



# ECO 2302 - Principles of Microeconomics

## Fall 2025 Syllabus, Section 102, CRN 15805

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### Instructor Information

**George Clarke, PhD**  
PNC Distinguished Professor of Economics  
Email: [george.clarke@tamiu.edu](mailto:george.clarke@tamiu.edu)  
Office: WHT 221C  
Office Hours:  
TR 10:30AM-12:00PM  
F 10:30AM-11:30AM  
Office Phone: 956-326-2557

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### Times and Location

TR 8:30am-9:50am

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### Course Description

Introduction to principles of economics and decision making at the individual firm, consumer, and industry level; resource allocation and the price system; demand and supply theory, theory of production and profit maximization; and interaction of demand and supply. Prerequisite: Completion of Texas Success Initiative (TSI) Mathematics requirements or appropriate level developmental course sequence..  
Intl Banking&Finance Studies Department, Sanchez School of Business

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### Student Learning Outcomes

Upon completion of the course students will be able to:

1. Explain what microeconomics is and how it is different from macroeconomics
2. Apply equilibrium analysis to work out how economic shocks and government policies affect equilibrium prices and quantities
3. Identify how characteristics of a specific product will affect its demand, supply, and market equilibrium.
4. Discuss the strengths and weaknesses of using economic efficiency to assess economic outcomes.
5. Analyze how policy changes affect consumer and societal well-being.
6. Discuss the economic theory of the firm and its implications for firm behavior
7. Describe the conditions under which markets will fail to reach an efficient outcome and the policy tools that governments can use to correct these failures

### Important Dates

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

### Textbooks

| Group    | Title                        | Author        | ISBN          |
|----------|------------------------------|---------------|---------------|
| Required | Principles of Microeconomics | Gregory Makiw | 9798214351070 |



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## Other Course Materials

Top Hat Subscription (see below)

Calculator for exams (see below)

## Grading Criteria

### In-Class Questions (formative)

During class, the professor will ask questions using Top Hat. Students should sign up for Top Hat if they do not currently have a subscription. You can use a cellphone, tablet, or laptop computer of similar device to answer questions during class. If you do not have any of these devices, please let the professor know so that we can make alternative arrangements.

Points will be given for both attempting the question and, in some cases, for giving the correct answer. Questions will not necessarily be worth the same number of points. Students should **not** have other students sign them in or answer questions for them if they are absent.

If you miss class or do not have your cellphone or other device with you can e-mail me on the day of the class. I will then release the missed questions so you can complete outside of class. I encourage you to do this, because these questions allow you to practice doing problems before the online quizzes and exams. You will have until 5 PM on the Sunday following the class for which the question was assigned to answer it.

If you have an emergency that stops you from answering the questions in this time frame, you can e-mail me again and I can re-open them. To allow for grading to be completed by the time that grades are due, you will need to be make up any missed questions by the final class day.

### In-Class Assignments (formative)

Between 10 and 20 **open-book/open-notes** in-class assignments will be given during the semester. Because I am often not sure whether we will have time for the in-class assignments, these assignments will not generally be pre-announced.

I encourage you to ask me for help and work with other students when answering these problems. For mathematical problems, I can check your answers before you turn it in if you would like me to.

**The lowest two grades on in-class assignments will be dropped.** If you miss an in-class assignment, you may make it up. To ensure that you receive credit for missed assignments, you will have to make up them up by the last day of class. This will give me time to grade the make-up assignments.

### Problem Sets (formative)

Problem sets will be posted on BLACKBOARD during the semester (see schedule below for dates). Problem sets will not necessarily all be worth the same number of points but will be weighted equally in your final grade. Some problem sets will use the electronic quiz tool in blackboard while others will be written assignments

You **MUST** submit the paper problem sets through the Blackboard drop box since this will provide a record that you submitted the problem sets on time. Feel free to scan or photograph written problem sets and submit them electronically in the drop box. However, even if the problem set is scanned, you should submit the assignment as a single file in either PDF format or DOC format.

Students may work with other students UNLESS otherwise noted by the instructor. It is, however, expected that students will put answers in their own words for all questions and will hand in individual problem sets (**no cutting and pasting**).

**The lowest problem set grade will be dropped.** To allow for grading to be completed by the time that grades are due, late assignments must be completed no later than the final class day.

### Online Quizzes (summative)

Online quizzes will be assigned on Blackboard (see schedule for dates). Students may consult their books and notes when answering questions (**open-book/open-notes**).

The online quizzes will consist of multiple-choice questions and some short problems. Most questions will be randomized (i.e., different students will get asked different questions). Students will only get one attempt for each quiz. Quizzes might be worth different amount of points but will be weighted equally in your final grade.

**The lowest online quiz grade will be dropped.** To allow for grading to be completed by the time that grades are due, late assignments must be completed no later than the final class day.



## Exams (summative)

There will be two midterm exams and a cumulative final exam. All exams, including makeup exams, will be in-person.

In-class exams may have assigned seating. All exams are closed book/closed notes and students should work on all questions by themselves. Because of this, you may not communicate with other students in any way during the exam.

