



CHEM 1311 - General Chemistry I

Fall 2026 Syllabus, Section 102, CRN 17885

Instructor Information

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Associate Professor

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Office: LBV 307

Office Hours:

TRF 8:25-9:25 am

R 2:00-3:00 pm

By appointment: <https://calendly.com/dr-jorgensen/office-hours>

Office Phone: (956) 326-2568

Preferred contact through email. Responds within 48 hours from 9-4pm M-F.

Times and Location

TR 10:05am-11:25am in Academic Innovation Center 128

Course Description

Covers the basic principles of nomenclature, atomic structure, bonding, thermodynamics, chemical reaction, and stoichiometry. The first half of a two-semester course. Must be taken concurrently with CHEM 1111. Prerequisite: Placement in College Algebra or higher.

Biology&Chemistry Department, College of Arts & Sciences

Additional Course Information

General Chemistry I is a study of the fundamental theories and principles of chemistry. General Chemistry is the introductory university-level course for students pursuing further study in science. A solid foundation in chemical principles is needed for continuing your studies in chemistry, biology, engineering, geology, physics, health sciences, and environmental studies. This course will work to emphasize the integration of concepts and applications with factual information and to stress approaches to both conceptual and numerical problem-solving. Throughout the course, chemistry will be used to understand everyday phenomena, evaluate the risks and benefits of environmental issues, and be related to other disciplines.

Program Learning Outcomes

Course Objectives

- Students will understand the general principles of chemistry. They will compare, contrast and predict physical & chemical properties based on atomic and molecular structure.
- Student will demonstrate the ability to solve quantitative problems.
- Students will recognize the role of chemistry in real world issues.
- Students will demonstrate knowledge of common reactions and reaction mechanisms of the elements & compounds.
- Students will be prepared for subsequent high-level chemistry courses.



Student Learning Outcomes

Upon completion of the course, students will be able to:

- Discuss how scientific methods are applied in the study of science in general and chemistry in particular.
- Classify states of matter, substances and mixtures, elements and compounds, and chemical symbols.
- Apply knowledge of the periodic table and compounds to predict shapes, trends, intermolecular bonding, and the nature of compounds.
- Apply chemical concepts and deduce their importance to the study of chemistry.
- Contrast the similarities and differences in chemical concepts that will be discussed.
- Solve chemical problems based on formulas, and concepts introduced in class and using fundamental principles like unit conversion.
- Communicate scientific findings, and thoughts accurately and also be involved in discussions on how science and technology affect our lives daily.

Important Dates

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

Textbooks

Group	Title	Author	ISBN
Required	Chemistry: Atoms First, Second edition	Openstax	978-1-947172-63-0

Other Course Materials

Textbook Link: <https://openstax.org/details/books/chemistry-atoms-first-2e>

- Scientific Calculator
- Top Hat – **Must use TAMU credentials for login to link to Blackboard gradebook**
 - \$19.99/semester, \$34.99/year
 - In-class attendance, in-class questions, and lecture engagement software
 - For help contact support@tophat.com
- Aleks – **Must use blackboard link**
 - Online homework software
 - Additional review problems
- Respondus Lockdown Browser with Monitor
 - Download Instructions: <https://www.tamtu.edu/distance/technology/respondus-ldb-and-monitor.shtml> (<https://www.tamtu.edu/distance/technology/respondus-ldb-and-monitor.shtml>)
 - Respondus Lockdown Browser with a monitor (must have webcam) installed on your laptop is required to take in-class course exams.

Minimum Technology Requirements

- A laptop with a camera/ tablet/cell phone that allows access to Top Hat, Respondus with monitor (for exams), and Aleks software will be required during class to participate in in-class discussions, chat questions, homework, and in-class exams.
- Internet Access (to access exams, homework, course materials, etc., through <https://tamtu.blackboard.com> (<https://tamtu.blackboard.com/>))

Grading Criteria

As your instructor, my goal is to help and encourage you to learn. All students learn differently, thus I try to utilize a broad range of methods and assignments. This means that there will be a lot of different opportunities for you to apply the concepts we will be investigating this semester. Correspondingly, there are many different ways to earn points and demonstrate your understanding of the material in this course.

Each category will be weighted as stated below:



Exams (4)	40%
Final Exam	20%
Homework	20%
Reading Quizzes/Pop Quizzes	15%
Top Hat/Participation	5%
Total	100%

Letter Grade Assignment:

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

Additional Information

Exams

Four exams will be administered during regularly scheduled class times. Exams may be given on paper or electronically using Respondus LockDown Browser/Monitor and may include multiple-choice, numerical, and short-answer questions. Students must show work when indicated to receive credit. Instructor-provided scratch paper must be turned in before leaving the exam room to receive exam credit.

There will also be a **2-hour comprehensive Final Exam**.

Electronic exams require a personal laptop with a working camera and Respondus LockDown Browser/Monitor. Students are responsible for ensuring their device is functional before the exam.

