MATH 2412 - Pre-Calculus

Fall 2026 Syllabus, Section 102, CRN 17917

Instructor Information

Janet Carrillo
Lecturer
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Office: PLG 312A
Office Hours:
Mon, Wed, Fri. 9:30-10:30 am
Tuesday 2:30-3:30
By appointment only
Office Phone: (956)326-2995

Times and Location

MTWR 1:10pm-2:02pm in Bullock Hall 104

Course Description

In#depth combined study of algebra, trigonometry, and other topics for calculus readiness. Topics include: Analytic geometry, complex numbers, and systems of algebraic equations; algebraic, exponential, logarithmic and trigonometric functions and applications; sequences and applications. Students will receive credits for at most two courses from MATH 1314, 1316 and 2412. Prerequisites: ACT Mathematics score of 25 or above, an SAT Mathematics score of 600 or above, a Redesigned SAT Mathematics score of 620 or above, MATH 1314, or successful completion of Pre-Calculus Placement Exam.
Mathematics & Physics Department, College of Arts & Sciences

Additional Course Information

Attendance:

This course meets Monday through Thursday from 1:10-2:05 pm with attendance taken during the first 5 minutes of class, therefore you are expected to be present and on time. Because of its nature, this is a fast-paced course with new topics covered rapidly and on a daily basis, therefore it is your responsibility to stay focused to ensure that you do not fall behind.

Class Lecture and Homework:

Course lecture notes will be posted on a weekly basis to a "Notes and Homework" folder on the main course webpage. You can access them via your tablet or laptop while in class, or you can print them and bring them with you to class to add any additional notes or examples illustrated and discussed in class.

Most homework assignments will be checked in class. For homework assignments that are required to be submitted, please remember to show all relevant work to justify your answers and make sure that you keep your work numbered, legible, and organized for quick reference and grading. Work that is illegible or disorganized will not be graded. Always have your homework ready to check and/or submit as late assignments will not be accepted, except under the professor's approval and discretion. Highlighting or boxing your answers in highly recommended. All required homework will be submitted physically as a hard copy not electronically. If for any reason you are absent from class when an assignment is due, then you can submit electronic proof of your completed assignment via email and submit the hard copy upon your return to class.

Remember that anything you submit is a reflection of your commitment to successfully complete this class, so it is expected that you will always submit your best work.

Required Technology and Other Supplies:

You will need access to a graphing utility (graphing calculator) other than Desmos. The TI-83+ or TI-84+ are highly recommended. For iPhone users, you can download the free version of the "Calculate84" App...it works just like the TI-84+ calculator. A similar app should be available for Android users.

You will need a highlighter and a pocket stapler which you can get at any dollar store.

Please submit your homework on standard size paper. A letter size legal pad in highly recommended.

Grades:

Grades will NOT be posted to the main course webpage grade book, but you will receive a course average update after every major exam.

Academic Integrity and Expectations:

As a student enrolled in an institution of higher learning you are expected to behave as such...be responsible, be respectful, stay focused, and do not fall behind. Attend class on a daily basis and always be ready for class. Remember that all submitted work should represent your work, your efforts, and your knowledge especially during quizzes or major exams. Academic trust is fragile, so please safeguard and protect it.

Questions are welcomed, but don't jump the gun...I can usually anticipate the questions that my students may have and more than likely they will be answered as the lecture proceeds. For further clarification on any topic, please see me during my office hours.

Office Hours:

My office hours are as follows: Mon-Thurs from 10:00-11:45 am and Tues/Thurs from 3:00-4:15 pm. Office hours will be held at the Killam Library 3rd Floor Great Room tables.

Please remember that office hours are intended for the purpose of receiving help or clarification on the topics covered in class or for getting guidance on an assigned homework, but they are not intended to be lecture time for class days missed.

Emails and Messages:

Please make sure to include your full name, class, and section when emailing me. Provide a clear concise explanation of your question or concern for context and better understanding of your situation.

i.e. Hello Professor...this is John Doe from your MATH 2412 Sec 202 class...etc.

