

CHEM 1370 - Survey of Chemistry

Fall 2025 Syllabus, Section 101, CRN 15925

Instructor Information

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Office Hours:

M 10:00 AM-11:30 AM

T 4 PM -5:30 PM

Or by Appointment

Office Phone: 9563262608

Times and Location

MWF 12pm-12:55pm in Academic Innovation Center 128

Course Description

An introduction to Chemistry and its relationship to society and the environment. Molecules that control daily life are explored via a conceptual approach. Not for students majoring or minoring in chemistry or biology. Fulfills the laboratory science core curriculum requirement. Must be taken concurrently with CHEM 1170.

Biology&Chemistry Department, College of Arts & Sciences

Additional Course Information

Class Structure

To begin, this class does NOT follow a traditional-lecture format. Instead, videos will be provided prior to your lecture. **Your assignment is to read the chapter sections and watch their corresponding videos before class.** We will spend in-class time doing problem sets, either individually or in groups (see **Problem Sets** below). This type of course structure, where you watch lecture videos online outside of class and then do "homework" in class, is called **flipped learning**. I flip my classes for the following reasons:

- Once students get used to it, most strongly prefer it to traditional lecture.
- It generally produces higher grades than traditional lecture.
- I get to know my students better, which means (when applicable) I can write better letters of recommendation for you later on.
- You can re-watch my videos as many times as you want, which can better help you prepare for our exams and (if applicable) entrance exams to professional schools later on.
- Because you do your problem sets in class, with me present, I am here to help answer your questions, right when you need me most.

To take the greatest advantage of the **flipped learning** videos outside of class, you must:

- Watch the videos BEFORE class.
- Take notes and write down questions while you watch the videos.

- Do NOT do other activities (browse social media, listen to music, do your dishes) while watching the videos.
- Come to class. (Don't skip, except in unavoidable emergencies.)

Student Learning Outcomes

Upon the conclusion of the course the students will be able to:

- Apply the elementary concepts of chemistry and discuss how science and technology influence our daily lives.
- Use critical thinking and the scientific method to examine chemical phenomena.
- State the concept of atoms, molecules, ions, solutions and chemical reactions.
- Explain atomic structure, bonding and intermolecular forces.
- Solve quantitative problems involving unit conversions, chemical formulas and equations.
- Recognize the periodic properties and trends.
- Deduce the chemistry of acids and bases and their application in life.
- Describe the process of oxidation and reduction reactions.
- Name, identify, and classify various small carbon compounds.
- Explain polymers/biochemicals, their various properties and usefulness in daily life.

Important Dates

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

Textbooks

Group	Title	Author	ISBN
Optional	The Basics of General, Organic, and Biological Chemistry	David W. Ball, John W. Hill, and Rhonda J. Scott	

Other Course Materials

- Course Blackboard Website Access – <https://tamiu.blackboard.com> (<https://tamiu.blackboard.com/>) For help email: elarning@tamiu.edu
- Achieve essentials
 - Sign-up instructions: Must Use Blackboard Link
 - If you opted out of BooksIncluded, you will need to purchase access to Acheive.
- Scientific Calculator. It must be able to use scientific notation.
- Computer
- Internet Access
- Top Hat – Classroom Engagement Tool
 - *Students must use blackboard link to connect to Top Hat*
 - For help email support@tophat.com

Grading Criteria

To be graded on the grading scale defined above, you must pass the final exam (> 60%), and complete all class assignments. Failing to meet this requirement will result in a student not to be graded by the grading scale described in the previous section. Grades in these cases are determined on an individual basis and are at the instructor's discretion. Thus, failing the final, skipping an excessive number of homework assignments or group assignments may result in a grade lower than the number of points you have accumulated would otherwise indicate.

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

GRADE	PERCENTAGE
A	90-100

B	80-89.9
C	70-79.9
D	60-69.9
F	Below 60

Grading Categories

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. Grades on all assignments will be given in points. Points in all categories will be approximately equivalent.

