

ACC 3370 - Introduction to Accounting Sys

Fall 2026 Syllabus, Section 160, CRN 17739

Instructor Information

Moon Kyung Cho, PhD, CPA, CIA, CFE

Associate Professor of Accounting

Email: moonkyung.cho@tamiu.edu

Office: WHTC- 218D

Office Hours:

Monday-Thursday 5:00 PM – 6:00 PM (CDT) during office hours.

Office Phone: 956-326-2581

If you are unable to visit during the office hours, I strongly recommend you contact me via Blackboard course message. If I miss your call, please send me a message via Blackboard with your phone number. When I miss your phone call, I will call you back between 9AM to 5PM on the same day. If I check your message after 5PM, I will call you back on the next day after 9AM. Please do not send me an email to TAMIU address. I will check your Blackboard message every morning from 9AM to 11AM during the weekdays from Monday to Friday and respond back to you within 24 hours. I will not respond to you during weekends.

Times and Location

TR 7:35pm-8:55pm in Billy F Cowart Hall 203

Course Description

This course provides a detailed study of the development of accounting information as supported by computer and electronic systems. It is the first of a two course sequence required of accounting majors. Prerequisite: ACC 2302 with a grade of "C" or better.

Intl Banking&Finance Studies Department, Sanchez School of Business

Additional Course Information

Email Notifications/Alerts for Blackboard: Please make sure to checkmark (v) Email notifications of Global Notification Settings.

Student Learning Outcomes

Course Goals: AIS is a structure that business organizations use to collect, store, manage, process, retrieve, and report its financial data. In this way, accountants, consultants, business analysts, managers, c-suite officers (e.g., CEO, CFO, COO), auditors, regulatory agencies may use information.

In particular, specially trained accountants work with AIS to ensure the highest level accuracy in business organizations' financial transactions and recordkeeping, which result easily available financial information to those authorized users while keeping financial data intact and secure.

Learning Objectives: After completion of this course, students should be able to

1. Understand the basic activities performed in the major business cycles.
2. Be able to differentiate what data needs to be collected to enable managers to plan, evaluate, and control the business activities in which an organization engages.
3. Grasp the importance of IT developments to improve effectiveness and efficiency of business processes.
4. Attempt to design an AIS to provide the information needed to make key decisions in business cycles.
5. Introduce the COSO (Committee of Sponsoring Organizations) and ERM (Enterprise Risk Management) models for internal control and risk management.



6. Introduce the COBIT (Control Objective for Information and Related Technology) Framework for governance and control of information systems and how IT internal controls are associated with information security (i.e., cybersecurity and data privacy).
7. Understand goals, objectives, and methods for auditing information systems.
8. Identify basic concepts of database technology and data modeling and their effect on an AIS.
9. Apply the tools for documenting AIS work such as data flow diagrams, business processing diagrams, flowcharts, data handling using Microsoft Word, Excel, Access, and PowerPoint.
10. Develop critical thinking through assessment of existing system process and case studies using the analytics mindset to improve an AIS.

Important Dates

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

Textbooks

Group	Title	Author	ISBN
Required	Accounting Information Systems: Connecting Careers, Systems, & Analytics (Custom)	John Wiley & Sons, Incorporated	9781119911128
Required	Hubro Business Simulation	Hubro Education AS	
Required	Tableau for Student	Software (free download)	https://www.tableau.com/academic/students

Other Course Materials

Your weekly assignment is due every Thursday by 11:55 PM (CST) via Blackboard (Homework, Prequiz, and Tableau) and Hubro (Simulations) without exception. **Your score will be recorded in points via Blackboard grade, not in percentage.** Your graded assignments will be available by the following next Tuesday by 10 PM (CST) via Blackboard Dropbox with instructors' comments. Please do not submit your completed homework via Blackboard. I will post your graded homework with grade and comments via Blackboard.

TAMUI OIT have scheduled maintenance for FY25/26 for the following dates and time. If you have in doubt, please contact 956-326-2310.

