

# SENG 3345 - Microprocessor Systems

## Spring 2025 Syllabus, Section 201, CRN 27013

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### Instructor Information

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PhD

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Office Hours:

MWF 1:00 PM-2:00 PM

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### Times and Location

MWF 2:20pm-3:15pm in Billy F Cowart Hall 203

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### Course Description

Introduces basic computer structure, the instruction set, addressing modes, assembly language programming, assembly language subroutines, arithmetic operations, programming in C, implementation of C procedures, elementary data structures, input and output, and a survey of microprocessor-based design. This course is interchangeable with CSCE 3340. Prerequisites: CSCE 2330 Engineering Department, College of Arts & Sciences

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### Additional Course Information

This course provides an introduction to microprocessor systems, focusing on the practical application of **assembly language** and **C programming**, and the connection between them. Students will explore microprocessor architecture, hands-on practices, and peripheral programming through simulation software. The course emphasizes in-class practice and the use of simulation tools such as **Keil  $\mu$ Vision** (MDK-Lite), **STM32CubeIDE**, and **Wokwi** to program peripherals in C.

Basic concepts required for the study of microprocessors will be quickly reviewed to ensure students can progress and understand the material effectively. The course includes working with **ARM Cortex microcontrollers**, utilizing both assembly language and electronics to deepen understanding and skills in microprocessor systems. Through this approach, students will gain a comprehensive understanding of microprocessor programming, architecture, and real-world applications.

**AI tools:** The use of AI tools and software is encouraged during the course as a supplementary resource to aid in learning and problem-solving. However, the use of AI assistance will not be permitted during exams, where students will be evaluated solely on their own knowledge and skills.

### Program Learning Outcomes

#### 1. Foundational Concepts:

- Understand the differences between microprocessors and microcontrollers and their architectures (Harvard vs. Von Neumann).
- Demonstrate proficiency in data representation and manipulation (binary, hexadecimal, signed/unsigned integers).

#### 2. Assembly and C Programming:

- Write, debug, and integrate assembly and C programs for ARM Cortex-M microcontrollers.
- Explore arithmetic, logical operations, control flow, and memory access.

### 3. Simulation and Tools:

- Utilize tools like Keil  $\mu$ Vision and Wokwi to simulate and test microcontroller functionality, including GPIO, ADC, PWM, and interrupts.

### 4. Hardware-Software Integration:

- Configure and program peripherals (GPIO, timers, ADC, PWM) and manage interrupts (NVIC, ISRs).

### 5. Embedded System Design:

- Design, simulate, and implement embedded systems, applying debugging and problem-solving techniques.
- Complete a practical project combining theoretical knowledge with real-world application.

## Student Learning Outcomes

- Develop a solid understanding of microprocessor architecture and programming, including assembly language and C for ARM Cortex-M microcontrollers.
- Gain proficiency in using industry-standard tools like Keil  $\mu$ Vision and Wokwi to simulate, program, and debug embedded systems.
- Design and analyze embedded systems for various applications, focusing on peripheral integration, interrupts, and hardware-software interaction.
- Understand and address the ethical considerations and societal impacts of embedded systems in modern technology, including privacy, reliability, and accessibility.

## Important Dates

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

## Textbooks

| Group    | Title                                                                                          | Author                                                | ISBN              |
|----------|------------------------------------------------------------------------------------------------|-------------------------------------------------------|-------------------|
| Optional | Embedded Systems with ARM Cortex-M Microcontrollers in Assembly Language and C (Third Edition) | Yifeng Zhu                                            | 9780982692660     |
| Optional | The Definitive Guide to the ARM Cortex-M3 (Second Edition)                                     | Joseph Yiu                                            | 978-1-85617-963-8 |
| Optional | ARM System Developer's Guide: Designing and Optimizing System Software                         | Andrew N. Sloss, Dominic Symes, Chris Wright          | 978-0121477513    |
| Optional | Embedded System Design with ARM Cortex-M Microcontrollers                                      | Cem Ünsalan, Hüseyin Deniz Gürhan, Mehmet Erkin Yücel | 978-3-030-88438-3 |
| Optional | A Beginner's Guide to Designing Embedded System Applications on ARM Cortex-M Microcontrollers  | Ariel Lutenberg, Pablo Gomez, Eric Pernia             | 9781911531418     |
| Optional | Embedded Systems: Real-Time Interfacing to Arm Cortex-M Microcontrollers                       | Jonathan Valvano                                      | 978-1463590154    |
| Optional | Mastering STM32                                                                                | Carmine Noviello                                      | NA                |