You may also message me via the Message portal on your main course webpage.

Quizzes and Tests:

Quizzes are administered periodically and are unannounced...so always be ready. No make up for missed quizzes regardless of the reason.

Test will be administered on the scheduled calendar dates (subject to change as class proceeds) without exceptions. Absence from a test does not automatically guarantees you a make-up. If you are absent from a scheduled test, it is imperative that you communicate your situation with me as soon as possible and based on your explanation and documentation, a make-up may be granted but not guaranteed. Make ups are granted solely at the discretion of the professor.

Athletic Activities, Clubs, and School Functions:

Student athletes and any student participating in club(s) or school related functions are bound by all of the above stated rules. Please remember that your participation in these activities do not absolve you from your class obligations, requirements, and expectations. Please provide your professor with proper documentation (official flyers or game schedules) for your absence(s) to avoid any negative impact to your course grade.

Electronic Devices:

The use of electronic equipment such as cell phones, music devices, ear buds, and headphones is prohibited while in class. External conversations and messaging while in class is disrespectful to other students and to the professor. The learning of mathematics requires focus and as such you should refrain from engaging in external interferences and distractions.

The only exception being the use of the graphing calculator app on your cell phones used for working on problems during class time.

Student Learning Outcomes

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

1. Solve polynomial, rational, radical, exponential, and logarithmic equations and inequalities in one variable, and solve systems of linear and non-linear equations with two or more variables.

2. Sketch and analyze the graphs of various functions and inequalities.

3. Perform operations with complex numbers and matrices and apply them to solve problems. Use De Moivre's Theorem to compute integer powers of complex numbers.

4. Compute the general term of an arithmetic or geometric sequence and compute the sum of its terms. Perform binomial expansions with positive integer powers.

5. Identify functions from algebraic, graphical, tabular, and verbal expressions and apply them to solve problems.

6. State the definition of the six trigonometric functions: sine, cosine, tangent, cotangent, secant, and cosecant. Identify their basic graphs, periodicity properties, and symmetries. Identify and use their inverse trigonometric functions, together with their domains and graphs to solve trigonometric equations.

7. Verify trigonometric identities and use their relative relationships to compute the values of trigonometric functions of the same angle, double-angle, or half-angle.

8. Solve right triangles and related applications using the basic ratio definitions of sine, cosine, and tangent. Solve non-right triangles and related applications using the Law of Sines and Law of Cosines.

9. Use vector and polar coordinates to solve problems related to vector geometry. Graph polar coordinates and equations. Solve parametric equations.

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	Precalculus	OpenStax College	13-978-1-938168-34-5

Other Course Materials

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

To access textbook: ***https://openstaxcollege.org/textbooks/precalculus***

Access to:

Graphing utility (graphing calculator) other than Desmos.

Highlighter(s) and a pocket size stapler

Standard size (letter size) legal pad(s)

Printer access (home or TAMIU library)

Grading Criteria

Course grade will be calculated based on the following criteria:

30% Homework Assignments (including quizzes and written assignments)