Grading Criteria

Grading Policy: Grades will be based entirely based upon performance on exams, quizzes, and projects. The exams will be based on the text, lectures, and any additional materials distributed in class and posted on the Blackboard. The number of points earned will be converted to an equivalent final letter grade.

Description	Points (Percentage)
Exam 1 (chapter 1-5)	100 (13)
Exam 2 (chapter 6,7,9,10-12)	100 (13)
Exam 3 (chapter 12-18)	100 (13)
Chapter pre-quiz	50 (6)
Chapter post-quiz	50 (6)
Project 1-Weekly Tableau cases	100 (13)
Project 2-EYARC AI Ethics & Policies	100 (13)
Project 3-Simulation completion & report	200 (25)
Total	800 (100)
Points	Grade
720 – 800 pts	A
640 – 719 pts	B
560 – 639 pts	C



480 – 559 pts

D

0 – 479 pts

F

Open Boilerplate

Dates to keep in mind:

August 24, 2026 Monday. First Class Day.

September 9, 2026 Wednesday, Twelfth Class Day, last day courses may be dropped without record

October 11, 2026 Sunday, Midterm Grades due

November 25-29, 2026 Thanksgiving break

December 1, 2026 Last Class Day

December 2-8, 2026 Final Examination period

December 10, 2026 Thursday, Commencement: end of Fall 2026 semester.

December 3: FINAL EXAM (Exam#3), Tuesday, Exam in class. Scheduled Network and System maintenance dates (Friday)

September 11, 2026 at 7pm

October 16, 2026 at 7pm

November 13, 2026 at 7pm

December 11, 2026 at 7pm

Quizzes and Exams:

- You will take quizzes for every chapter and three exams in class.
- Absences and change in exam date/time must be pre-approved by the instructor via blackboard message with the third party provided documentation (i.e., doctors, athletic academic specialist).
- In each week, you have lecture ppt, chapter reading, homework and pre-quiz according to your schedule prior to classes, post-quiz in class.
- It is your responsibility to preview and review each chapter before taking weekly quizzes on designated date/time to pass this course successfully.
- All quizzes/exams will be taken via Blackboard. The questions on quiz/exam are randomly a directly selected from the textbook and different questions will be presented to each student/section. Therefore, it is critical to study each chapter on your own, and please do not hesitate to reach out to the instructor if you have any questions. Please read the instructions in each weekly folder for more information.
- None of the exams will be dropped.
- Technical difficulties will not be an excuse for failing to submit the required by the deadlines. If you are in doubt, please use the TAMIU computer labs during the business hours or contact the TAMIU OIT to loan a laptop.

Projects:

You will perform total three individual projects that are critical in the field of accounting information systems. No late submission is allowed.

1. Project #1 involves chapter-based Tableau cases. You will complete mini cases that correspond to the content of each chapter.
2. Project #2 is about Artificial Intelligence (AI) ethics and policy creations based on EY Academic Resource Center (EYARC).
3. Project #3 is about is Browser-based Simulation as described below.

Browser-based Simulation:

- We use Hubro simulation to be acquainted with real-world, hands-on business simulation games where students manage virtual companies of your own.
- You take on roles of top executive management as a team to manage a jetpack manufacturing firm: set production level, pricing, investments, financing, and budgets while responding various market dynamics focusing on supply chain.
- You make the decisions about investments, budgeting, strategy, cash flow, product mix and consider ESG metrics to produce tangible and simulation-driven outcomes.

