CHEM 1170 - Survey of Chemistry Lab

Fall 2026 Syllabus, Section 1L6, CRN 17883

Instructor Information

Dr. Pandora White
Instructional Assistant Professor
Email: pandora.white@tamiu.edu
Office: PLG 204 B
Office Hours:
My student drop-in hours are Tuesdays and Thursdays, 11:30 am – 1 pm in my office. If you cannot make it to my regularly scheduled drop-in hours, email me to set up a time that works for both of us.

Come chat about anything on your mind, or show up even when you don't have anything in particular to discuss…get to know me better… I'm looking forward to getting to know you…I can help you think through how chemistry can be used to address real-world problems that you care about.
Office Phone: 9563262608

Times and Location

T 8:30am-11:30am in Lamar Bruni Vergara Science Ct 281

Course Description

Laboratory to accompany Survey of Chemistry, CHEM 1370. Not for students majoring or minoring in chemistry or biology. Fulfills the laboratory science core curriculum requirement. Must be taken concurrently with CHEM 1370. Laboratory fee applicable.
Biology&Chemistry Department, College of Arts & Sciences

Additional Course Information

TENTATIVE COURSE SCHEDULE & MODIFICATIONS

The course schedule, lab topics, assignment due dates, and exam review sessions outlined in this syllabus are **tentative and subject to change**.

While every effort will be made to adhere to the original schedule, modifications may become necessary due to university closures, inclement weather, equipment/reagent availability, or instructional pacing.

- **Notification of Changes:** Any adjustments to the course schedule, reading assignments, or due dates will be announced in class and posted promptly as an official announcement on **Blackboard/LMS**.
- **Student Responsibility:** Students are responsible for regularly checking their university email and LMS course page to stay informed of any schedule updates. Continued enrollment in the course indicates acceptance of this policy.

LAB ATTENDANCE & MAKEUP POLICY

Due to safety regulations, physical equipment setups, and scheduling constraints, attending your assigned lab section on time is critical. To accommodate unexpected emergencies while maintaining academic consistency, the following attendance, tardiness, makeup, and drop policies are enforced:

Tardiness Policy
Safety briefings and procedural instructions begin promptly at the start of the lab period.

- Less than 15 Minutes Late: Students who arrive less than 15 minutes late for lab will receive a 10-point deduction on that day's lab score.
- More than 15 Minutes Late: Students who arrive more than 15 minutes late miss essential safety and procedural instructions. They will not be permitted to perform the experiment and will receive a 0 for that day's lab.

Daily Late Penalties
- **Within 7 Days:** If you fail to submit an assignment on time, you may submit the assignment within 7 calendar days of the original due date. A penalty of 10% per day will be applied to the earned score, up to a maximum deduction of 50%.
- **After 7 Days:** No assignments will be accepted after 7 calendar days under any circumstances, resulting in a zero for that assignment.

Attending an Alternate Lab Section (Pre-Arranged Only)
Because the instructor teaches all survey of chemistry lab sections, if you know in advance that you will miss your regularly scheduled session due to a valid, university-approved conflict, you may request permission to attend a different section during that same week without penalty. Requests must be submitted and approved by the instructor at least 24 hours prior to the alternate session.

Quizzes & Exam Prep Sessions (No Makeups)
- **Pre-Lab & Safety Quizzes:** Quizzes cannot be made up under any circumstances once the testing window closes or the lab period begins.
- **In-Person Exam Prep & Reflection Labs:** These live, diagnostic review sessions cannot be made up due to the interactive, group-based structure of the exercise.

Built-In Drop Policy
To offset unforeseen personal circumstances, your 1 lowest score in each of the following categories will be automatically dropped at the end of the semester.

- Data Reports & Online Modules (1 lowest dropped)
- Pre-Lab Quizzes & Safety Quiz (1 lowest dropped)
- Pre-Lab Flowcharts (1 lowest dropped)
- In-Person Exam Prep & Reflection Labs (1 lowest dropped)

Note: Formal Written Lab Reports are excluded from the drop policy; both are required.

Excused vs. Unexcused Absences
- University-Approved Absences Only: Penalty-free makeups and excused absences are granted only for official university-sanctioned events, documented medical emergencies, or legal/military obligations. Formal documentation must be submitted promptly.
- Unexcused Absences: Personal scheduling conflicts, transportation delays, work shifts, and childcare issues are not valid grounds for an excused absence or a penalty-free makeup. Use your built-in category drops to cover these situations.

LAB SAFETY RULES & POLICIES
The safety rules and policies are for your (and everyone else's) safety. Any chemistry lab can be potentially dangerous. Safety will be thoroughly discussed at the first lab meeting.

