

# ECO 5310 - Managerial Economics: Managerial Economics-SPAN/UR

## Fall 2024 Syllabus, Section 1H1, CRN 15443

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### Instructor Information

**Heriberto Garcia, PhD, CMA, CSCA, CFA.**  
Associate Professional Clinical Professor  
Email: hgarcianunez@tamiu.edu  
Office: WHTC203K  
Office Hours:  
Office Hours Building WHTC 203  
M From 13:30 Hrs to 15:00 Hrs  
T From 14:05 Hrs to 16:00 Hrs  
W From 13:30 Hrs to 15:00 Hrs  
TR From 13:30 Hrs to 15:00 Hrs  
F From 13:30 Hrs to 15:00 Hrs  
Office Phone: 9563262510

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### Times and Location

Does Not Meet Face-to-Face

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### Course Description

This course shows the student how to apply economic analysis to complex business decisions. Topics covered include: application of consumer and competitive firm theories; market organizations and structures; strategic pricing policies in regulated and unregulated domestic and international markets; and production possibilities and planning.  
Intl Banking&Finance Studies Department, Sanchez School of Business

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### Additional Course Information

#### Course Messages/Emails

There are several ways to communicate with your professor.

Course Messages: This is the first, most important, and faster way to have a response or feedback.

I prefer this method because it is linked to your course and your context, ergo I will reply faster than the other formats. Also, the system allows recording of everything so it can help to solve any discrepancy. I will respond within 48 hours on weekdays. Weekends will take 72 hours. Also, holidays will take 72 hours.

Emails: To give you the feedback you need, including all your information, course, assignment, phone, and email to reach you. You can expect 72 hours during weekdays and 4 days during weekends.

You have above also my office hours and my phone number. Consider that sometimes I am on campus, but not in my office so you can leave a message with all your data and phone number to call you back.

#### Outline courses MINIMUM requisites

This course is online, ergo we all assume here that technology does not fail. But sometimes we have problems with the network connection, either from the University server to your computer or the other way around. From the university side, only a few times networks have failed, very, very few

times. The university always makes the announcement or official communication when this event exists, in this case, you will be excused from any exam or case report if this unexpected event (system failure) **is on the date and hour before cases or exams are due**, only in this particular rare event (we haven't seen yet, but it can happen).

Now, if for any reason, excluding the university side, you cannot upload, turn in, or submit your files or exams at the proper time and date to the proper drop box or folder, then your grade will be ZERO because it will be late submission.

If you for any reason cannot submit your files at the proper time to the proper folder, please do not send me the file to my email or course message, only the system is allowed to receive your files and then I will be able to give you my feedback and your grades. Again, I cannot alter the system, I cannot modify the system and I cannot move files within the system, I do not know how the system works internally and I do not have the authorization level to do that.

**Before you read the requisites below, please be sure that your computer, tablet, or smartphone has the apps, operating system, browser, and security software updated, also please review your router, mobile connection account, and VPN connections so that everything works perfectly.**

## Program Learning Outcomes

This course shows the student how to apply economic analysis to complex business decisions. Topics covered include: application of consumer and competitive firm theories; market organizations and structures; strategic pricing policies in regulated and unregulated domestic and international markets; and production possibilities and planning.

## Student Learning Outcomes

Upon successful completion of this course, each student will:

- **C01:** Predict firm and individual behavior using the rational-actor paradigm
- **C02:** Explain the characteristics of the different market structures in which firms operate
- **C03:** Evaluate the welfare effects of different market structures
- **C04:** Model strategic decisions by multiple non-cooperative agents
- **C05:** Analyze the effects of uncertainty on agents' decisions
- **C06:** Assess the challenges of making the agent of a firm act in the firm's best interests

## 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	Managerial Economics : Applications, Strategies and Tactics	McGuigan/Moyer/Harris	ISBN-13: 9781305506381

## Grading Criteria

Activity	Weight %
2 Exams (Saturday) * Each exam equals to 20 %	40%
5 Discussions (Friday) * Each report equals to 4%	20%
Final Exam	40%
* Due activities are not accepted and are graded with zero.	100%

Activity Descriptions

**If for any reason, you have an unexpected event (health, illness or accident) I can make exceptions, but you must document your event and should be immediately informed to me after you know the event that will change your agenda for the following weeks. You must send me the documented**

evidence (you can delete your personal delicate information) and must be within the 2 days before or after the event. This is the only exception that I can accept to alter the grading process. Your documented case will be reviewed by my supervisor and then I will be able to negotiate with you how we are going to handle your case.

