ECO 2301 - Principles of Macroeconomics

Fall 2026 Syllabus, Section 181, CRN 18692

Instructor Information

Hyeonjin Im
Email: hyeonjin.im@tamiu.edu
Office: WHTC 213A
Office Hours:
Wen 10:30am - Noon
A virtual meeting is available.

Times and Location

Does Not Meet Face-to-Face

Course Description

Introduction to economic phenomena and issues that affect the entire economy; measurement and determination of national income, employment, and price; introduction to monetary and fiscal policy analysis; the effects of government deficits and debt, exchange rates, and trade balances.
Prerequisite: Completion of Texas Success Initiative (TSI) Mathematics requirements or appropriate level developmental course sequence.
Intnl Banking&Finance Studies Department, Sanchez School of Business

Additional Course Information

Why Study Economics?

Economics plays a fundamental role in shaping our daily lives. Even if the terminology is unfamiliar, economic forces continuously influence the decisions we make as individuals and the broader developments we observe in society. Topics such as inflation, unemployment, and GDP frequently appear in the news, often in connection with one another. To understand these issues meaningfully, it is important to study macroeconomics and cultivate a global perspective.

This course will introduce you to core concepts—including inflation, unemployment, GDP, economic policy, and international economics—and provide the tools to interpret them critically. By the end of the semester, you will not only understand how these ideas interrelate but also be equipped to form informed, independent views on contemporary economic issues

Program Learning Outcomes

Course Outcomes

This course introduces the fundamental principles of **macroeconomics**, emphasizing how aggregate economic forces and government policies influence overall economic performance. Students will examine how households, firms, and governments interact in the broader economy and how these interactions shape national and global outcomes. The course highlights the measurement of economic activity, the role of markets, and the use of policy tools to promote stability and growth

By the end of this course, you will be able to:

- **CO1:** Demonstrate an understanding of fundamental economic concepts, including scarcity, trade-offs, and the role of incentives.
- **CO2:** Apply the concept of opportunity cost to evaluate trade-offs in decision-making at both individual and societal levels.

- **CO3:** Explain the determinants of supply and demand, and analyze how prices bring markets toward equilibrium.
- **CO4:** Demonstrate a solid understanding of macroeconomic concepts and apply appropriate approaches to analyze economic problems.
- **CO5:** Strengthen critical thinking, analytical reasoning, and communication skills in evaluating economic issues, particularly those related to supply, demand, and market equilibrium.
- **CO6:** Explain and analyze major macroeconomic issues, including unemployment, inflation, recession, and economic growth.
- **CO7:** Interpret and evaluate national economic accounts—covering production, consumption, investment, exports, imports, and government spending—and explain the significance of GDP as a measure of overall economic activity.
- **CO8:** Assess the impact of fiscal and monetary policies on the economy, including their advantages, limitations, and potential unintended consequences.
- **CO9:** Differentiate between the short-term and long-term effects of government policies on economic stability and growth.
- **CO10:** Analyze the trade-offs between fiscal and monetary policies within the aggregate demand (AD)–aggregate supply (AS) framework, and evaluate their effectiveness in addressing unemployment, inflation, and growth.

Student Learning Outcomes

Student Learning Outcomes

By the end of this course, you will be able to:

- **LO1:** Demonstrate a solid understanding of macroeconomic concepts and apply appropriate approaches to analyze economic problems.
- **LO2:** Strengthen critical thinking, analytical reasoning, and communication skills in evaluating economic issues, particularly those related to supply, demand, and market equilibrium.
- **LO3:** Explain and analyze major macroeconomic issues, including unemployment, inflation, recession, and economic growth.
- **LO4:** Interpret and evaluate national economic accounts—covering production, consumption, investment, exports, imports, and government spending—and explain the significance of GDP as a measure of overall economic activity.
- **LO5:** Assess the impact of fiscal and monetary policies on the economy, including their advantages, limitations, and potential unintended consequences.
- **LO6:** Differentiate between the short-term and long-term effects of government policies on economic stability and growth.
- **LO7:** Analyze the trade-offs between fiscal and monetary policies within the aggregate demand (AD)–aggregate supply (AS) framework, and evaluate their effectiveness in addressing unemployment, inflation, and growth.

Important Dates

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

Textbooks

Group	Title	Author	ISBN
Required	Principles of Macroeconomics	Gregory Mankiw	9798214351056

Other Course Materials

Course Structure

This course is organized into **14 learning modules** and **3 examinations**. Each module corresponds to one week of instruction. For example, Module 1 covers all assigned learning activities for the first week of the semester, beginning on Monday morning and concluding at 11:59 p.m. on Sunday evening.

Instructional materials will be delivered primarily through **Blackboard**, where weekly lecture videos prepared by the instructor will be posted. These videos are designed to explain textbook concepts and expand on key topics. Watching the lecture videos is strongly recommended, as they provide essential content for homework assignments and exams. Students who do not regularly engage with these videos may complete the course but are unlikely to perform at a high level.

Each weekly module typically includes the following components:

- Required textbook readings
- Supplemental lecture slides
- Instructor lecture video (via Blackboard)
- Supplemental videos (via Blackboard)
- Homework assignments (via Blackboard)
- Short writing assignments (via Blackboard)

Technology Requirements

Participation in this online course requires consistent access to a personal computer with a reliable broadband Internet connection. Students are expected to meet the technical requirements outlined by the university's Instructional Technology and Distance Education Services for use of the Learning Management System (LMS).

Additional requirements include:

- **LockDown Browser and Respondus Monitor:** Required for proctored exams. (Purchase of Respondus Monitor is necessary.)
- **Webcam:** A webcam is required for remote proctoring. Many newer laptops include built-in cameras; otherwise, a standalone webcam should be purchased.

