



CHEM 1311 - General Chemistry I

Fall 2025 Syllabus, Section 102, CRN 15924

Instructor Information

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Associate Professor

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Office: LBV 307

Office Hours:

T 8:45 - 9:45 am

W 10:30 am -12:30 pm

F 8:30 - 9:30 am

By Appointment: calendly.com/dr-jorgensen/

Office Phone: (956) 326-2568

Contact preferred through email, response within 48hrs M-F 9am-5pm.

Times and Location

TR 10:05am-11:25am in Academic Innovation Center 128

Course Description

Covers the basic principles of nomenclature, atomic structure, bonding, thermodynamics, chemical reaction, and stoichiometry. The first half of a two-semester course. Must be taken concurrently with CHEM 1111. Prerequisite: Placement in College Algebra or higher.

Biology&Chemistry Department, College of Arts & Sciences

Additional Course Information

General Chemistry I is a study of the fundamental theories and principles of chemistry. General Chemistry is the introductory university-level course for students pursuing further study in science. A solid foundation in chemical principles is needed for continuing your studies in chemistry, biology, engineering, geology, physics, health sciences, and environmental studies. This course will work to emphasize the integration of concepts and applications with factual information and to stress approaches to both conceptual and numerical problem-solving. Throughout the course, chemistry will be used to understand everyday phenomena, evaluate the risks and benefits of environmental issues, and be related to other disciplines.

Program Learning Outcomes

Course Objectives

- Students will understand the general principles of chemistry. They will compare, contrast and predict physical & chemical properties based on atomic and molecular structure.
- Student will demonstrate the ability to solve quantitative problems.
- Students will recognize the role of chemistry in real world issues.
- Students will demonstrate knowledge of common reactions and reaction mechanisms of the elements & compounds.
- Students will be prepared for subsequent high-level chemistry courses.



Student Learning Outcomes

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

- Discuss how scientific methods are applied in the study of science in general and chemistry in particular.
- Classify states of matter, substances and mixtures, elements and compounds, and chemical symbols.
- Apply knowledge of the periodic table and compounds to predict shapes, trends, intermolecular bonding, and the nature of compounds.
- Apply chemical concepts and deduce their importance to the study of chemistry.
- Contrast the similarities and differences in chemical concepts that will be discussed.
- Solve chemical problems based on formulas, and concepts introduced in class and using fundamental principles like unit conversion.
- Communicate scientific findings, and thoughts accurately and also be involved in discussions on how science and technology affect our lives daily.

Important Dates

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

Textbooks

Group	Title	Author	ISBN
Required	Chemistry: Atoms First, Second edition	Openstax	978-1-947172-63-0

Other Course Materials

Textbook Link: <https://openstax.org/details/books/chemistry-atoms-first-2e> (<https://openstax.org/details/books/chemistry-atoms-first-2e/>)

- Scientific Calculator
- Top Hat – **Must use course blackboard link**
 - In-class attendance, in class quizzes, lecture engagement software
 - For help contact support@tophat.com
- Aleks – **Must use blackboard link**
 - Online homework software
 - Additional review problems
- Respondus Lockdown Browser with Monitor
 - Download Instructions: <https://www.tamiau.edu/distance/technology/respondus-ldb-and-monitor.shtml/> (<https://www.tamiau.edu/distance/technology/respondus-ldb-and-monitor.shtml/>)
 - Respondus Lockdown Browser with a monitor (must have webcam) installed on your laptop is required to take in-class course exams.

Minimum Technology Requirements

- A laptop with a camera/ tablet/cell phone that allows access to Top Hat, Respondus with monitor (for exams), and Aleks software will be required during class to participate in in-class discussions, chat questions, homework, and in-class exams.
- Internet Access (to access exams, homework, course materials, etc., through <https://tamiau.blackboard.com> (<https://tamiau.blackboard.com/>))

Grading Criteria

As your instructor, my goal is to help and encourage you to learn. All students learn differently, thus I try to utilize a broad range of methods and assignments. This means that there will be a lot of different opportunities for you to apply the concepts we will be investigating this semester. Correspondingly, there are many different ways to earn points and demonstrate your understanding of the material in this course.

