MATH 1324 - Business Math I

Fall 2026 Syllabus, Section 107, CRN 18600

Instructor Information

Janet Carrillo
Lecturer
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Office Hours:
Mon, Wed, Fri. 9:30-10:30 am
Tuesday 2:30-3:30
By appointment only
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Times and Location

MWF 2:20pm-3:15pm in Pellegrino Hall 116

Course Description

The application of common algebraic functions, including polynomial, exponential, logarithmic, and rational, to problems in business, economics, and the social sciences are addressed. The applications include mathematics of finance, including simple and compound interest and annuities; systems of linear equations; matrices; and linear programming. Prerequisite: Completion of Texas Success Initiative (TSI) Mathematics requirements or appropriate level developmental course sequence.
Mathematics & Physics Department, College of Arts & Sciences

Additional Course Information

Use of AI:

This course assumes that all work submitted by students will be generated by the students themselves. Use of ChatGPT (or other similar tools or software that generate suggested text) is not allowed in this class for any part of a graded assignment, including generation of ideas, writing of text, or rewriting your own work. Doing so is considered a violation of the cheating and plagiarism standards of the TAMIU Code of Academic Integrity. Violations could result in failure of the assignment or failure of the course and a notation on your transcript.

Class and Attendance Policy: The course consists of lectures and students will also see how those concepts are put into practice since many examples will be worked out in class. Students are required to attend the lectures regularly (by University Policy), to read the textbook and class notes for comprehension, and to work 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. If student's final grade is close to the next letter grade attendance will be taken into consideration. *Also, if the student must miss class when an assignment/test is given, the student must contact the instructor prior to absence or has no later than 48hrs to contact the instructor to make arrangements.*

Student-Instructor Communication Policy and Response Time

• Course Messages/Emails

Instructor contact must be done through Blackboard messages or TAMIU email. Allow 24–48hrs response time for email. (Does not include weekends)

• Assignments and Assessments

Feedback to students on their submissions of an assignment or assessment will be provided on Blackboard within 7 days after assignment deadline. (Does not include weekends)

Top Hat App: Top Hat is an online teaching platform designed to help professors and educators engage their students and build comprehension before, during, and after classes.

Students will register to Top Hat by following link found in Blackboard.

Teaching methods and assignments:

Lectures will be done at the scheduled class time. Homework assignments and quizzes will be assigned through MyMathLab. These assignments will be assigned on Fridays and will be given a week to complete.

Besides regular homework assignments, students will also have 5 writing assignments as

part of the core curriculum. Writing assignments will be given every 1 or 2 weeks depending

on the length of each writing assignments

No late homework will be accepted. If there is an excuse the student will discuss it with the instructor to get some extra time for the sections that haven't been completed.

Calculator: A graphing calculator will be required for this class. (If you don't have one, the models recommended are TI-83, TI-84, TI-Nspire, or similar). Calculators may be used during semester exams and the final exam; however, the student must show that all of the RAM memory has been cleared on the calculator before beginning the exam. If the student does not know how to clear the RAM memory on their calculator, they need to use a different calculator.

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 Thursday, April 23, 2026. 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: There will be a class homepage on Blackboard, where you can get class information such as, class notes, grade, announcement, etc. To login to 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.

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 Sue and Radcliffe Killam Library 1st Floor. Students have a chance to earn extra credit by attending tutoring sessions and collecting receipts of 45min-1hrs sessions for the course. Each receipt will be worth 2pts toward exams.

Special Arrangement: Texas A&M International University (TAMIU) and the Office of Disability Services for Students are committed to make 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 accommodations, 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.

Course Policies:

1. It is the student's responsibility to be up-to date on all of the lecture material and assignments.

2. It is the student's responsibility to notify the instructor of any special assistance and needs that the student might have.

3. All exams must be taken as scheduled. However, if an emergency occurs, a make-up exam must be taken within one week of the missed exam, and with a valid, written excuse. It is the student's responsibility to set up a date and time with the instructor for the make-up exam.