Remember it should be an event that is a death or a life situation.

If you do not follow these important rules and submit your information at a different time, and manner and not following this protocol, I will not be able to help you.

5 Discussion Forums: One way to enhance the learning experience is using discussion forums, for example, if you know the importance of financial performance in your company or industrial sector, then you will be able to read how and why Apple performs differently than Samsung, or Why Walmart perform differently than Target, but performance can be vague or subjective, here we define performance using different perspectives, for example, investors performance, company performance or operating performance. Here is not only to understand why firms perform differently within the sector but also to understand the financial performance across different sectors, utilities compared with consumer or technology. You will be able to ask to your colleagues because they are going to have different firms within the sector or in different sectors. Discussion forums simulate classroom experience and will require you to interact with your experience and knowledge from your case company with your colleagues. We are going to have 5 discussion questions and your professor can enhance the discussion using additional real-case examples, you will be required to answer questions related to your own company but also you will need to comment with at least two of your colleague's answers every week.

Please post your initial response (first post) by Wednesday no later than 11:59 p.m. CT of the corresponding week, and comment on the posts of two classmates by Thursday no later than 11:59 p.m. CT of that same week.

Mechanics of Discussion Forum: We are going to explore one Question per Discussion Forum and two comments in two different cases (or colleagues) per Module. Questions are related to your own semester case company; see below the questions that we are going to explore in every discussion forum.

Discussion 1 is due on 9/5 before midnight

We have now seen and analyzed the concept of opportunity cost and investment decisions, as you realize for a firm we need to value the economic value of the firm and then shareholders.

Explain at least one important difference in the ways an economist and a business person would view the valuation of a firm. You can use as an example the financial data of your particular firm to explain why a business person will differ from an economist.

#### Instructions:

Post your answer independently of other students' answers, and then respond to **at least two other students' posts**.

Discussion 2 is due on 9/19 before midnight

Recall the lesson of chapters 3,4,5, 6, and 7, forecasting, factors that affect demands and cost structure, and the global economy. **Make one original post of your own** to the discussion forum in which you use your own firm to describe these concepts and explain how it will behave if you are expecting an economic recession during the next 18 months. Also make **at least two comments on the post of another student**, in which you add to or constructively criticize his or her application.

Discussion 3 is due on 10/10 before midnight

Recall the lesson of chapters 10 and 11 in relation to the composition of the industry and how industry analysis can help to develop a firm strategy. **Make one original post of your own** to the discussion forum in which you use your own firm to describe how competition has affected your firm and how your firm has implemented a strategy to survive the competitive landscape. Also make **at least two comments on the post of another student**, in which you add to or constructively criticize his or her firm strategy.

Discussion 4 is due on 10/24 before midnight

Recall the lesson of chapters 12 to 14 in relation to the price strategies, price discrimination, elasticity, and competition. **Make one original post of your own** to the discussion forum in which you use your own firm to describe at least 3 examples of pricing strategies or price discrimination and how these techniques have affected your firm's performance. Also make **at least two comments on the post of another student**, in which you add to or constructively criticize his or her firm price strategies or price discriminations.

Discussion 5 is due on 11/14 before midnight

Recall the lesson of chapters 12 and 13 in relation to the Nash Equilibrium Theorem and Bargaining. **Make one original post of your own** to the discussion forum in which you use your own firm to describe how the Nash Theorem applies to your firm and the interaction with its competition. Also make **at least two comments on the post of another student**, in which you add to or constructively criticize his or her firm competitive interaction.

