# MATH 1314 - College Algebra

**Fall 2026 Syllabus, Section 104, CRN 18138**

## Instructor Information

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Adjunct Faculty
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Office: LBV 392
Office Hours:
MW 9:00 am - 10:30 am
TR 4:30 pm - 5:30 pm
available to meet at other times or virtually upon request

## Times and Location

TR 8:30am-9:50am in Bullock Hall 113

## Course Description

The fundamentals of algebra; polynomials and graphs; conic sections; systems of linear equations, matrices; sequences and series; mathematical induction and the binomial theorem. Prerequisite: Completion of Texas Success Initiative (TSI) mathematics requirements, appropriate level developmental course sequence, an minimum ACT Mathematics score of 19 with an ACT Composite score of 23 or above, a minimum SAT Mathematics score of 500 with a SAT Total score of 1,070 or above, or a Redesigned SAT Mathematics score of 530 or above.
Mathematics & Physics Department, College of Arts & Sciences

## Additional Course Information

AI Policy: The use of AI is neither prohibited nor encouraged. However, note that its use may violate the TAMIU Honor Code. For example, if using AI, a website or software, a tutor, or a calculator to do work for you instead of doing it yourself, this would be considered cheating, and without giving credit/citation it would also be plagiarism. When using generative AI, you must provide the link to the Gen AI chat in your references list. NOT citing Gen AI properly (just like any other source) by the student in any formal, submitted assignment or assessment constitutes a violation of the TAMIU Honor Code and will be reported to the Honor Council with potential consequences.

Using AI, a website or software, a tutor, or a calculator to help guide your learning is acceptable for homework or essays (such as with help proof reading or understanding the task or problem) as long as you are not violating the Honor Code, but for quizzes, tests, and exams it would not be acceptable unless its allowed use is explicitly stated in the assessment instructions.

Class and Attendance Policy: The course consists of lectures and WebAssign assignments. Students are required to attend lectures regularly (by University Policy), to read the textbook and class notes for comprehension, and to work on problems for understanding. Each hour of lecture requires two hours of preparation on the part of the average student. It is the students' responsibility to learn from the material; the instructor's job is to offer help and guidance.

WebAssign: WebAssign is a powerful online instructional system designed by educators to enrich the teaching and learning experience. WebAssign enriches College Algebra with socratic feedback in online versions of the textbook's questions and links to the corresponding section of a complete, interactive eBook. Tutorial questions are available for all major concepts and guide students step by step through the solution of a problem. Learn by Example questions showcase fully worked-out solutions of the problem available for students to review when needed. Additionally, selecting questions link to videos of a similar problem being worked out and are ideal for visual learners. It may be necessary to make changes in the order in which the

syllabus topics are covered or examination dates. If so, these will be announced during the lectures, on Blackboard (eLearning) homepage, or by TAMIU e-mails. It is the students' responsibility to be aware of any such announcements. Excessive absences may result in lower grades.

Dropping the Course: Stopping attendance does not mean dropping the course. It is the students' responsibility to drop the course by contacting the University Registrar. The final date to drop a course is Wednesday, February 5, 2025. No request will be accepted after this date.

E-mail: Students are required to have a TAMIU e-mail address. To get a TAMIU e-mail, visit TAMIU e-mail for Life for Students and Alumni (http://students.tamiu.edu/) to set up your account now.

Blackboard: Blackboard is a tool that allows faculty to add resources for students to access online. PowerPoint, Captivate, video, audio, animation, and other applications are created outside of Blackboard and added into Blackboard courses for students to enhance teaching and learning efforts. To log into Blackboard,

1. visit TAMIU home page at http://www.tamiu.edu (http://www.tamiu.edu/),
2. click ``eLearning (Blackboard)'' on the left side bar,
3. click ``logon to Blackboard'' on the left side bar,
4. input the username and password. The username and password are the same as the TAMIU e-mail.

Students are required to visit at least once on weekdays.