- Your team receive real-time performance feedback and visual reports (i.e., financial statements and market reports). Game advisors alert you when decisions are misaligned or need adjustments .
- There are total 8 quarters: 4 quarters in year 1 and 4 quarters in year 2.
- You will work as a team of max 5 people.
- You are expected to submit individual simulation reports (excel, word).
- Your teamwork discussion will be monitored and graded to encourage collaboration.
- Your team will compete against other teams based on the balanced score card metrics.
- No makeup will be available if you miss the deadline.
- Simulation rounds are due at 11:55 pm on the due dates.
- Issues with cheating or violating TAMIU honor code will be treated according to the TAMIU Honor Code.
- Technical difficulties will not be an excuse for failing to submit the required by the deadlines.
- If Hubro related issues, please use the Get Support and reach out to the instructor at least one day before the due date.
- If Blackboard related issues, please use the TAMIU computer labs during the business hours or contact the TAMIU OIT to loan a laptop.[https://www.tamiau.edu/precollege/loaner-laptop-
program.shtml?utm_source=go.tamiau.edu&utm_medium=laptop](https://www.tamiau.edu/precollege/loaner-laptop-program.shtml/?utm_source=go.tamiau.edu&utm_medium=laptop)
[\(https://www.tamiau.edu/
precollege/loaner-laptop-program.shtml/?utm_source=go.tamiau.edu&utm_medium=laptop\)](https://www.tamiau.edu/precollege/loaner-laptop-program.shtml/?utm_source=go.tamiau.edu&utm_medium=laptop)
[\(https://www.tamiau.edu/
precollege/loaner-laptop-program.shtml/?utm_source=go.tamiau.edu&utm_medium=laptop\)](https://www.tamiau.edu/precollege/loaner-laptop-program.shtml/?utm_source=go.tamiau.edu&utm_medium=laptop)

Correction of Grading Errors:

- All requests regarding course record corrections (e.g. exams, quizzes, projects) must be submitted in writing within one (1) week after graded materials were handed back, reviewed in class and/or after grades have been posted on blackboard.
- After that time, all grades and records become final.
- Please note that any and all changes are at the sole discretion of the instructor.

There is no extra credit available in this class, and grade is given based on the accumulated points system.

Schedule of Topics and Assignments

Week of	Agenda/Topic	Reading(s)	Due
8/25	Introduction Chapter 1	Chapter 1	Please complete your acknowledgement of Syllabus and Policies Submission by this Thursday 11:55 PM (CDT) via Blackboard. Please remember that all your assignments are due by every Thursday 11:55 PM (CDT) by designated channel.
9/1	Chapter 2 Chapter 3 Post-Quiz chapter 1-3 Project 2	Ch 2& 3	Pre-Quiz 1-3 Project 1
9/8	Chapter 4 Chapter 5 Post-Quiz chapter 4-5 Project 2	Chapter 4&5 Exam1 prep	Pre-Quiz 4-5 Project 1
9/15	Exam1 Post-Quiz 6 Project 2	Chapter 6	Pre-Quiz 6 Project 1
9/22	Chapter 7 Post-Quiz chapter 7 Simulation quarter 1 Y1	Chapter 7	Pre-Quiz 7 Project 1



9/29	Chapter 9 Post-Quiz chapter 9 Simulation quarter 2 Y1 Exam 2 Chapter 13	Chapter 9 Chapter 13	Pre-Quiz 9 Project 1
10/6	Chapter 10 Simulation quarter 3 Y1	Chapter 10	Pre-Quiz 10 Project 1
10/13	Chapter 11 Post-Quiz chapter 11 Simulation quarter 4 Y1	Chapter 11	Pre-Quiz 11 Project 1
10/20	Chapter 12 Post-Quiz chapter 12 Simulation quarter 1 Y2	Chapter 12 Exam2 prep	Pre-Quiz 12 Project 1
10/27	Exam2 Chapter 13 Post-Quiz chapter 13 Simulation quarter 2 Y2	Chapter 13	Pre-Quiz 13 Project 1
11/3	Chapter 14 Post-Chapter 14 Chapter 16 Post-Chapter 16 Quiz chapter 14 & chapter 16 Simulation quarter 3 Y2	Chapter 14&16	Pre-Quiz 13&16 Project 1
11/10	Chapter 17 Post-Quiz chapter 17 Simulation quarter 4 Y2	Chapter 17	Project 1 Pre-Quiz 17
11/17		Chapter 17	Pre-Quiz 17 Project 1
11/24	(Tuesday only) Chapter 18 Post-Quiz chapter 18 Simulation report completion	Chapter 18	Quiz 18 Project 1
12/1	Exam 3 on the 3th from 7:35 PM to 8:55 PM		
12/8	December 3rd, Thursday Final Exam		Final exam in class.