Calculator Requirement

Students will need a calculator for both homework assignments and examinations.

- For homework, calculators on cellphones, tablets, or laptops may be used.
- For exams, a dedicated calculator is required (cellphones and similar devices are not permitted). Financial or scientific calculators are acceptable but not mandatory.

AI Policy

- The use of artificial intelligence (AI) tools—including, but not limited to, ChatGPT, Grammarly, Microsoft Copilot, GitHub Copilot, and Perplexity—is **strictly prohibited** during online quizzes, midterms, and the final exam unless explicitly authorized by the instructor. Any unauthorized use of AI tools will be treated as a violation of the university's academic integrity policy and may result in disciplinary action.

Additional Software

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

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

Grading Criteria

Grading

The final course grade will be determined as follows:

- **Exam 1:** 10%
- **Exam 2:** 15%
- **Final Exam (Comprehensive):** 25%
- **Homework Assignments:** 50%

Exams

- **Format:** All exams (Exam 1, Exam 2, and the Final Exam) will consist of multiple-choice questions and will be administered online through Blackboard using the LockDown Browser with Respondus Monitor.
- **Final Exam:** The final exam is comprehensive and covers all course material.
- **Exam Rules:**
  - Students must present valid identification (student ID or driver's license) prior to beginning each exam.
  - Students must remain visible on camera throughout the exam; failure to do so will be considered academic misconduct.
  - Communication or collaboration with other students during exams is strictly prohibited.
  - A simple or scientific calculator may be used; however, cell phones and other electronic devices are not permitted.
  - Exams must be taken on a personal computer (not a tablet) to ensure full LockDown Browser functionality.

Make-Up Exams:

- Make-up exams will be granted only for students with valid, documented reasons for non-attendance.
- Students must notify the instructor prior to the scheduled exam whenever possible.
- Adequate documentation, dated at the time of the event, must be submitted within seven (7) calendar days of the student's return.
- Unjustified or unexcused absences will result in a score of **zero** for the missed exam.

Homework

- Homework assignments will be administered online via Blackboard and will have clearly specified due dates.
- All assignments must be submitted by **11:59 p.m.** on the due date.
- **Late submissions will not be accepted** under any circumstances, and no make-up homework will be provided.

Extra Credit

- Opportunities to earn extra credit may be offered during the semester at the instructor's discretion.
- Details regarding extra credit opportunities will be announced if applicable.

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

Schedule of Topics and Assignments

Week of	Agenda/Topic	Reading(s)	Due
8/31	Introduction. Principle of economics and opportunity costs	Ch1 and Ch2	HW1 (Due: 8/31)
9/7	The gains from trade: Opportunity costs and Comparative advantage	Ch3	HW2 (Due: 9/7)
9/14	Supply, demand and Market equilibrium	Ch4	HW3 (Due 9/14)
9/21	Government policies and its effects on market equilibrium	Ch6	No HW
9/28	Efficiency of market v.s Cost of tax Exam1 (9/28 at noon to 9/30 at 5:00pm)	Ch7 and Ch8	HW4 (Due 9/28)
10/5	Nation's income (GDP), CPI, and Inflation	Ch10 and Ch11	HW5 (Due 10/5)
10/12	Production and Growth in the economy	Ch12	No HW
10/19	Saving, Investment, and the Financial Market	Ch13	HW6 (Due 10/19)
10/26	The Basic Finance and its applications	Ch14	HW7 (Due 10/26)
11/2	Exam2 (10/28 at noon to 10/30 at 5:00pm)		
11/9	Labor Market: Unemployment and Business cycles	Ch15	HW8 (Due 11/9) Writing problem set (Due 11/22)
11/16	The Monetary System, Inflation, and role of Federal Reserve system	Ch16 and Ch17	HW9 (Due 11/22)
11/23	Aggregate Demand (AD), Aggregate Supply (AS), and GDP	Ch20	HW10 (Due 11/30)
11/30	Final Exam (12/3 at noon - 12/5 at 5:00pm)		

Core Curriculum Learning Outcomes

Core-Curriculum Learning Outcomes:

1. **Critical Thinking Skills (CT)** - creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
2. **Communication Skills (COM)** - effective development, interpretation and expression of ideas through written, oral and visual communication
3. **Empirical and Quantitative Skills (EQS)** - manipulation and analysis of numerical data or observable facts resulting in informed conclusions
4. **Social Responsibility (SR)** - intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities

University/College Policies

Please see the University Policies below.

COVID-19 Related Policies

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

Required Class Attendance

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

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

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

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

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.

Distance Education Courses

Course Communication Guidelines (Netiquette)

There are course expectations concerning etiquette or how we should treat each other online. We must consider these values as we communicate with one another. Visit **Instructional Technology and Distance Education Services' web page on Netiquette (http://www.tamiu.edu/distance/students/netiquette.shtml)** for further instruction.

Support Services

To receive free tutoring in most subjects, including help with writing skills: • Academic Center of Excellence: Cowart 203 and 204 (326-2723)

To receive academic advising for freshmen, transfer students, and select others: • Advising & Retention Center: ZSC 222 (326-2886)

To receive academic advising for all other students, by college:
• A. R. Sanchez, Jr., School of Business Advising: WHT 204 C and 213 A (326-2483 / 2489)

• College of Arts & Sciences Advising: ACI 3rd floor (COASadvisors@tamiu.edu)
• College of Education Advising: Pellegrino 3rd floor (326-2427 /3148)
• College of Nursing & Health Sciences Advising: CNS 111 (326-3269 /3110/ 3277) • University College: Advising & Retention Center (see above)

To receive personal counseling:
• Student Counseling Services: Student Center 128 (326-2230)

To receive health services:
• Student Health Services: Student Center 125 (326-2235)