Computer Lab/Lab Support: Computer labs are conveniently available in the Sue & Radcliffe Killam Library, Dr. Billy F. Cowart Hall, and the Student Center SkyLab (second floor). The computers are equipped with academic software packages students will need to complete class assignments, including Microsoft Office and LockDown Browser – Respondus. Please call OIT/Audio Visual at (956) 326-2017 for hours of operation or any additional information.

Supplemental Instruction Session: Each section of College Algebra will have a supplemental instruction (SI) session. Students meet for one hour per week in addition to the regular class meetings. With SI-leaders, students can discuss practice problems including those on WebAssign, prepare for the exams, and provide additional problems to work on. SI leaders will take surveys at the beginning of the semester for the most effective schedule for the section. Before the exams, an additional intensive review session will be offered. Students are encouraged to attend the SI sessions and will earn extra credits by fully participating in the SI sessions.

Assessments: Requirements include quizzes, paper, and journals, taking notes, the WebAssign tutorials and assessments, midterm exams, and the common final exam.

1. There will be two (2) midterm exams. Each exam may be administered by paper-and-pencil, WebAssign, or both. The comprehensive final exam consists of both paper-and-pencil (scheduled for Saturday, May 10, 2025, from 11:00 am to 2:00 pm and the venue may be changed). It is very important to take the exams at the scheduled times. Make-up exams may be given for the ones missed due to unavoidable circumstances and compelling reasons that are documented in writing. If you have a conflict or a medical problem, discuss your situation with the instructor/coordinator as soon as possible.
2. There will be quizzes on paper, WebAssign, or both. The lowest quiz grades may be dropped when calculating the final course grade. Ask your instructor for details.
3. There will be projects, papers and/or journals assigned for the course grade. Occasionally students may be asked to submit their class notes. Ask your instructor for details.
4. Students will earn extra credit by fully participating in the SI-sessions.

Academic Center for Excellence (ACE): The Academic Center for Excellence (ACE) provides TAMIU students with FREE academic support services focused on the development of critical study skills and learning strategies necessary for a successful academic career. They advise, tutor, and provide academic resources to empower and inspire you to excel. ACE is a one-stop support for all your academic needs! The Texas A&M International University Academic Support team assists all undergraduate and graduate students develop into more confident, effective, and purposeful learners and writers. ACE accomplishes this by providing FREE individual and small-group tutoring sessions, study skills/writing workshops and peer review/writing sessions to TAMIU students – on campus or online. Feel free to stop by to inquire about academic support in Dr. Billy F. Cowart Hall 203 and 205.

Special Arrangement: Texas A&M International University (TAMIU) and the Office of Disability Services for Students are committed to making every effort to provide students with disabilities equal access to academic and other programs and services available to students who choose to attend TAMIU. In compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990, they have developed procedures that are in compliance with the aforementioned legislation. If you require academic accommodation, or you suspect that you may have a disability, contact the Disability Services Coordinator of the Office of Disability Services for Students located at Student Center 118 and 119. The Office of Disability Services for Students will conduct appointments in person, via telephone (or another virtual platform as needed to accommodate students with disabilities). They encourage all TAMIU students with disabilities who wish to Request Academic Accommodations to first call (956)

326-3086 or email disabilityservices@tamiu.edu for ANY inquiries. Their staff remains available over the phone during our business hours, Monday to Thursday 8:00 am - 5:00 pm, and Friday 8:00 am - 3:00 pm.

Supplemental Resources: OpenStax College has compiled additional resources for students and faculty that directly coincide with your book, from online homework tools and interactive study guides to faculty-only resources: https://openstaxcollege.org/textbooks/college-algebra/resources . If you have any questions about registration for WebAssign, contact the course instructor or coordinator. Once you finish the initial assessment, you can start your tutorial or homework anytime and anywhere where a computer and internet access are available. See the weekly tutorial guide for WebAssign assignment.

This schedule is subject to change.