Exams

There will be four in class **exams**. These exams will take the entire class time. These exams will be taken on paper and require you to bring a no. 2 pencil. The 100 point exams will be approximately 25-35 multiple choice questions, numerical, and/or short answer questions. There will be a **2 hour comprehensive Final Exam**.

All exams must be taken during the regularly scheduled times. Exams cannot be taken outside the scheduled time. There will be **NO makeup exams**. A missed exam will count as a ZERO (excluding a well-documented serious illness, requiring hospitalization, or university excused absence). Students will have 3 days to retake the exam if they have an excused absence and are capable of completing it. In this case, you will be excluded from the group stage and your individual score will your grade. Excuses submitted after **3 days** will not be considered and students will not be allowed to make up the exam. If classes are cancelled by the University on the day of a scheduled exam, then the test is automatically scheduled for the next class lecture period.

Group Work

Each day, students will complete a group work assignment based on the readings, videos and lecture for that day. In order to encourage participation and to discourage freeloading, I will have you anonymously assign a peer grade to each member of your group (including yourself), based on how much each person contributed to your group problem sets. There will be no make-up assignments. To offset any absences that may occur due to illness, family emergencies, etc., your **lowest 2 group works** will be dropped.

TopHat

You will be assigned pre-class reading assignments (PowerPoints, YouTube videos, text, chemtutor, khan academy etc) which will be discussed in class. To ensure that you are engaging with the material, you will answer questions and submit a summary of the videos in TopHat. Top Hat will also be used for attendance and class participation. There will be **no make-up assignments**. To offset any absences that may occur due to illness, family emergencies, etc., your **lowest 3 group work** assignments will be dropped.

Quizzes

There will be short in-person quizzes weekly. Each quiz will have 5-10 questions (depending on the material). Questions will include concepts learned from the previous week and from the videos. This quiz will be administered in two stages. First, you will complete a 5-10-minute individual quiz. Following the individual exam, you will have 5-10 minutes to work in your assigned groups to discuss the questions and submit a single group answer. The individual exam will contribute 70% to your overall exam grade, while the group component will contribute 30%. During the group stage, you are encouraged to discuss your individual answers and build upon each other's understanding to arrive at a comprehensive group response. Please note that you will not be allowed to refer to your individual exam answers during the group stage.

Your **lowest quiz grade** will be dropped. No make-up quizzes will be given without an acceptable excuse. If you are excused, you will have a max of 3 days to make-up the assignment. No excuses will be accepted after 3 days.

Achieve

Achieve is our online homework manager. The assignments are linked in Blackboard so you do not have to access the Achieve website. If you opted out of books included, you will have to purchase an Achieve subscription. There will be weekly Achieve assignments due during the semester. There will be no make-up for Achieve assignments. Your **lowest** Achieve grade will be dropped. No make-up assignments will be given without an acceptable excuse. If you are excused, you will have a max of 3 days to make-up the assignment. No excuses will be accepted after 3 days.

Chem Connection

Chem connection is an assignment where you will create a concept map showing the connection between chemistry and the real world. Assignment details can be found in Blackboard. There will be no make-up.



Chem Chat

Chem chat is an assignment where you will present a 3 min talk on real world situations and the connection to chemistry. You will work in groups. Assignment details can be found in Blackboard. There will be no make-up.

ASSIGNMENT	VALUE
Exams	40%
Final Exam	20%
Group Work	10
Quizzes	10
TopHat	7.5%
Achieve	7.5
Chem Connection	2.5
Chem Chat	2.5