I will be happy to offer make-up exams for any students with excused absences (see make-up and attendance policies below).

## Grades

The final exam will account for 30 percent of the grade and each midterm will account for 10 percent of the grade. The on-line quizzes will each account for 20 percent of the grade. The Top Hat questions, problem sets, and in-class assignments will each account for 10 percent of the grade.

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

## Open Boilerplate

### AI Policy

The use of AI tools such as ChatGPT, Grammarly, Microsoft Copilot, GitHub Copilot and Perplexity during online quizzes, midterms, and the final exam is strictly prohibited unless otherwise specified. Unauthorized use of AI tools will be considered a violation of academic integrity policies and may result in disciplinary action.

### Extra Credit

Throughout the semester, students will have the opportunity to earn extra credit. Extra credit points on quizzes, problem sets, and exams will be added to the score for that assignment. **Other extra credit points will be added to the final grade at the end of the semester.**

### Make up exams

Make-up exams will be given to students with valid reasons for non-attendance (see below) and that have informed me before the class or exam of their valid reason for non-attendance (see attendance policy below). Adequate documentation with date of event must be provided within seven calendar days of student's return to substantiate the reason for absence.

### Calculator

You will often need a calculator for Top Hat questions, exams and homework assignments. For Top-Hat questions and homework assignments, you may use your cellphone, laptop computer, iPad, or similar items as a calculator. However, you cannot use these items for midterm and final exams.

You will therefore need a real calculator for exams. Financial and scientific calculators are acceptable – but not required. Any cheap pocket or desktop calculator without an internet connection should be adequate for most calculations needed in this course.

### Additional Software.

You will need the following additional software: Microsoft PowerPoint for viewing lesson presentations and Microsoft Word for viewing course files and submitting assignments. You will need to submit assignments either as Word (.docx) or PDF files.

TAMU Students may access online versions of this software through their Dusty Office 365 account at <https://dusty.tamui.edu/>. This site also provides students access to download the Microsoft suite for educational use. See instructions for downloading the Microsoft Office suite (<http://www.tamui.edu/distance/documents/Microsoft-Office-2016-Download-Instructions.pdf>).

## Getting Help with Course Material

Some of the material in this class can be challenging. If you have problems, I would encourage you to come to my student hours (see first page for times) to ask me questions. These hours are set aside for you and I am always pleased to advise you during student hours. If these times do not work for me, please contact me through coursemail and we can find a time that works for us both.

In addition, I would encourage you to look at the recommended material in Blackboard for extra practice problems and for resources that can help you with specific components of the course. If you want additional resources, I would encourage you to ask me. And if you find resources that you feel are useful, please let me know so that I can add them to the recommended material in Blackboard.



Finally, TAMIU has an excellent tutoring center. Call or email for a virtual appointment: Academic Support - Tutoring Appointments ([tamtu.edu](https://www.tamtu.edu/uc/ace/tutoring.shtml/)) (<https://www.tamtu.edu/uc/ace/tutoring.shtml/>)

## Schedule of Topics and Assignments

| Day | Date | Agenda/Topic                                                                                                                                                                                                         | Reading(s)       | Due                             |
|-----|------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|---------------------------------|
| Tue | 8/26 | What is economics?<br>Class syllabus<br>Grading<br>Incentives in economics                                                                                                                                           |                  |                                 |
| Thu | 8/28 | How to use Top Hat<br>Microeconomics and macroeconomics<br>Positive and normative statements<br>Social security                                                                                                      |                  |                                 |
| Tue | 9/2  | Significant figures<br>Markets and demand<br>Demand schedules<br>Demand functions<br>Demand curves<br>Market demand                                                                                                  | Chapters 1 and 2 |                                 |
| Thu | 9/4  | Law of demand<br>Evidence supporting the law of demand<br>Demand schedules, curves and functions<br>and the law of demand<br>Veblen and Giffen goods                                                                 | Section 4.1      | Problem Set #1 due (electronic) |
| Tue | 9/9  | Demand shifters<br>Demand shifters: Numbers of buyers<br>Demand shifters: Complements and substitutes<br>Demand shifters: Income<br>Demand shifters: Tastes<br>Demand shifters: Expectations about prices and income | Section 4.2a-b   |                                 |
| Thu | 9/11 | Law of supply<br>Supply functions, curves and schedules<br>Supply shifters<br>Market equilibrium with schedules, curves, and functions                                                                               | Section 4.2c     | Online Quiz #1 Due              |
| Tue | 9/16 | Surpluses and shortages<br>Reaching equilibrium<br>Comparative statics: How demand shifters affect equilibrium<br>Comparative statics: How supply shifters affect equilibrium                                        | Section 4.3      |                                 |
| Thu | 9/18 | Comparative statics: How simultaneous demand and supply shifts affect equilibrium<br><br>How steepness of demand and supply curves affect equilibrium                                                                | Section 4.4-4.5  | Online Quiz #2 Due              |
| Tue | 9/23 | Price elasticities of demand<br>Calculating elasticities using the mid-point method<br>Elasticities and steepness of demand curve                                                                                    |                  |                                 |