FAILURE TO FOLLOW THE SAFETY RULES WILL RESULT IN EXPULSION FROM THE LABORATORY AND A GRADE OF ZERO FOR ALL COMPONENTS OF THE DAY'S WORK.

1. Personal Protective Equipment (PPE) & Dress Code Policy
Proper attire is required to enter the physical laboratory space:

- Required Attire: You must wear long pants (extending to the ankles, with no rips or tears), closed-toe shoes (covering the entire foot), and a shirt that covers the entire torso (no cropped tops, sleeveless shirts, or open backs). Long hair must be tied back.

- Non-Compliance Penalty: Failure to wear appropriate lab attire will result in you being turned away at the door. You will not be permitted to complete the lab and will receive a grade of 0 for that day.

2. Minor Safety & Hygiene Infractions

Maintaining an orderly and safe environment requires constant attention to detail. A 10-point deduction will be applied to that day's lab score for each minor infraction. Minor infractions include, but are not limited to:

- Removing lab goggles or wearing them incorrectly while in the lab classroom.
- Leaving chemical reagent bottles or solvent containers unsealed/opened.
- Failing to thoroughly clean and sanitize your workstation, sink, and balance area before leaving.
- Bringing food, drinks, gum, or uncovered water bottles into the laboratory space.
- Improper disposal of chemical waste, glass, or paper towels.

Artificial Intelligence (AI) Usage Policy

Generative AI tools (such as ChatGPT, Claude, Gemini, or automated problem solvers) can be used as supplementary learning aids for understanding broad chemical concepts, reviewing mathematical setups, or proofreading your written language for grammar and clarity.

However, AI tools must not be used to generate original lab content or complete assignments on your behalf. Specifically:

Data Reports & Calculations: All calculations, data interpretations, and original responses on lab sheets must reflect your own work. Inputting raw lab data into AI to generate completed worksheets or answers is strictly prohibited.

Formal Written Lab Reports: Using AI to write, draft, summarize, or generate sections (Abstract, Introduction, Methods, Results, Discussion, Conclusion) of your formal written lab reports is prohibited. Submitted text will be screened using academic integrity detection tools.

Violations of this policy will result in a zero on the assignment and will be reported as an academic integrity violation.

- **Flowcharts & Quizzes:** Pre-lab flowcharts must be **handwritten** by you. Quizzes must reflect your individual knowledge without external AI assistance.

Student Learning Outcomes

- Reinforcement of important concepts developed within CHEM 1370 by applying them in a practical situation.
- Development of the student's abilities to make observations and carry out measurements in the laboratory and to draw conclusions based on those observations or measurements.
- Development of the student's problem-solving skills by providing situations that require them.
- Development of basic laboratory techniques necessary for this and future laboratory courses.
- Identifying types of chemical reactions and developing a basic understanding of the relationships between reactions and the amounts of substances involved in the reaction.
- Use acid-base theory to determine the relative acidity and its corresponding effects on flammability and other potential hazards.

Important Dates

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

Other Course Materials

- Scientific Calculator
- Lab Handouts found on Blackboard
- Internet Access (LMS Blackboard access)

Grading Criteria

GRADE	Points
A	900-1000
B	800-899
C	700-799
D	600-699
F	Below 600

Additional Grading Details

SYLLABUS CATEGORY DESCRIPTIONS

- **Data Reports & Online Lab Modules (450 Points / 45%):** Combined evaluation of experiential data collection and digital modeling. Includes **5 In-Person Wet Labs** (assessing PPE compliance, lab technique, bench clean-up, and completed data/calculation sheets) and **5 Asynchronous Online Lab Modules** (focusing on virtual simulations, molecular modeling, and virtual experimental design).
  - *Drop Policy:* **Your 1 lowest grade** across this combined 10-item category will be automatically dropped at the end of the term.
- **Formal Written Lab Reports (250 Points / 25%):** Two comprehensive, formal lab reports structured in standard scientific format (Abstract, Introduction, Experimental Methods, Results & Discussion, and Conclusion). These assignments develop technical writing, data presentation, and critical analysis skills.
  - *Drop Policy:* **No drops.** Both formal lab reports are required to complete the course.
- **Pre-Lab Quizzes & Safety Quiz (100 Points / 10%):** Covers **1 mandatory Safety Quiz** (chemical hygiene, emergency protocols, and safety rules) alongside **5 Pre-Lab Quizzes** administered prior to wet lab sessions. Pre-lab quizzes verify that you have reviewed procedural steps, understood chemical hazards, and grasped core concepts before working with reagents.
  - *Drop Policy:* **Your 1 lowest quiz score** in this combined 6-item category will be automatically dropped at the end of the term.
- **Pre-Lab Flowcharts (100 Points / 10%):** Five handwritten, step-by-step visual flowcharts mapping out experimental procedures, required reagents, equipment, and safety precautions for each wet lab. Flowcharts are stamped by the instructor at the start of the lab period.
  - *Drop Policy:* **Your 1 lowest flowchart score** will be automatically dropped at the end of the term.
- **In-Person Exam Prep & Reflection Labs (100 Points / 10%):** Four mandatory, non-chemical active learning sessions held in the laboratory classroom. These sessions feature timed practice exam drills under realistic test conditions, followed immediately by instructor-led diagnostic reflection exercises to build test-taking stamina and pinpoint conceptual gaps.
  - *Drop Policy:* **Your 1 lowest session score** will be automatically dropped at the end of the term.

