliers in the pattern.

– When you write emphasize on the years (if any) when economic growth rates were negative.

Data-based Writing assignment 4: Examining the index of human capital per person of a nation. Due: **Wednesday, Oct 23rd by 4 pm**. I will again assign you a nation.

– You will plot the index of human capital per person (from 1990-2019) i.e. educational attainment and returns from it of your assigned nation. Explain the trend and the importance of this variable for a nation.

Data-based Writing assignment 5: Examining the Phillips Curve relationship of a nation from 1980-2023. Due: **Wednesday Nov 13th by 4 pm**. I will again assign you a country.

– In Excel, have the unemployment and inflation rates (using percentage change in CPI), respectively, in two adjacent columns. Have the column for the unemployment series to the left of the inflation series. Then select these two columns and under “insert” select “scatter.” This will obtain you the scatter plot between the two variables. Briefly explain the graph.

– Do you see any evidence of the downward sloping Phillips Curve relationship between inflation and unemployment rate over either the entire or some parts of the time period? Think about your theory, in terms of movements along the Phillips Curve versus its shifts.

ECO 4310 discussion of articles requirements and guidelines:

I will distribute three relevant articles, policy briefs on recent events or historical episodes

Objective: You will apply theory from the course to current issues and policy discussions from the press. This information literacy exercise will enrich your learning experience.

Requirement: You would need to read the assigned articles and answer questions from it on Blackboard before the cut-off time.

After the cut-off time for submission is over the article will be discussed in-class. This will ensure that everyone has done the assignment and can contribute in the class discussion on the main issue of the article.

Key Learning goals: This will foster your information literacy on contemporary macroeconomic events and issues i.e. **CLO 8**.

Assessment Criteria: You will be judged on (1). **Quality and factual correctness of the answer** i.e. if your answer has flawless focus, strong connection to the issue discussed in the article, and very much in the context of scholarly discourse.

(2). **Clarity of Expression** i.e. if your answer is very clear narrative and uses persuasive expressions, few spelling mistakes and grammatical errors.

ECO 4310: Extra Credit Assignment: Recognizing Diversity in Data Digital Micro-credential:

This is an extra credit assignment meant to foster your data-literacy skills and provides an opportunity for hands-on learning. Completing this activity and earning the micro-credential will enhance your professional development, and this could be included in your resume.

URL: <https://www.stlouisfed.org/education/digital-badges/recognizing-diversity-in-data-digital-badge-program> (<https://www.stlouisfed.org/education/digital-badges/recognizing-diversity-in-data-digital-badge-program/>)

Requirement: If you complete all three required Modules and receive the micro-credential, 10 more points will be awarded to your quiz scores.

Program Learning Outcomes

Identify the impact of multiculturalism on business

Comprehend general business concepts and theories.

Analyze and evaluate economic theories and their applications to business decision making in a global setting.

Effectively communicate, in writing, economic theories, and relationships.

Recognize ethical factors in the business environment.

Student Learning Outcomes

CLO 1. By the end of this semester students will be able to identify specialized terms and verbiage in common usage in macroeconomics.

CLO 2. By the end of this course students will be able to explain the underlying factors that influences any economy.

CLO 3. By the end of this course students will be able to apply macroeconomic analysis to study economic growth; unemployment and inflation rates, money supply and interest rates, budget deficits-surpluses.

CLO 4. In this course students will associate different theories to analyze important episodes of economic recessions and their underlying causes.

CLO 5. Students will evaluate both monetary and fiscal policies in combating economic fluctuations.

CLO 6. Students will communicate effectively in both speech and writing.

CLO 7. Students will develop evidence-based analysis skills using real world macroeconomic data.

CLO 8: The course will foster students' information literacy on contemporary macroeconomic events and issues.

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	Macroeconomics, 11th edition	Abel, Bernanke and Croushore	9780137875801

Other Course Materials

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

*[Any additional course materials can be added here. If there aren't any additional materials, you may REMOVE this section by clicking on the eyeball. **Please don't forget to remove these instructions.**]*

Grading Criteria

Grading:

Attendance in class is required and part of your course grade. You are allowed up to 5 absences that will not be counted. After that every single class session missed, whatever the reason, will be recorded as an absent day.

Weights:

Quizzes	16%
Exam 1	17%
Exam 2	17%
Final Exam	24%
Data-based Writing Projects	15%
Articles Discussions	6%
Attendance	5%

The points of the 4 online quizzes will be added up and the will be converted into percentage terms. Similarly, the points of the 5 one-page data-based writing projects will be added and converted into percentages. Likewise, the percentage from the two in-semester exams and the final exam will be calculated. The same applies for the 3 discussion articles. For attendance, suppose a student misses 7 out of 50 possible class sessions. Then his or her attendance score will be 43 out of 45 i.e. 95.55%. Then a weighted average of the online quizzes, in-semester exams, final, writing projects, discussion articles, and attendance will be computed to obtain your overall percentage score for the course. The course grade will be assigned as per the following scale:

90- 100% A

Below 90% - 80%	B
Below 80% - 70%	C
Below 70% - 60%	D
Below 60%	F

Example: A student scores 90 points out of 100 on the 4 quizzes. This is 90%. He or she scores 21 out of 25 (i.e. 84%) in exam 1; 22 out of 25 (88%) in exam 2; 43 out of 50 (86%) in the final exam; 44 out of 50 (90%) in the 5 writing projects; and 27 out of 30 (90%) in the 2 articles discussions.