## Other Course Materials

This course will utilize several software tools to aid in the simulation, programming, and debugging of microprocessor systems. Students will work with the following:

1. **Keil  $\mu$ Vision Simulator:** For developing and debugging assembly and C programs for ARM Cortex-M microcontrollers.
2. **Wokwi Simulator:** An online platform for simulating embedded systems, allowing students to program in C and visualize peripherals such as GPIO, ADC, and PWM.

3. **STM32CubeIDE** (optional): An integrated development environment for STM32 microcontrollers, supporting both C programming and debugging features.

Additionally, students will have access to notes, reference materials, and documentation for ARM Cortex-M microcontrollers. These resources will provide both theoretical and practical insights into microprocessor architecture, programming, and real-world applications.

Students are encouraged to install and familiarize themselves with these tools before the start of the course to maximize hands-on learning.

## Grading Criteria

- **Final Exam – 25%:** A comprehensive final exam that assesses the overall knowledge of the course.
- **Midterm (2 Key Assignments or Exam) – 30%:** Two key assignments or a midterm exam that together account for 30% of the total grade, with each component (assignment or exam) representing 15% of the overall grade.
- **Project – 45%:** The major project is a cornerstone of the course, accounting for nearly half of the total grade. Students will collaborate in teams of 4 to 5 members to develop a comprehensive project that spans the entire semester. This project is an opportunity to apply the knowledge and skills gained throughout the course in a meaningful and practical way.

Teams have the flexibility to choose from a range of project types, including:

- **Project Work. Microcontroller-Based Specialized Task:** Students will propose and implement a microcontroller-based project to perform a specialized task, discussed and approved with the group. The project should address a real-world problem, integrating features like GPIO, ADC, PWM, or interrupts using C or assembly programming. Deliverables include a functioning prototype, a brief report detailing design and implementation, and a presentation showcasing the project's functionality, challenges, and potential improvements. This project emphasizes creativity, practical application, and hands-on experience.
- **Presentation:** Create and deliver a professional-grade presentation on a specialized area of ARM Cortex microcontrollers, supported by thorough research and analysis. The students can choose one of the chapters in the [TEXTBOOKS](#) and present it in detail with simulations when needed.
- **Simulation Project: Specialized Task Using Wokwi:** Students will design and simulate a microcontroller-based system to perform a specialized task using the Wokwi simulation platform. The project topic will be proposed by the student and discussed with the group for approval. The simulation should incorporate features such as GPIO, ADC, PWM, or interrupts programmed in C or assembly. Deliverables include the complete simulation setup in Wokwi, a concise report describing the system design, implementation, and testing process, and a presentation demonstrating the functionality, challenges encountered, and possible extensions of the project.

The project fosters collaboration and innovation and allows students to explore areas of personal interest in microprocessors, preparing them for real-world applications and future professional endeavors.

| GRADE | PERCENTAGE |
|-------|------------|
| A     | 91-100     |
| B     | 80-90.9    |
| C     | 70-79.9    |
| D     | 60-69.9    |
| F     | Below 60   |

## Assignments

The student will be assigned various tasks related to the lectures, which can include readings, research works, exercises, and coding challenges covered in class throughout the course. These assignments are designed to reinforce your understanding of the material and provide hands-on experience in applying theoretical concepts.