There are no makeup exams. A missed exam will receive a zero unless the absence is officially University-excused (see COAS policies at the end of this syllabus). Students with a University-excused absence must notify the instructor and provide required documentation promptly to discuss available options.

If the University cancels classes on the day of an exam, the exam will automatically be rescheduled for the next class meeting.

Students arriving late will not receive additional time. See the **Exam Integrity and Academic Misconduct Policy** below for testing procedures and consequences for violations.

Reading Quizzes (RQ) and Pop Quizzes

Reading Quizzes are completed through Blackboard and are due by **9:30 a.m. on the day we begin each chapter**. See Blackboard for current due dates. RQs are available at least one week before the deadline. After the second week of class (12th class day), **late RQs will not be accepted**.

Pop quizzes are timed and completed during class. Students must be present when the quiz is administered. Cell phones and unauthorized electronic devices are not permitted. **No makeup pop quizzes** will be given except for a University-excused absence reported to the instructor with appropriate documentation within one week of the quiz.

Homework Assignments (HW)

Students must access ALEKS through Blackboard to link their accounts.

Chapter homework is generally due at **5:00 p.m. on the Monday following completion of the chapter in lecture**. The course schedule is tentative and may change based on class progress; always refer to ALEKS for current deadlines.

Students should work on homework throughout each chapter rather than waiting until the deadline. Exam questions will be based on course material, including homework and problems worked in class, so students should understand how to solve the problems rather than simply complete them.

Late Policy: ALEKS homework may be completed up to three days late. Questions not completed by the original deadline are subject to a 5% deduction per day late.



Tutoring Recommendation (ACE)

General Chemistry is a math-intensive course that provides a foundation for many upper-level courses. Keeping up with course material and seeking help early are important for success.

Students are strongly encouraged to use ACE tutoring throughout the semester. ACE tutoring is provided by the University at no additional cost. Visit tutortrac.tamui.edu and log in with your Dusty account to schedule an appointment up to 14 days in advance. Chemistry tutoring appointments fill quickly, particularly around exams.

For assistance, contact ACE at 956.326.4ACE (4223) or academicsupport@tamui.edu.

Class Participation (Top Hat)

Class participation will be tracked using **Top Hat**. Questions will be given throughout lecture, with credit based on participation and accuracy. Top Hat questions must be completed during class and cannot be completed remotely.

Participation also requires appropriate classroom behavior. Students may be asked to leave class for behavior that is threatening, disrespectful, disruptive, or distracting. A student asked to leave will receive a zero for that day's Top Hat participation.

All classroom communication should be respectful and considerate. Cell phone use unrelated to course activities, unrelated conversations, and interruptions that interfere with instruction are not permitted. Students whose behavior disrupts the learning environment may be asked to leave.

Attendance

In-person class attendance is mandatory. Students should communicate promptly with the instructor about circumstances that affect their ability to attend class or complete coursework, particularly when deadlines are involved.

Students are responsible for notifying the instructor promptly of any University-excused absence and providing required documentation. If an absence affects an examination, contact the instructor immediately to discuss available options.

Unexcused missed assignments, quizzes, and examinations will receive a zero. **No makeup examinations are provided for unexcused absences.**

Students arriving late will not receive additional time to complete exams, quizzes, Top Hat questions, or other timed activities.

Course Delivery

This course is taught in person and will include lectures, class activities, problem-solving, and videos. Students unable to attend for a University-approved reason should contact the instructor promptly.

If the University requires the course to move online, synchronous instruction will be provided through the University's designated virtual meeting platform. Course announcements and updates will be communicated through Blackboard.

Students must bring an appropriate digital device (phone, tablet, or laptop) to class to participate in Top Hat, ALEKS, Blackboard, and other course activities.

Exam Integrity and Academic Misconduct Policy

Academic integrity is a fundamental expectation of this course. Cheating, attempted cheating, and violations of exam-security procedures will not be tolerated. Students are responsible for following these procedures and any additional instructions provided before or during an assessment.

Authorized Materials and Devices

Exams and quizzes may be administered on paper or electronically. Unless otherwise specified, only the following are permitted at the testing area:

- Exam materials provided by the instructor
- Pencils/pens
- An approved calculator
- Instructor-provided scratch paper
- A computer when required for an electronic exam

All other materials and electronic devices are prohibited unless specifically authorized.



For electronic exams, students may access only programs, websites, files, and resources authorized by the instructor.

Electronic Devices

Cell phones must be turned in or stored in the location designated by the instructor before the assessment begins. Smartwatches and other wearable communication devices must be removed and stored as directed. Unauthorized devices may not be kept on the student's person or accessed during an assessment.

Possession of, access to, or use of a prohibited electronic device during an assessment is a violation of this policy, regardless of whether the device was used to access exam-related information.