## Requisites for the Discussion Forum

1. Each student must be required to **answer** the question of the week. When required, you must also provide the source of all calculations, for example, if you are calculating net profit margin, then you must include net income = \$1,000 / total revenues = \$10,000, the net profit = 10%.
2. Each student must **comment** on at least two colleagues or cases about their firm's answers.
3. You must **answer** the two questions on Wednesday before 11:59 pm.
4. You must **comment** on two of your colleague's answers on Thursday before 11:59 pm.
5. Your answers and comments must be individual. You must be the author. It is prohibited to copy text, images, or any other type of file.
6. I do not accept late **answers** or late **comments**, if this is the case, your grade is going to be zero.

You need to read the Netiquette rules. Visit Instructional Technology and Distance Education Services' web page on Netiquette (<http://www.tamui.edu/distance/students/netiquette.shtml/>) for further instruction.

## The following rubric will be used to grade responses in Discussion Forums:

1. Your initial post must have at least 450 words, less than 450 words is incomplete work. Incomplete work is graded with 30% grade.
2. If you do not post your discussion as indicated, in the form of a table, your grade will have 50%.
3. If your comments to your colleagues are related to how good they are or based on personal opinions, your grade will be 50%. Your comments must be at least 250 words to each colleague.
4. Comments to your colleagues are related to how similar or different the strategic decisions made by the firm, financial ratios, calculations, or business events, and the related theoretical background to your case company. Comments are not related to how well your colleague writes his post and that you agree with everything.
5. If you do not comment to your colleagues your grade will be 25%.
6. If you do not include details in calculations, your grade will be 50%.
7. If you post your discussion in the form of a paragraph, your grade will be 50%.
8. If you post a vague explanation and do not answer the question directly as is required, your grade will be 25%.
9. If you post your discussion in the form of a "file" to read, your grade will be ZERO.
10. If you do not post on time, your grade will be ZERO.

To have a full grade, carefully read the rubric below.

## 3 Exams

You must install and learn how to use the MONITOR Respondus Software. Exams will be scheduled for the whole semester and from the very beginning, see the schedule table to know exactly the schedule for the semester, exams will be available only at class hour using the scheduled time at the end of this document.

Exams will be open-ended questions, Multiple Choice questions, or a combination of both. For the Exams, it will be required to know the material revised during the previous weeks. **It is going to be required to have a FINANCIAL calculator to perform calculations.**

**All 3 exams will be scheduled to be on Saturday 9 AM. You will have a window of 30 minutes to log in and take the exam, if for any reason you are late more than 30 minutes the window will be unavailable and you will lose the credit for that exam.**

The time required in each exam will vary because it requires answering open questions, but you should expect to block at minimum 90 minutes of your time. Once you start the exam it cannot be paused or aborted; you must finish the exam.

Exam results are going to be released within 48 hours after the due date. See the schedule table to know exactly the chapters that are covered for each exam. Because here I am informing you in ADVANCE due exams are graded with ZERO.

The final exam is comprehensive. It covers all chapters covered in this course.

**Because exams are a combination of open-ended and multiple-choice questions, here are some basic rules and ideas regarding the 3 exams.**

1. **If you have a multiple-choice question, try not to exceed 120 seconds per question or 2 minutes.**
2. **If you have an essay or open-ended question, try not to exceed 15 minutes of your time.**
3. **Essays, calculations, or open-ended questions require you to calculate and support your answers, if you just answer without the explanations, without calculations or logic behind the answer, you will have only half the points of that question.**
4. **Writing something just to repeat or justify that you answered something that is unrelated to the question, you will have no credit.**

This course uses a data test bank from the textbook provider, ergo most of the problems that you are going to have during the exams are explained inside the textbook, some others are even included as a part of the problems to solve at the end of each chapter (using different numbers).