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.

TAMU has penalties for plagiarism and cheating.

- **Penalties for Plagiarism:** Should a faculty member discover that a student has committed plagiarism, the student should receive a grade of 'F' in that course and the matter will be referred to the Honor Council for possible disciplinary action. The faculty member, however, may elect to give freshmen and sophomore students a "zero" for the assignment and to allow them to revise the assignment up to a grade of "F" (50%) if they believe that the student plagiarized out of ignorance or carelessness and not out of an attempt to deceive in order to earn an unmerited grade; the instructor must still report the offense to the Honor Council. This option should not be available to juniors, seniors, or graduate students, who cannot reasonably claim ignorance of documentation rules as an excuse. For repeat offenders in undergraduate courses or for an offender in any graduate course, the penalty for plagiarism is likely to include suspension or expulsion from the university.
- **Caution:** Be very careful what you upload to Turnitin or send to your professor for evaluation. Whatever you upload for evaluation will be considered your final, approved draft. If it is plagiarized, you will be held responsible. The excuse that "it was only a draft" will not be accepted.



- **Caution:** Also, do not share your electronic files with others. If you do, you are responsible for the possible consequences. If another student takes your file of a paper and changes the name to his or her name and submits it and you also submit the paper, we will hold both of you responsible for plagiarism. It is impossible for us to know with certainty who wrote the paper and who stole it. And, of course, we cannot know if there was collusion between you and the other student in the matter.
- **Penalties for Cheating:** Should a faculty member discover a student cheating on an exam or quiz or other class project, the student should receive a “zero” for the assignment and not be allowed to make the assignment up. The incident should be reported to the chair of the department and to the Honor Council. If the cheating is extensive, however, or if the assignment constitutes a major grade for the course (e.g., a final exam), or if the student has cheated in the past, the student should receive an “F” in the course, and the matter should be referred to the Honor Council. Additional penalties, including suspension or expulsion from the university may be imposed. Under no circumstances should a student who deserves an “F” in the course be allowed to withdraw from the course with a “W.”
 - **Caution:** Chat groups that start off as “study groups” can easily devolve into “cheating groups.” Be very careful not to join or remain any chat group if it begins to discuss specific information about exams or assignments that are meant to require individual work. If you are a member of such a group and it begins to cheat, you will be held responsible along with all the other members of the group. The TAMIU Honor Code requires that you report any such instances of cheating.
- **Student Right of Appeal:** Faculty will notify students immediately via the student’s TAMIU e-mail account that they have submitted plagiarized work. Students have the right to appeal a faculty member’s charge of academic dishonesty by notifying the TAMIU Honor Council of their intent to appeal as long as the notification of appeal comes within 10 business days of the faculty member’s e-mail message to the student and/or the Office of Student Conduct and Community Engagement. The Student Handbook provides more details.

Use of Work in Two or More Courses

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

AI Policies

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

TAMIU E-Mail and SafeZone

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

Students, faculty, and staff are encouraged to download the SafeZone app, which is a free mobile app for all University faculty, staff, and students. SafeZone allows you to: report safety concerns (24/7), get connected with mental health professionals, activate location sharing with authorities, and anonymously report incidents. Go to 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.tamiau.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@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, *Report It*, at <https://www.tamiau.edu/reportit> (<https://www.tamiau.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@tamiau.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@tamiau.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@tamiau.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@tamiau.edu, 956.326.2857, via the anonymous electronic reporting website, 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.