So, overall percentage point in Intermediate Macroeconomics

$$= .16(90\%) + .17(84\%) + .17(88\%) + .24(86\%) + .15(88\%) + .06*(90\%) + .05*(95.55\%)$$

$$= \mathbf{87.6575\%}$$

He or she gets a grade of **B** in ECO 4310.

Schedule of Topics and Assignments

Week of	Agenda/Topic	Reading(s)	Due
8/26	<ul style="list-style-type: none"> – Introduction and Overview of the Course – Goals of Macroeconomics; Introduction to Macroeconomics –The Measurement and Structure of the National Economy. 	Ch. 1	
9/2	<ul style="list-style-type: none"> – Different approaches to measuring National Income. – Productivity, Output, and Employment. 	Ch. 2 Ch. 3	One-page writing assignment 1 due by 4 p.m. on Wednesday Sep 4th
9/9	<ul style="list-style-type: none"> – Employment (contd.); relationship between output and unemployment. – Getting familiar with some basic algebra. – Consumption, Saving, and Investment 	Ch. 3 Ch. 4	Online Quiz 1 due by 4 p.m. on Monday Sep 9th Article discussion 1 due by 4 p.m. on Friday Sep 13th
9/16	<ul style="list-style-type: none"> – Investment (contd.) – Economic Growth - Solow model and its dynamics. 	Ch. 4 Ch. 6	Article discussion 2 due by 4 p.m. on Friday Sep 20th
9/23	<ul style="list-style-type: none"> – Endogenous growth model. – The Asset Market, Money, and Prices 	Ch. 6 Ch. 7	Online Quiz 2 due by 4 p.m. on Friday Sep 27th
9/30	<ul style="list-style-type: none"> – Business Cycles, Preparing for Exam 1 	Ch. 8	– Exam 1 (Wednesday Oct 2nd) based on Chs. 1, 2, 3, 4 & 6
10/7	<ul style="list-style-type: none"> – Intro to The ISLM/AD-AS model; Going over answers – Economy's Aggregate Demand curve; Misperceptions theory and the economy's short-run Aggregate Supply curve., shifts of IS and LM curves 	Ch. 9; pp. 336-8 Ch. 10 pp. 380-383.	One-page writing assignment 2 due by 4 p.m. on Wednesday Oct 9th
10/14	<ul style="list-style-type: none"> – The ISLM model (contd.); shifts of LM curves, slopes of curves. – Classical Business Cycle Analysis: Market-Clearing Macroeconomics. 	Ch. 9 Ch. 10	One-page writing assignment 3 due by 4 p.m. on Wednesday Oct 16th
10/21	<ul style="list-style-type: none"> – Classical model (contd.) – Keynesianism: Macroeconomics of Wage and Price Rigidity. 	Ch. 11	One-page writing assignment 4 due by 4 p.m. on Wednesday Oct 23rd



10/28	<ul style="list-style-type: none"> - Inflation and Unemployment - Derivation of Phillips curve; short and long-run; movements vs. shifts of Phillips curve. - Monetary Policy and the Federal Reserve System: Controlling money supply, Federal Open market operations, money multiplier. 	Ch. 12 Ch. 14	<p>Article discussion 3 due by 4 p.m. on Monday Oct 28th</p> <p>Online Quiz 3 due by 4 p.m. on Friday Nov 1st</p>
11/4	<ul style="list-style-type: none"> - Preparing for Exam 2 - Going over answers. 	Ch. 14	- Exam 2 (Wednesday Nov 6th) based on Chs. 7, 8, 9, 10 & 11.
11/11	<ul style="list-style-type: none"> - Monetary Policy and the Federal Reserve System: Controlling money supply, Federal Open market operations, money multiplier. - Monetary policy (contd.) 	Ch. 14	One-page writing assignment 5 due by 4 p.m. on Wednesday Nov 13th
11/18	<ul style="list-style-type: none"> - Monetary policy strategies - Government Spending and its Financing. - Review for final. Final exam based on Chs. 6, 9, 10, 11, 12, 14 and 15. 	Ch. 15	Deadline to complete your extra-credit Micro-credential by Nov 22nd, 11:59 pm
11/25	<ul style="list-style-type: none"> - Review for final 		Online Quiz 4 due by 4 p.m. on Monday Nov 25th
12/2	Final exams week - prepare for Final Exam.		- Final Exam on Friday December 6th 10:50 a.m. -12:50 p.m.

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)

TAMU 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).

TAMU Honor Code: Plagiarism and Cheating

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

TAMU 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 TAMU 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.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, 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.