50% Major Exams

20% Comprehensive Final Exam

GRADE	PERCENTAGE
A	90-100
B	80-89
C	70-79
D	60-69
F	Below 60

Schedule of Topics and Assignments

Week of	Agenda/Topic	Reading(s)	Due
8/24	Course Syllabus Review of Chapter 2 Topics 3.2 Quadratic Functions 3.3 Power Functions and Polynomial Functions 3.4 Graphs of Polynomial Functions 3.5 Dividing Polynomials 3.6 Zeros of Polynomial Functions 3.7 Rational Functions	Course Syllabus 3.2, 3.3 3.4, 3.5, 3.6, 3.7	Syllabus Acknowledgement HW Sec 3.2 HW Sec 3.3 HW Sec 3.4 HW Sec 3.5 HW Sec 3.6 HW Sec 3.7
8/31	Review: TEST 1 TEST 1 4.1 (4.2) Exponential Functions and Their Graphs 4.3 (4.4) Logarithmic Functions and Their Graphs	4.1, (4.2), 4.3, (4.4)	HW Sec 4.1 (4.2) HW Sec 4.3 (4.4) RV TEST 1
9/7	4.5 Properties of Logarithms 4.6 Solving Exponential and Logarithmic Equations 9.1 (9.8) Systems of Equations in 2 Variables 9.2 (9.8) Systems of Equations in 3 Variables	4.5, 4.6, 9.1, 9.2, (9.8)	HW Sec 4.5 HW Sec 4.6 HW Sec 9.1 (9.8) HW Sec 9.2 (9.8)
9/14	9.5 Matrices and Matrix Operations 9.6 Solve Systems of Equations Using Gaussian Elimination 9.7 Solve Systems of Equations Using Inverse Matrices Review: TEST 2	9.5, 9.6, 9.7	HW Sec 9.5 HW Sec 9.6 HW Sec 9.7 RV TEST 2
9/21	TEST 2 9.4 A Partial Fractions: Linear Factors Denominators 9.4 B Partial Fractions: Irreducible Quadratic Factors Denominators Additional Practice: Partial Fractions	9.4	HW Sec 9.4 A HW Sec 9.4 B ADD PRACTICE
9/28	11.2 Arithmetic Sequences 11.3 Geometric Sequences 11.6 Binomial Expansion: Positive Integer Powers Additional Practice: Arithmetic and Geometric Sequences and Binomial Expansion	11.2, 11.3, 11.6	HW Sec 11.2 HW Sec 11.3 HW sec 11.6 ADD PRACTICE
10/5	TEST 3		

10/12	5.1 Angles 5.2 The Unit Circle: Definitions of Sine and Cosine 5.3 The Other Trigonometric Functions 6.1 Graphs of Sine and Cosine Functions	5.1, 5.2, 5.3, 6.1	HW Sec 5.1 HW sec 5.2 HW Sec 5.3 HW Sec 6.1
10/19	6.3 Inverse Trigonometric Functions 7.1 Basic Fundamental Identities 7.2 Sum and Difference Identities 7.3 A Double Angle Identities	6.3, 7.1, 7.2, 7.3 A	HW Sec 6.3 HW Sec 7.1 HW Sec 7.2 HW Sec 7.3 A
10/26	7.3 B Half-Angle Identities 7.5 Solving Trigonometric Equations Review: TEST 4 TEST 4	7.3 B, 7.5	HW Sec 7.3 B HW Sec 7.5 RV TEST 4
11/2	5.4 Solving Right Triangles and Related Applications 3.5 Law of Sines and Related Applications 3.6 Law of Cosines and Related Applications Additional Practice: Solving Triangles	5.4, 3.5, 3.6	HW Sec 5.4 HW Sec 3.5 HW Sec 3.6 ADD PRACTICE
11/9	8.8 Introduction to Vectors and Vector Applications** 8.3 Polar Coordinates** 8.5 Polar Form of Complex Numbers** 8.6 Introduction to Parametric Equations**	8.8, 8.3, 8.5, 8.6	HW Sec 8.8** HW Sec 8.3** HW Sec 8.5** HW Sec 8.6**
11/16	8.7 Graphs of Parametric Equations** 12.1 Finding Limits: Graphical and Numerical Approach 12.2 Limits: Properties of Limits, Infinite Limits, Limits at Infinity 12.3 Continuity	8.7, 12.1, 12.2, 12.3	HW Sec 8.7** HW Sec 12.1 HW Sec 12.2 HW Sec 12.3
11/23	Review: TEST 5 Test 5 Overview of Final Exam Overview of Final Exam	RV TEST 5	RV TEST 5
11/30	Final Exam 12/4		FINAL EXAM

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.