Each category will be weighted as stated below:

Exams (4)	40%
Final Exam	20%



Homework	20%
Reading Quizzes/Pop Quizzes	15%
Top Hat/Participation	5%
Total	100%

Letter Grade Assignment:

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

Additional Information

Exams

Four exams will be administered through the Respondus Lockdown Browser software, requiring a Monitor (camera) in-person during class time. The tests will comprise multiple-choice, numerical, and short-answer problems. Work must be shown for each exam where indicated to receive credit. A scratch sheet will be provided during exams and must be turned in to receive exam credit. There will also be a **2-hour comprehensive Final Exam**.

All exams must be taken during the regularly scheduled class times in the lecture room using Respondus Monitor on your personal laptop, which must have a working camera. Exams cannot be taken outside the scheduled time. There will be **NO makeup exams**. A missed exam will be a ZERO (excluding university excused absence - contact student services for official excuse, see COAS policies at the end of this syllabus). If the University cancels classes on the day of a scheduled exam, then the test is automatically rescheduled for the next class lecture period. For university-excused absences, it is the student's responsibility to notify the instructor and make arrangements in a timely fashion.

You may only use the Respondus Monitor-enabled laptop and approved calculator on all course exams and pop quizzes. Use of cell phones and other electronic devices is not permitted. Students will earn a zero on that exam if they are found with a device during an in-class exam. If you have a cell phone or other electronic device out during the Final Exam (other than the Respondus Monitor-enabled laptop and approved calculator), you will earn an F in the course. All instances will be documented and reported to the honors council.

Reading Quizzes (RQ) and Pop quizzes

Reading quizzes will be given through Blackboard. They will be due by 9:30 am on the day of the start of each chapter lecture. See Blackboard for due dates and up-to-date schedule. **RQ Late Policy:** RQs are available on Blackboard a minimum of a week before their due date. **No late RQs** will be allowed after the second week of class (12th class day).

Pop Quizzes will be timed and completed during class. Cell phones and electronic devices are not allowed on pop quizzes. You must be present in class to complete the pop quiz during the time the quiz is being given. No makeups will be allowed unless you have a university excused absence and have notified and provided the excuse to the instructor within one week of the pop quiz.

Homework Assignments (HW)

- *Students must connect to Aleks through Blackboard to link accounts.*

Chapter Homework (HW) assignments will be due at 5:00 pm on Monday after each chapter is completed in the lecture. The tentative schedule is noted, and it may change due to class progress. **Updated due dates and times can be found on Aleks.** Questions should be answered while we are covering the chapter in class. You are encouraged to work on these daily to make progress and keep up with the material. You are strongly encouraged to ensure you understand how to work out all homework problems, as exam problems and questions will be based on homework and examples worked in class. **HW Late Policy:** Homework in Aleks is allowed up to three days late with a deduction of 5% per day late for questions that were not finished by the deadline.

Tutoring ReCommendation (ACE)

This is a math-intensive course required for many upper-level courses. It is important to keep up with course material and assignments to be successful in the course. You are encouraged to attend tutoring throughout the semester. The university provides ACE tutoring (i.e., paid for by your tuition), so take advantage of the resources on campus. Visit tutortrac.tamui.edu (<https://tutortrac.tamui.edu/trac/>) and log in with your Dusty



account. You can reserve tutoring appointments up to 14 days in advance. Chemistry tutors' schedules fill up fast, especially around exam weeks. If you encounter any issues, please call us at 956.326.4ACE (4223) or email academicsupport@tamiu.edu. (academicsupport@tamiu.edu)

Class Participation (Top Hat)

This grade will be based on class participation and tracked using **Top Hat**. Questions will be given throughout the lecture, and credit will be given for answering and accuracy. The top hat questions must be completed during class time.