**I cannot provide feedback exposing the data test bank from the vendor**, because this is material from the textbook. But if you cover during the reading and practice process problems at the end of the chapters and also problems from the supplemental material you will realize that is practically the same, with the exception that sometimes they have different numbers.

If you have for any reason more than 5 flags using the **Monitor Respondus Software** your grade will be ZERO. If you have two exams with 5 flags, your case will be submitted to the Honors Student Committee.

Flags are produced when you are seeing other places except for your screen monitor. **Cheating is a serious offense in this course.**

**It is obvious to tell you that you cannot chat, communicate, or talk with any other person during the exam. Exams are individual and Cheating is a SERIOUS offense in this course.**

**Final Comprehensive Exam.** The officially scheduled date for your final exam is on the schedule table, it is official and cannot be modified. The final exam is comprehensive and will require no more than 120 minutes.

## Schedule of Topics and Assignments

Week of	Agenda/Topic	Reading(s)	Due
8/26	Course description and Syllabus	Live Session 8/13 10AM CST	
9/2	Ch 1 Introduction and Goals of the Firm Ch 2 Discussion 1 due on 9/5 before midnight Fundamental Economic Concepts		
9/9	Ch 3 Demand Analysis Ch 4 Estimating Demand		
9/16	Ch 5 Business and Economic Forecasting	D2 due on 9/19 before midnight Live Session 9/21 at 10 AM CST	
9/23	Exam 1 Saturday 9/28 at 9AM		
9/30	Ch 6 Managing in the Global Economy		
10/7	Ch 8 Cost Analysis Ch 9 Applications of Cost Theory	D3 due on 10/10 before midnight	
10/14	Ch 10 Prices, Output and Strategy Pure and Monopolistic Competition		
10/21	Ch 11 Monopoly	D4 is due on 10/24 before midnight Live Session 10/26 at 10 AM	
10/28	Exam 2 Saturday 3/25/23 at 9AM		
11/4	12. Price and Output Determination: Oligopoly.		
11/11	Ch 13 Game Theory Ch 14 Pricing Techniques and Analysis	D5 is due on 11/14	
11/18	15. Contracting, Governance, and Organizational Form.	Live Session 11/23 at 10 AM CST	
11/25	Thanksgiving Holidays		
12/2	Final Comprehensive on Saturday, 12/07/24 at 9 AM		

## University/College Policies

Please see the University Policies below.

### COVID-19 Related Policies

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

## Required Class Attendance

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

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

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

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

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

## TAMIU Honor Code: Plagiarism and Cheating

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

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

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

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

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

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

**Plagiarism:** Researchers do not claim the words and ideas of another as their own; they give credit where credit is due. Quotations marks should be used to indicate the exact words of another. Each time you paraphrase another author (i.e., summarize a passage or rearrange the order of a sentence and change some of the words), you need to credit the source in the text. The key element of this principle is that authors do not present the work of another as if it were their own words. This can extend to ideas as well as written words. If authors model a study after one done by someone else, the originating author should be given credit. If the rationale for a study was suggested in the discussion section of someone else's article, the person should be given credit. Given the free exchange of ideas, which is very important for the health of intellectual discourse, authors may not know where an idea for a study originated. If authors do know, however, they should acknowledge the source; this includes personal communications (p. 11). For guidance on proper documentation, consult the Academic Success Center or a recommended guide to documentation and research such as the

Manual of the APA or the MLA Handbook for Writers of Research Papers. If you still have doubts concerning proper documentation, seek advice from your instructor prior to submitting a final draft.

TAMIU has penalties for plagiarism and cheating.

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

## Use of Work in Two or More Courses

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

## AI Policies

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

## TAMIU E-Mail and SafeZone

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

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

## Copyright Restrictions

The Copyright Act of 1976 grants to copyright owners the exclusive right to reproduce their works and distribute copies of their work. Works that receive copyright protection include published works such as a textbook. Copying a textbook without permission from the owner of the copyright may constitute copyright infringement. Civil and criminal penalties may be assessed for copyright infringement. Civil penalties include damages up to \$100,000; criminal penalties include a fine up to \$250,000 and imprisonment. Copyright laws do not allow students and professors to make photocopies of copyrighted materials, but you may copy a limited portion of a work, such as article from a journal or a chapter from a book for your own personal academic use or, in the case of a professor, for personal, limited classroom use. In general, the extent of your copying should not suggest that the purpose or the effect of your copying is to avoid paying for the materials. And, of course, you may not sell these copies for a profit.