4. During an exam, no one will be allowed to leave within the first 20 minutes, and no one will be allowed into the classroom after the first 20 minutes.

5. During lectures and exams, tape recorders, headphones, and other audio and visual gear will not be permitted in class. Cellular phones or beepers are not allowed in class.

6. Student will be respectful and courteous to peers. If too disruptive instructor can ask said student to leave.

7. No use of AI will be allowed to use to for assignments.

8. Electronic devices can be used to follow along with notes or take notes but if abused this option will be taken away or student can be asked to leave.

This schedule is subject to change.

January 20, 2026

Student Learning Outcomes

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

1. Slove and graph linear equations and inequalities using algebra and use linear regression on a graphing calculator.

2. Graph and evaluate elementary, quadratic, polynomial, rational, exponential, and logarithmic functions.

3.Set up and solve problems involving simple and compound interest, as well as future and present value of an annuity.

4. Solve systems of linear equations using the Gauss-Jordan elimination method.

5. Set up and solve problems in linear programming; that is, use graphical methods, as well as the simplex method(including the dual method) to maximize linear objectives functions. Students will also be able to solve linear optimization problems with mixed constraints.

6. Prepare and submit a final 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 Mathematics for Business, Economics , Life Sciences, and Social Sciences 14th Edition	Raymond A. Barnett, Michael R. Ziegler, and Karl E. Byleen	13-9780134674148

Other Course Materials

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

A graphing calculator is recommended, such as TI83 or TI 84

Grading Criteria

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

Open Boilerplate

Grading Scale	Percentage
Introductions/Syllabus	2%
Assignments	15%
Quizzes	10%
Writing Assignments	10%
Exams	33%
Final Exam	30%

Schedule of Topics and Assignments

Week of	Agenda/Topic	Reading(s)	Due
8/24	Introductions. Syllabus 1-1 Linear Equations and Inequalities 1-2 Graphs and Lines 2-1 Functions		
8/31	2-2 Elementary Functions: Graphs and Transformations 2-3 Quadratic Functions 2-4 Polynomial and Rational Functions		
9/7	No classes Labor Day 9/7 2-5 Exponential Functions 2-6 Logarithmic Functions		
9/14	3-1 Simple Interest 3-2 Compound & Continuous Interest Review for Exam #1		
9/21	Exam #1 3-3 Future Value of an Annuity		
9/28	3-4 Present Value of an Annuity 4-2 Systems of Linear Equations and Augmented Matrices		
10/5	4-3 Guass-Jordan Elimination		
10/12	4-4 Matrices and Systems of Linear Equations 4-5 Inverses of a Square Matrix		
10/19	4-6 Matrix and Systems of Linear Equations Review for Exam #2		
10/26	Exam#2 5-1 Linear Inequalities in Two Variables		
11/2	5-2 Systems of Linear Inequalities 5-3 Linear Programming: A Geometric Approach		

11/9	6-1 Linear Programming: The Simplex Method 6-2 Simplex Method: Maximization
11/16	6-3 Dual Problem: Minimization 6-4 Big M Method
11/23	Review for Exam #3 Exam#3 Review for Final exam
11/30	Final Exam 12/4

Core Curriculum Learning Outcomes

Core-Curriculum Learning Outcomes:

1. **Critical Thinking Skills (CT)** - creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
2. **Communication Skills (COM)** - effective development, interpretation and expression of ideas through written, oral and visual communication
3. **Empirical and Quantitative Skills (EQS)** - manipulation and analysis of numerical data or observable facts resulting in informed conclusions
4. **Teamwork (TW)** - ability to consider different points of view and to work effectively with others to support a shared purpose or goal
5. **Social Responsibility (SR)** - intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities
6. **Personal Responsibility (PR)** - ability to connect choices, actions and consequences to ethical decision-making

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.