August 25, 2025

## Student Learning Outcomes

Upon successful completion of this course, the student will be able to:

1. Demonstrate and apply knowledge of properties of functions, including domain and range, operations, compositions, and inverses.
2. Recognize and apply polynomial, rational, radical, exponential, and logarithmic functions and solve related equations.
3. Apply graphing techniques.
4. Evaluate all roots of higher degree polynomial and rational functions.
5. Recognize, solve and apply systems of linear equations using matrices.
6. Perform the expansion of the positive integer powers of a binomial expression.
7. Apply theorems and formulas such as the quadratic formula, the distance formula, equation of circles and other conic sections, and remainder and factor theorems.
8. Perform computations with the general term of a sequence and add the terms of a geometric and an arithmetic sequence.
9. Prepare and submit a written paper using phrases commonly found in mathematical literature.

## 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 | College Algebra | OpenStax | 978-1-947172-12-8 |

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## Other Course Materials

To go to the bookstore, **click here (https://www.bkstr.com/texasaminternationalstore/home)**.

Access to WebAssign (Cengage).
Access to Top Hat Classroom

## Grading Criteria

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

# Grade Calculation

| Assessment | VALUE |
|---|---|
| WebAssign Registration and Initial Assessment | 2% |
| Two Midterm Exams | 35% |
| WebAssign (Homework) | 10% |
| Quizzes | 8% |
| Written papers | 10% |
| Project/Paper/Journal/Notetaking/Other | 5% |
| Final Exam | 30% |

# Tentative Class Schedule

| Week of | Agenda/Topic | Reading(s) | Due |
|---|---|---|---|
| 8/25 | Introduction. Information about WebAssign registration. 2.1 The Rectangular Coordinate System, 2.2-2.3 Linear Equations in One Variable Models & Applications | 2.1-2.3 | |
| 9/1 | 2.7 Linear Inequalities and Absolute Value Inequalities, 1.2 & 1.3 Exponents & Radicals and Rational Expressions | 2.7, 1.2, 1.3 | Quiz 1 |
| 9/8 | 2.4 Complex Numbers, 2.5 Quadratic Equations | 2.4, 2.5 | Writing Assignment #1 |
| 9/15 | 2.6 Other Types of Equations, 5.1 Quadratic Functions, 3.1-3.3 Functions & Function Notation, Domain & Range, Rates of Change & Behavior | 2.6, 5.1, 3.1-3.3 | Quiz 2 |
| 9/22 | 3.4 Composition of Functions, 3.5 Transformation of Functions | 3.4-3.5 | Writing Assignment #2 |
| 9/29 | 3.7 Inverse Functions, 8.1 The Ellipse | 3.7, 8.1 | Quiz 3 |
| 10/6 | 7.1-7.2 Systems of Linear Equations: Two & Three Variables, 7.3 Systems of Nonlinear Equations and Inequalities: Two Variables | 7.1-7.3 | First Midterm Exam |
| 10/13 | 7.5 Matrices and Matrix Operations, 7.6 Solving Systems with Gaussian Elimination | 7.5, 7.6 | Writing Assignment #3 |
| 10/20 | 7.7 Solving Systems with Inverses, 9.1 & 9.4 Sequences & Series and Their Notations | 7.7, 9.1,9.4 | Quiz 4 |
| 10/27 | 9.2-9.3 Arithmetic Sequences & Geometric Sequences, 9.6 Binomial Theorem | 9.2, 9.3, 9.6 | Writing Assignment #4 |
| 11/3 | 6.1-6.2 Exponential Functions & Graphs of Exponential Functions, 6.3-6.5 Logarithmic Functions, Graphs, & Properties | 6.1-6.5 | Quiz 5 |
| 11/10 | 6.6 Exponential and Logarithmic Equations, 5.2 Power Functions and Polynomial Functions | 6.6, 5.2 | Second Midterm Exam |
| 11/17 | 5.3 Graphs of Polynomial Functions, 5.4 Dividing Polynomials, 5.5 Zeros of Polynomial Functions | 5.3, 5.4, 5.5 | Writing Assignment #5<br>Course Evaluations |
| 11/24 | 5.5 Zeros of Polynomial Functions, 5.6 Rational Functions | 5.5, 5.6 | |
| 12/1 | Final Exam Review<br>Last Class Day (12/1) | | Final Exam: 11:00 am - 2:00 pm (Saturday) |

# 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

# 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.