In addition to contributing to your overall grade, select assignments may be eligible for extra credit, offering an opportunity to boost your final grade. These extra credit assignments will be evaluated based on their complexity and the level of effort demonstrated, and they can provide valuable additional points at the end of the semester.



## Tentative Schedule of Topics and Assignments

| Week of | Agenda/Topic                          | Reading(s)                                                                                                                                                                                                                                                   | Due |
|---------|---------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
| 1/22    | Introduction to the Course            | <ul style="list-style-type: none"><li>• Course overview and objectives.</li></ul>                                                                                                                                                                            |     |
| 1/27    | Basic Concepts                        | <ul style="list-style-type: none"><li>• Microprocessors vs. Microcontrollers.</li><li>• Harvard and Von Neumann architectures</li></ul>                                                                                                                      |     |
| 2/3     | Data Representation                   | <ul style="list-style-type: none"><li>• Bits, bytes, words, and double words.</li><li>• Binary, octal, decimal, and hexadecimal number systems.</li><li>• Unsigned and signed integers: Sign-and-magnitude. One's complement and two's complement.</li></ul> |     |
| 2/10    | Introduction to Assembly Programming  | <ul style="list-style-type: none"><li>• ARM instruction set overview: Instruction format. The basic structure of an assembly program</li><li>• Assembly directives.</li></ul>                                                                                |     |
| 2/17    | Arithmetic and Logical Operations     | <ul style="list-style-type: none"><li>• Basic operations: Addition, subtraction, multiplication, and division.</li></ul>                                                                                                                                     |     |
| 2/24    |                                       | <ul style="list-style-type: none"><li>• Logical operations: AND, OR, NOT, XOR.</li><li>• Bit manipulation: Shifting and rotating.</li></ul>                                                                                                                  |     |
| 3/3     | Midterm                               |                                                                                                                                                                                                                                                              |     |
| 3/10    | Spring Break                          | No classes.                                                                                                                                                                                                                                                  |     |
| 3/17    | Memory Access and Register Operations | <ul style="list-style-type: none"><li>• Load and store instructions: LDR, STR, MOV.</li><li>• Addressing modes: Pre-index, post-index, and PC-relative addressing.</li></ul>                                                                                 |     |
| 3/24    | Control Flow                          | <ul style="list-style-type: none"><li>• Branch and conditional execution: Branch, if-then, for, while loops.</li></ul>                                                                                                                                       |     |
| 3/31    | Subroutines and Stack Management      | <ul style="list-style-type: none"><li>• Calling subroutines.</li><li>• Stack operations: PUSH and POP. Preserving the runtime environment.</li><li>• Calling C functions from assembly and vice versa.</li></ul>                                             |     |
| 4/7     | Interrupts and Peripheral Control     | <ul style="list-style-type: none"><li>• Basics of interrupts.</li><li>• NVIC configuration in ARM Cortex-M.</li></ul>                                                                                                                                        |     |
| 4/14    | Digital Input and Output              | <ul style="list-style-type: none"><li>• GPIO configuration and usage.</li></ul>                                                                                                                                                                              |     |
| 4/21    | Analog-to-Digital Conversion (ADC)    | <ul style="list-style-type: none"><li>• Fundamentals of ADC.</li><li>• Configuring and reading from an analog sensor.</li></ul>                                                                                                                              |     |
| 4/28    | Final Exam and Course Wrap-Up         | <ul style="list-style-type: none"><li>• Final Practical Exam: Design and implement a simple embedded system.</li><li>• Review and final discussion.</li></ul>                                                                                                |     |
| 5/5     | Reading Day                           | No classes.                                                                                                                                                                                                                                                  |     |
| 5/12    | Final Examination period.             | Final Examination period.                                                                                                                                                                                                                                    |     |

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## 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>)).

## 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 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.

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 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](mailto: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>)).

## 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](mailto: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](mailto: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](mailto: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](mailto: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](mailto: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.