Participation will also be assessed based on your classroom behavior. If you are asked to leave class for any reason, your top hat score will be replaced with a zero for that lecture day. You will be asked to leave the classroom if you threaten the class, are disrespectful to your peers or instructor, or are distracting to the class. You are encouraged to follow CDC classroom guidelines to promote a safe and productive learning environment.

Regardless of the type of communication used, you should always keep in mind the following:

- be respectful
- be considerate of others
- think through before responding

Class courtesy is also an important aspect of the course. The use of cellular phones (outside of Top Hat and Aleks), unrelated discussions, and interruption of fellow students' questions are discouraged. If disruptive to the class, you will be asked to leave to maintain a productive learning environment.

Attendance

- Classroom, in-person attendance is Mandatory.
- **Communicate immediately any issues that impede your ability to participate/complete assignments. Deadlines are time-sensitive, so communication is critical to your success.**
- Each student must promptly notify the instructor if there is a university-excused absence for the lecture or examinations. If the student is "excused" from an examination, you need to contact the professor with documentation to explore options available immediately. All unexcused assignments and examinations will be given a grade of ZERO, and **NO MAKEUP EXAMINATIONS will be given!**

Tardy students will not be given extra time to finish activities/pop quizzes/examinations/Top Hat Questions.

Course Delivery

Lectures will be in-person and broken into lecture components, class activities, and videos. If you cannot attend in person for university-approved reasons, you must email the instructor immediately to make accommodations. If our class must be moved online, we will use Blackboard Collaborate/Virtual Meeting Space for synchronous instruction. Regular communication will be through blackboard course announcements. *Students must bring a digital device (phone/tablet/laptop) to participate in classroom activities and log into Top Hat/Aleks/Blackboard/etc.*

Schedule of Topics and Assignments

Week of	Agenda/Topic	Reading(s)	Due
8/26	Syllabus and Essential Ideas	Chapter 1	See Blackboard for Due dates RQ Ch1
9/2	Atoms, Molecules, and Ions	Chapter 2	RQ Ch2 HW Ch1
9/9	Electronic Structure and Periodic Properties	Chapter 3	RQ Ch3 HW Ch2
9/16	Chemical Bonding & Molecular Geometry	Chapter 4	RQ Ch4 HW Ch3
9/23	Exam 1	Ch 1-3	Exam 1
9/30	Advanced Theories of Bonding	Chapter 5	RQ Ch5 HW Ch4
10/7	Composition of Substances and Solutions	Chapter 6	RQ Ch6 HW Ch5
10/14	Exam 2	Ch 4-5	Exam 2



10/21	Stoichiometry of Chemical Reactions	Chapter 7	RQ Ch7 HW Ch6
10/28	Stoichiometry of Chemical Reactions		HW Ch7
11/4	Exam 3	Ch 6-7	Exam 3
11/11	Gases	Chapter 8	RQ Ch8
11/18	Thermochemistry	Chapter 9	RQ Ch9 HW Ch8
11/25	Exam 4	Ch 8-9	Exam 4
12/2	12/2 - Review, Last Class Day 12/4 - Final Exam, 10:05am-1:05pm, AIC 128	Ch 1-9	Final Exam
12/9	No Class - Finals		

Core Curriculum Learning Outcomes

Core-Curriculum Learning Outcomes:

1. **Critical Thinking Skills (CT)** - creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
2. **Communication Skills (COM)** - effective development, interpretation and expression of ideas through written, oral and visual communication - **Being Assessed Fall 2024**
3. **Empirical and Quantitative Skills (EQS)** - manipulation and analysis of numerical data or observable facts resulting in informed conclusions - **Being Assessed Fall 2024**
4. **Teamwork (TW)** - ability to consider different points of view and to work effectively with others to support a shared purpose or goal

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).

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 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, 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.