Grading Categories

Your grade is calculated based on the following categories:

CATEGORY	Points
In-Person Exam Prep & Reflection Labs (3 @ 33.3 pts each)	100 pts
Formal Labs (2 @ 125 pts each)	250 pts
Lab Report Sheets-online and in-person (9 @ 50 pts each)	450 pts
Safety Quiz and Pre-Lab Quizzes (5 @ 20 pts each)	100 pts

Lab Flowchart (4 @ 25 pt each)	100 pts
Total Points	1000

Schedule of Topics and Assignments

Day	Date	Agenda/Topic	Reading(s)	Due
Tue	8/25	Lab Safety (in person)	Lab Safety Video Blackboard Video(s)	Lab Safety Quiz Lab Safety Contract
Tue	9/1	No Class		
Tue	9/8	Chemical Reactions (in person)	Chemical Reactions handout	Chemical Reactions Reaction Sheet Chemical Reactions Flowchart Chemical Reactions Prelab Quiz
Tue	9/15	Density Lab (online) In-Person Exam Prep & Reflection Lab 1	Density Lab Video Density Lab Handout	Density Lab Report Sheet
Tue	9/22	Flame Test and Analysis (in-person)	Flame Test Lab Video Flame Test Lab Handout	Flame Test Prelab Quiz Flame Test Report Sheet Flame Test Flowchart
Tue	9/29	Mole Relationships (in person) Writing Workshop	Mole Relationships Handout Blackboard Videos	Mole Relationship Prelab Quiz Mole Relationship Videos Mole Relationship Flowchart
Tue	10/6	In-Person Exam Prep & Reflection Lab 2 Molecular Geometry (online)	Molecular Geometry Handout	Formal Lab Report 1 (group work-Mole relationships) Molecular Geometry Report Sheet
Tue	10/13	Gas Laws (online)	Gas Laws Handout	Gas Law Report Sheet
Tue	10/20	LeChatelier's Principle (online)	Blackboard Video(s) LeChatelier's Handout	LeChatelier's Report Sheet
Tue	10/27	In-Person Exam Prep & Reflection Lab 3 Buffers, Acids & Bases (Online)	Buffers, Acids & Bases Handout	Buffers, Acids & Bases Report Sheet
Tue	11/3	Acid Base Neutralization by Antacid (in person)	Acid Base Neutralization by Antacid Handout	Acid Base Neutralization by Antacid Prelab Quiz Acid Base Neutralization by Antacid Flowchart Acid Base Neutralization Report Sheet
Tue	11/10	Ester Synthesis (in person)	Ester Synthesis Handout	Ester Flowchart Ester Synthesis Report Sheet Ester Prelab Quiz Formal Lab Report 2 (individual on Acid Base Neutralization)
Tue	11/17	In-Person Exam Prep & Reflection Lab 4		
Tue	11/24	No Class		
Tue	12/1	No Class		
Tue	12/8	No Class		

Core Curriculum Learning Outcomes

Core-Curriculum Learning Outcomes:

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

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.tamiu.edu/handbook/article-04.shtml)).

TAMIU Honor Code: Plagiarism and Cheating

As a TAMIU student, you are bound by the TAMIU Honor Code to conduct yourself ethically in all your activities as a TAMIU 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.tamiu.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, 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, 956.326.2857) and/or the Office of Civil Rights (Dallas Office, U.S. Department of Education, 1999 Bryan Street, Suite 1620, Dallas, TX 75201-6810, 214.661.9600). You can also report it on TAMIU's anonymous electronic reporting site, *Report It*, at https://www.tamiu.edu/reportit (https://www.tamiu.edu/reportit/index.shtml).