Thus, students who copy textbooks to avoid buying them or professors who provide photocopies of textbooks to enable students to save money are violating the law.

## Students with Disabilities

Texas A&M International University seeks to provide reasonable accommodations for all qualified persons with disabilities. This University will adhere to all applicable federal, state, and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal education opportunity. It is the student's responsibility to register with the Office of Student Counseling and Disability Services located in Student Center 126. This office will contact the faculty member to recommend specific, reasonable accommodations. Faculty are prohibited from making accommodations based solely on communications from students. They may make accommodations only when provided documentation by the Student Counseling and Disability Services office.

## Student Attendance and Leave of Absence (LOA) Policy

As part of our efforts to assist and encourage all students towards graduation, TAMIU provides LOA's for students, including pregnant/parenting students, in accordance with the Attendance Rule (Section 3.07) and the Student LOA Rule (Section 3.08), which includes the "Leave of Absence Request" form. Both rules can be found in the TAMIU Student Handbook (URL: <http://www.tamiau.edu/studentaffairs/StudentHandbook1.shtml> (<http://www.tamiau.edu/studentaffairs/StudentHandbook1.shtml/>)).

## Pregnant and Parenting Students

Under Title IX of the Education Amendments of 1972, harassment based on sex, including harassment because of pregnancy or related conditions, is prohibited. A pregnant/parenting student must be granted an absence for as long as the student's physician deems the absence medically necessary. It is a violation of Title IX to ask for documentation relative to the pregnant/parenting student's status beyond what would be required for other medical conditions. If a student would like to file a complaint for discrimination due to his or her pregnant/parenting status, please contact the TAMIU Title IX Coordinator (Lorissa M. Cortez, 5201 University Boulevard, KLM 159B, Laredo, TX 78041, [TitleIX@tamiau.edu](mailto:TitleIX@tamiau.edu), 956.326.2857) and/or the Office of Civil Rights (Dallas Office, U.S. Department of Education, 1999 Bryan Street, Suite 1620, Dallas, TX 75201-6810, 214.661.9600). You can also report it on TAMIU's anonymous electronic reporting site: <https://www.tamiau.edu/reportit> (<https://www.tamiau.edu/reportit/>).

TAMIU advises a pregnant/parenting student to notify their professor once the student is aware that accommodations for such will be necessary. It is recommended that the student and professor develop a reasonable plan for the student's completion of missed coursework or assignments. The Office of Equal Opportunity and Diversity (Lorissa M. Cortez, [lorissam.cortez@tamiau.edu](mailto:lorissam.cortez@tamiau.edu)) can assist the student and professor in working out the reasonable accommodations. For other questions or concerns regarding Title IX compliance related to pregnant/parenting students at the University, contact the Title IX Coordinator. In the event that a student will need a leave of absence for a substantial period of time, TAMIU urges the student to consider a Leave of Absence (LOA) as outlined in the TAMIU Student Handbook. As part of our efforts to assist and encourage all students towards graduation, TAMIU provides LOA's for students, including pregnant/parenting students, in accordance with the Attendance Rule and the Student LOA Rule. Both rules can be found in the TAMIU Student Handbook (<https://www.tamiau.edu/scce/studenthandbook.shtml> (<https://www.tamiau.edu/scce/studenthandbook.shtml/>)).