Headphones and Headwear

Students' faces, eyes, and ears must remain visible to the instructor/proctor. Brimmed hats must be removed or worn backward. Religious, medical, disability-related, and other approved head coverings are exempt.

Noise-reducing earplugs or headphones may be permitted at the instructor's discretion. Electronic or Bluetooth-enabled headphones may not be connected to an unauthorized device. The instructor may inspect or require removal of headphones or earbuds at any time.

Seating and Testing Area

Students may be assigned seats and must sit in the designated location. Backpacks, purses, notebooks, papers, electronic devices, and other unauthorized materials must be closed and stored as directed.

Students may not communicate with others, view another student's work, share materials, or access unauthorized notes, formula sheets, websites, applications, AI tools, or other resources.

All instructor-provided scratch paper must be returned before leaving the exam room.

Restroom Breaks

Students should use the restroom before the exam begins. If a restroom break is necessary:

- Obtain permission from the instructor/proctor before leaving.
- Only one student may leave at a time unless otherwise authorized.
- The exam and all testing materials must remain in the room.
- Cell phones, smartwatches, notes, backpacks, and other unauthorized materials may not be accessed.
- Students must return promptly and may not communicate about the exam while outside the room.
- The exam clock will continue to run.

Repeated, unusually long, or suspicious departures may be documented as an exam-integrity concern. Approved accommodations and documented medical needs will be honored.

Leaving the Examination

Students must submit their exam before leaving the testing room. Once an exam has been submitted and/or the student has left the room, the student may not return to continue working.

Students who finish early must leave quietly and may not share information about the exam with students who have not completed it.

Classroom Recording During Exams

The instructor reserves the right to record the classroom during examinations for proctoring and exam-security purposes, consistent with University policy. Recordings may be reviewed when investigating suspected academic-integrity or exam-security violations.

Cheating and Attempted Cheating

Cheating includes, but is not limited to:

- Using or attempting to use unauthorized notes, materials, websites, applications, electronic devices, AI tools, or other resources;
- Viewing or attempting to view another student's exam or allowing another student to view yours;
- Communicating or attempting to communicate with another person during an exam;



- Accessing a cell phone, smartwatch, or other prohibited device;
- Obtaining, sharing, or distributing exam questions or answers without authorization;
- Accessing unauthorized materials or devices during a restroom break;
- Using unauthorized programs, websites, files, or resources during an electronic exam;
- Circumventing or attempting to circumvent LockDown Browser, Respondus Monitor, or other exam-security measures; or
- Assisting another student in violating exam-security requirements.

Attempted cheating is an academic-integrity violation even if the attempt does not result in obtaining an answer or academic advantage.

Consequences

Course Exams and Quizzes: Cheating or violation of the electronic-device provisions of this policy will result in a **zero on the assessment with no opportunity for a makeup**.

Final Exam: Cheating or possession of/access to a prohibited electronic device during the Final Exam will result in an **F in the course**, consistent with applicable University academic-integrity procedures.

Serious or repeated academic misconduct may result in additional penalties consistent with University policy. **All suspected academic misconduct will be documented and reported to the appropriate University officials and/or Honor Council.**

These requirements apply from the time exam materials are distributed or electronic access begins until the exam is submitted and the student leaves the testing area. Failure to read, remember, or follow these procedures does not exempt a student from the consequences. Students who are uncertain whether a device, material, or action is permitted must ask the instructor before the assessment begins.

Schedule of Topics and Assignments

Week of	Agenda/Topic	Reading(s)	Due
8/25	Syllabus and Essential Ideas	Chapter 1	See Blackboard for Due dates
9/1	Atoms, Molecules, and Ions	Chapter 2	
9/8	Electronic Structure and Periodic Properties	Chapter 3	
9/15	Chemical Bonding & Molecular Geometry	Chapter 4	
9/22	Exam 1	Ch 1-3	Exam 1
9/29	Advanced Theories of Bonding	Chapter 5	
10/6	Composition of Substances and Solutions	Chapter 6	
10/13	Exam 2	Ch 4-5	Exam 2
10/20	Stoichiometry of Chemical Reactions	Chapter 7	
10/27	Stoichiometry of Chemical Reactions		
11/3	Exam 3	Ch 6-7	Exam 3
11/10	Gases	Chapter 8	
11/17	Thermochemistry	Chapter 9	
11/24	Exam 4	Ch 8-9	Exam 4
12/1	12/1 - Review, Last Class Day 12/3- Final Exam, 10:05am-1:05pm, AIC 128	Ch 1-9	Final Exam
12/8	No Class - Finals		

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 - **Being Assessed Fall 2024**
3. **Empirical and Quantitative Skills (EQS)** - manipulation and analysis of numerical data or observable facts resulting in informed conclusions - **Being Assessed Fall 2024**
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.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.tamiau.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@tamiau.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 \(https://www.tamiau.edu/handbook/index.shtml\)](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

TAMU 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 TAMU 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 TAMU faculty or TAMU 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.