TAMIU advises a pregnant/parenting student to notify their professor once the student is aware that accommodations for such will be necessary. It is recommended that the student and professor develop a reasonable plan for the student's completion of missed coursework or assignments. The Office of Compliance (Lorissa M. Cortez, lorissam.cortez@tamiu.edu) can assist the student and professor in working out the reasonable accommodation. For other questions or concerns regarding Title IX compliance related to pregnant/parenting students, contact the Title IX Coordinator. In the event that a student needs a leave of absence for a substantial period of time, TAMIU urges the student to consider a Leave of Absence (LOA) as outlined in the TAMIU *Student Handbook*.#As part of our efforts to assist and encourage all students towards graduation, TAMIU provides LOAs for students, including pregnant/parenting students, in accordance with the Attendance Rule and the Student LOA Rule.#Both rules can be found in the TAMIU *Student Handbook*.

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

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

Anti-Discrimination/Title IX

TAMIU does not discriminate or permit harassment against any individual on the basis of race, color, sex, religion, national origin, age, disability, genetic information, veteran status, educational programs, or employment. If you would like to file a complaint relative to Title IX or any civil rights violation, please contact the TAMIU Director of Equal Opportunity and Diversity/Title IX Coordinator, Lorissa M. Cortez, 5201 University Boulevard, Killam Library 159B, Laredo, TX 78041, TitleIX@tamiu.edu, 956.326.2857, via the anonymous electronic reporting website, ReportIt (https://www.tamiu.edu/reportit) and/or the Office of Civil Rights (Dallas Office), U.S. Department of Education, 1999 Bryan Street, Suite 1620, Dallas, TX 75201-6810, 214.661.9600.

Incompletes

Students who are unable to complete a course should withdraw from the course before the final date for withdrawal and receive a "W." To qualify for an "incomplete" and thus have the opportunity to complete the course at a later date, a student must meet the following criteria:

1. The student must have completed 90% of the course work assigned before the final date for withdrawing from a course with a "W", and the student must be passing the course;
2. The student cannot complete the course because an accident, an illness, or a traumatic personal or family event occurred after the final date for withdrawal from a course;
3. The student must sign an "Incomplete Grade Contract" and secure signatures of approval from the professor and the college dean.
4. The student must agree to complete the missing course work before the end of the next long semester; failure to meet this deadline will cause the "I" to automatically be converted to an "F"; extensions to this deadline may be granted by the dean of the college. This is the general policy regarding the circumstances under which an "incomplete" may be granted, but under exceptional circumstances, a student may receive an incomplete who does not meet all of the criteria above if the faculty member, department chair, and dean recommend it.

WIN Contracts

The Department of Biology and Chemistry does not permit WIN contracts. For other departments within the college, WIN Contracts are offered only under exceptional circumstances and are limited to graduating seniors. Only courses offered by full-time TAMIU faculty or TAMIU instructors are eligible to be contracted for the WIN requirement. However, a WIN contract for a course taught by an adjunct may be approved, with special permission from the department chair and dean. Students must seek approval before beginning any work for the WIN Contract. No student will contract more than one course per semester. Summer WIN Contracts must continue through both summer sessions.

Student Responsibility for Dropping a Course

It is the responsibility of the student to drop the course before the final date for withdrawal from a course. Faculty members, in fact, may not drop a student from a course without getting the approval of their department chair and dean.

Independent Study Course

Independent Study (IS) courses are offered only under exceptional circumstances. Required courses intended to build academic skills may not be taken as IS (e.g., clinical supervision and internships). No student will take more than one IS course per semester. Moreover, IS courses are limited to seniors and graduate students. Summer IS course must continue through both summer sessions.

Grade Changes & Appeals

Faculty are authorized to change final grades only when they have committed a computational error or an error in recording a grade, and they must receive the approval of their department chairs and the dean to change the grade. As part of that approval, they must attach a detailed explanation of the reason for the mistake. Only in rare cases would another reason be entertained as legitimate for a grade change. A student who is unhappy with his or her grade on an assignment must discuss the situation with the faculty member teaching the course. If students believe that they have been graded unfairly, they have the right to appeal the grade using a grade appeal process in the Student Handbook and in the Faculty Handbook.

Final Examination

All courses in all colleges must include a comprehensive exam or performance and be given on the date and time specified by the Academic Calendar and the Final Exam schedule published by the Registrar's Office. In the College of Arts & Sciences all final exams must contain a written component. The written component should comprise at least 20% of the final exam grade. Exceptions to this policy must receive the approval of the department chair and the dean at the beginning of the semester.

Mental Health and Well-Being

The university aims to provide students with essential knowledge and tools to understand and support mental health. As part of our commitment to your well-being, we offer access to Telus Health, a service available 24/7/365 via chat, phone, or webinar. Scan the QR code to download the app and explore the resources available to you for guidance and support whenever you need it. The Telus app is available to download directly from TELUS (tamiu.edu) (https://www.tamiu.edu/counseling/telus/) or from the Apple App Store and Google Play.