## Anti-Discrimination/Title IX

TAMIU does not discriminate or permit harassment against any individual on the basis of race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation or gender identity in admissions, educational programs, or employment. If you would like to file a complaint relative to Title IX or any civil rights violation, please contact the TAMIU Director of Equal Opportunity and Diversity/Title IX Coordinator, Lorissa M. Cortez, 5201 University Boulevard, Killam Library 159B, Laredo, TX 78041, [TitleIX@tamiau.edu](mailto:TitleIX@tamiau.edu), 956.326.2857, via the anonymous electronic reporting website, ReportIt, at <https://www.tamiau.edu/reportit> (<https://www.tamiau.edu/reportit/>), and/or the Office of Civil Rights (Dallas Office), U.S. Department of Education, 1999 Bryan Street, Suite 1620, Dallas, TX 75201-6810, 214.661.9600.

## Incompletes

Students who are unable to complete a course should withdraw from the course before the final date for withdrawal and receive a "W." To qualify for an "incomplete" and thus have the opportunity to complete the course at a later date, a student must meet the following criteria:

1. The student must have completed 90% of the course work assigned before the final date for withdrawing from a course with a "W", and the student must be passing the course;
2. The student cannot complete the course because an accident, an illness, or a traumatic personal or family event occurred after the final date for withdrawal from a course;
3. The student must sign an "Incomplete Grade Contract" and secure signatures of approval from the professor and the college dean.
4. The student must agree to complete the missing course work before the end of the next long semester; failure to meet this deadline will cause the "I" to automatically be converted to an "F"; extensions to this deadline may be granted by the dean of the college. This is the general policy regarding the circumstances under which an "incomplete" may be granted, but under exceptional circumstances, a student may receive an incomplete who does not meet all of the criteria above if the faculty member, department chair, and dean recommend it.



## WIN Contracts

The Department of Biology and Chemistry does not permit WIN contracts. For other departments within the college, WIN Contracts are offered only under exceptional circumstances and are limited to graduating seniors. Only courses offered by full-time TAMIU faculty or TAMIU instructors are eligible to be contracted for the WIN requirement. However, a WIN contract for a course taught by an adjunct may be approved, with special permission from the department chair and dean. Students must seek approval before beginning any work for the WIN Contract. No student will contract more than one course per semester. Summer WIN Contracts must continue through both summer sessions.

## Student Responsibility for Dropping a Course

It is the responsibility of the student to drop the course before the final date for withdrawal from a course. Faculty members, in fact, may not drop a student from a course without getting the approval of their department chair and dean.

## Independent Study Course

Independent Study (IS) courses are offered only under exceptional circumstances. Required courses intended to build academic skills may not be taken as IS (e.g., clinical supervision and internships). No student will take more than one IS course per semester. Moreover, IS courses are limited to seniors and graduate students. Summer IS course must continue through both summer sessions.

## Grade Changes & Appeals

Faculty are authorized to change final grades only when they have committed a computational error or an error in recording a grade, and they must receive the approval of their department chairs and the dean to change the grade. As part of that approval, they must attach a detailed explanation of the reason for the mistake. Only in rare cases would another reason be entertained as legitimate for a grade change. A student who is unhappy with his or her grade on an assignment must discuss the situation with the faculty member teaching the course. If students believe that they have been graded unfairly, they have the right to appeal the grade using a grade appeal process in the Student Handbook and in the Faculty Handbook.

## Final Examination

All courses in all colleges must include a comprehensive exam or performance and be given on the date and time specified by the Academic Calendar and the Final Exam schedule published by the Registrar's Office. In the College of Arts & Sciences all final exams must contain a written component. The written component should comprise at least 20% of the final exam grade. Exceptions to this policy must receive the approval of the department chair and the dean at the beginning of the semester.

## Mental Health and Well-Being

The university aims to provide students with essential knowledge and tools to understand and support mental health. As part of our commitment to your well-being, we offer access to Telus Health, a service available 24/7/365 via chat, phone, or webinar. Scan the QR code to download the app and explore the resources available to you for guidance and support whenever you need it. The Telus app is available to download directly from TELUS (tamiu.edu) (<https://www.tamiu.edu/counseling/telus/>) or from the Apple App Store and Google Play.