|     |       |                                                                                                                                                                                                                                                                                                                                                                |                 |                    |
|-----|-------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------|
| Thu | 9/25  | Things that affect demand elasticities:<br>Availability of substitutes<br>Broadly and narrowly defined goods<br>Things that affect demand elasticities:<br>Durable goods<br>Things that affect demand elasticities:<br>Necessities<br>Things that affect demand elasticities:<br>Time frame<br>Things that affect demand elasticities:<br>Importance in budget |                 | Problem Set #2 Due |
| Tue | 9/30  | First Midterm Exam                                                                                                                                                                                                                                                                                                                                             |                 |                    |
| Thu | 10/2  | Other elasticities of demand<br>Price elasticity of supply<br>Steepness of supply curve and the elasticity of supply<br>Things that affect supply elasticities                                                                                                                                                                                                 |                 |                    |
| Tue | 10/7  | History of minimum wage<br>Effect of minimum wage on poverty<br>Effect of minimum wages on fast-food prices<br>Effect of minimum wage on workers<br>Elasticities and the minimum wage<br>Empirical evidence on the minimum wage.                                                                                                                               | Chapter 5       |                    |
| Thu | 10/9  | Price floors<br>Price ceilings<br>Rent control                                                                                                                                                                                                                                                                                                                 | Section 6.1     | Problem Set #3 Due |
| Tue | 10/14 | Efficiency and fairness<br>Willingness to pay<br>Using willingness to pay to construct demand curves<br>Consumer surplus for individuals                                                                                                                                                                                                                       |                 |                    |
| Thu | 10/16 | Using the demand curve to measure consumer surplus<br>Distribution of gains from price reductions<br>Consumer surplus as a measure of welfare<br>Producer surplus for individuals<br>Producer surplus for markets                                                                                                                                              |                 | Online Quiz #3 Due |
| Tue | 10/21 | Total surplus<br>Distributional efficiency of market equilibrium<br>Allocative efficiency of market equilibrium                                                                                                                                                                                                                                                | Section 7.1-7.2 |                    |
| Thu | 10/23 | Tax incidence<br>Tax incidence with graphs                                                                                                                                                                                                                                                                                                                     | Section 7.3     | Online Quiz #4     |
| Tue | 10/28 | Midterm (in-class)                                                                                                                                                                                                                                                                                                                                             |                 |                    |
| Thu | 10/30 | Incidence of social security payroll tax<br>Elasticity and tax incidence<br>Incidence of corporate income taxes<br>Effect of taxation on consumer surplus<br>Effect of taxation on producer surplus<br>Effect of taxation on total surplus<br>Deadweight loss of taxation                                                                                      |                 |                    |
| Tue | 11/4  | Effect of tax increases on total surplus<br>Effect of tax increases on deadweight loss<br>The Laffer curve<br>Optimal taxation                                                                                                                                                                                                                                 | Section 6.2     |                    |



|     |       |                                                                                                                                           |               |                         |
|-----|-------|-------------------------------------------------------------------------------------------------------------------------------------------|---------------|-------------------------|
| Thu | 11/6  | Economic theory of the firm<br>Calculating revenue and costs<br>Long-run profit maximization<br>Maximizing profits                        | Chapter 8     | Problem Set #4 (online) |
| Tue | 11/11 | Incremental profits<br>Average and marginal costs<br>Average and marginal revenue<br>Profit maximization with marginal costs and revenue  |               |                         |
| Thu | 11/13 | Competitive markets<br>Average and marginal revenues in competitive markets<br>Profit maximization in competitive markets                 | Chapter 13-14 | Online Quiz #5          |
| Tue | 11/18 | Monopolies<br>Average and marginal revenue for monopolies<br>Profit maximization in monopoly markets                                      | Chapter 15    |                         |
| Thu | 11/20 | Corporate social responsibility (CSR)<br>Market efficiency and CSR<br>Consumer boycotts and CSR<br>Milton Friedman on CSR                 | Chapter 16    | Online Quiz #6          |
| Tue | 11/25 | Economic role of government<br>Externalities<br>Externalities with demand and supply<br>Command and control regulation<br>Pigouvian taxes |               |                         |
| Thu | 11/27 | No Class                                                                                                                                  |               |                         |
| Tue | 12/2  | The Coase Theorem<br>Positive externalities<br>Public goods<br>Free rider problems                                                        | Chapter 10-11 | Problem Set #5          |
| Thu | 12/4  | No Class                                                                                                                                  |               |                         |
| Tue | 12/9  | Final Exam (in-class at 8:30AM)                                                                                                           |               |                         |
| Thu | 12/11 | 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. **Social Responsibility (SR)** - intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities

## University/College Policies

Please see the University Policies below.

### COVID-19 Related Policies

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



## Required Class Attendance

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

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

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

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

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

## TAMU Honor Code: Plagiarism and Cheating

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