Schedule of Topics and Assignments

Day	Date	Agenda/Topic	Reading(s)	Due
Mon	8/25	Syllabus/Introduction Chapter 1		
Wed	8/27	Chapter 1		
Fri	8/29	Chapter 1		
Mon	9/1	Chapter 1		
Wed	9/3	Chapter 2		
Fri	9/5	Chapter 3 & 4		
Mon	9/8	Chapter 4		
Wed	9/10	Chapter 5		
Fri	9/12	Chapter 6		
Mon	9/15	Chapter 6		
Wed	9/17	Chapter 6		
Fri	9/19	Exam 1 Review		
Mon	9/22	Exam 1		
Wed	9/24	Chapter 8		
Fri	9/26	Chapter 8		
Mon	9/29	Chapter 9		
Wed	10/1	Chapter 9		
Fri	10/3	Chapter 9		
Mon	10/6	Chapter 10		
Wed	10/8	Chapter 10		
Fri	10/10	Exam 2 Review		
Mon	10/13	Exam 2		
Wed	10/15	Chapter 11		
Fri	10/17	Chapter 11		
Mon	10/20	Chapter 12		
Wed	10/22	Chapter 12		
Fri	10/24	Chapter 13		
Mon	10/27	Chapter 13		
Wed	10/29	Chapter 14		
Fri	10/31	Chapter 14		
Mon	11/3	Chapter 15		
Wed	11/5	Chapter 15		

Fri	11/7	Exam 3 Review
Mon	11/10	Exam 3
Wed	11/12	Chapter 7 & 16
Fri	11/14	Chapter 17
Mon	11/17	Chapter 18
Wed	11/19	Chapter 19
Fri	11/21	Exam 4 Review
Mon	11/24	Exam 4
Wed	11/26	No Class
Fri	11/28	No Class
Mon	12/1	Final Exam Review
Wed	12/3	No Class
Fri	12/5	No Class
Mon	12/8	Final Exam
Wed	12/10	No Class

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
3. **Empirical and Quantitative Skills (EQS)** - manipulation and analysis of numerical data or observable facts resulting in informed conclusions
4. **Teamwork (TW)** - ability to consider different points of view and to work effectively with others to support a shared purpose or goal
5. **Social Responsibility (SR)** - intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities
6. **Personal Responsibility (PR)** - ability to connect choices, actions and consequences to ethical decision-making

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)

In the classroom, students are expected to listen attentively, participate respectfully, and adhere to established rules. Behavior that interferes with the class lecture may result in disciplinary action, ensuring a productive and respectful learning environment for everyone. Any disputes over academic matters should be addressed calmly and constructively, ideally during designated times such as office hours or after class. If a student does not agree with a decision, they can request a meeting with the instructor to discuss their concerns in more detail. Should further resolution be needed, the student may escalate the matter to the department head or use formal grievance procedures as outlined in the sections below. (please refer to Student Handbook Article 4 (<https://www.tamtu.edu/handbook/article-04.shtml>)).

TAMTU Honor Code: Plagiarism and Cheating

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

TAMTU 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 SafeZone (<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 Disability Services for Students located in Student Center 124. 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 Office of Disability Services for Students.

For accommodations or assistance with disabilities, contact the Disability Coordinator, Karla Pedraza, at karla.pedraza@tamiu.edu, call 956.326.2763, or visit Student Center 124.

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: [Student Handbook \(https://www.tamiu.edu/handbook/index.shtml\)](https://www.tamiu.edu/handbook/index.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. Students who experience or observe alleged or suspected discrimination due to their pregnant/parenting status, should report to 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, *Report It*, at <https://www.tamiu.edu/reportit> (<https://www.tamiu.edu/reportit/index.shtml>).

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 Compliance (Lorissa M. Cortez, lorissam.cortez@tamiu.edu) can assist the student and professor in working out the reasonable accommodation. For other questions or concerns regarding Title IX compliance related to pregnant/parenting students, contact the Title IX Coordinator. In the event that a student needs 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 LOAs 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*.

For parenting-related rights, accommodations, and resources, contact the Parenting Liaison, Mayra Hernandez, at mghernandez@tamiu.edu, call 956.326.2265, or visit Student Center 226.

For pregnancy-related rights, accommodations, and resources, contact the TIX Coordinator, Lorissa Cortez, at lorissam.cortez@tamiu.edu, call 956.326.2857, or visit Killam Library 159.

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 (<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.