# PHYS 2326 - University Physics II

**Fall 2026 Syllabus, Section 102, CRN 18097**

## Instructor Information

**Mr. Juan Rafael Muñoz, Jr., M.S., E.I.T.**
Visiting Lecturer
Email: juan.munoz@tamiu.edu
Office: PLG 203-E
Office Hours:
Mondays and Wednesdays from 10:00 AM to 12:00 PM Or by appointment
Office Phone: 956-326-3460
I prefer communication via Blackboard. I do not respond on weekends from 5:00 PM on Friday through 10:00 AM Monday.

## Times and Location

TR 4:25pm-5:45pm in Bullock Hall 104

## Course Description

A calculus#based treatment of the fundamental principles and applications of electricity and magnetism for science and engineering majors. This course is a continuation of PHYS 2325. Topics include electrostatics, circuits, electromagnetism, electromagnetic waves, optics, and modern physics. Must be taken concurrently with PHYS 2126. Prerequisites: MATH 2414 or equivalent (or concurrent enrollment therein) and PHYS 2325 and PHYS 2125.
Mathematics & Physics Department, College of Arts & Sciences

## Additional Course Information

## LECTURES

Lectures are given in-person at the times and location listed above. I will provide students with theory and the opportunity to solve problems related to the lesson. Students are highly encouraged to ask questions during the lecture to clarify any confusion about the the theory or a step in the calculations. To ensure a productive session, it is important that students read the material before class to know which questions they should ask to further their understanding. At the end of the lecture, I will require a **minimum** of three questions from the students before class is dismissed. The purpose of the three question requirement is to show students that asking questions is not as scary as they once thought.

I will also allow some time for students to discuss questions or problems related to the previous lecture with each other for about 5-10 minutes. The students will then explain their answers to me. Ideally, a different student will present an answer for each question or problem. After the quick review of the previous lecture, I will then move on the new material.

## HOMEWORK

**Homework is worth 15% of the class grade.** All homework will be available on Blackboard Ultra under the Homework folder. Homework will consist of multiple choice questions, mix-and-match questions, True/False questions, and calculation problems related to the sections covered in lecture. The homework for each chapter will usually be due seven calendar days after finishing the chapter. There will be no time limit for each homework, so you should be able to close it and return right where you left off up until the due date. Each homework will consist of approximately 10-50 questions and problems, depending on the length of the chapter. Students can expect similar questions and problems on their exams.

# ESSAYS

**Essays are worth 10% of the class grade.** I will require students to write a **minimum of 5 paragraphs**, and a **maximum of 1 page single-spaced** describing a physics topic from one of the chapters. The idea is to strengthen your writing skills and ponder the physics topics in more detail, rather than just memorizing and reciting facts. You will find a dropbox for each essay on Blackboard Ultra under the Essays folder. **You will submit your essay as a Microsoft Word document with Track Changes turned on the whole time you write the essay.** I do not accept any other formats, nor do I accept links. It must be the Microsoft Word document.

# EXAMS

**Exams are worth 40% of the class grade.** They will consist of material from all previously covered chapters, excluding the chapters you were already tested on. For example, Exam 2 will include all material covered before the exam, excluding material from Exam 1, and so on. We will have a review day the lecture before each exam. You may expect similar questions and problems as those covered in class, on the homework, and in the review. I will drop the lowest of the three exams.

## PRESENTATION

**The presentation is worth 4% of the class grade.** Students will work in groups of 4-5 on a narrated (i.e., with audio) PowerPoint presentation due on the date listed in the schedule below. In the PowerPoint presentation, students should discuss an important historical figure who furthered our knowledge in the physics topics discussed in this class. The historical figure you choose does not have to be a physicist. For example, René Descarte formulated the Cartesian Coordinate system we use in physics nowadays. Choosing this person as a presentation topic would be fine. The PowerPoint presentation must be divided into four sections: introduction, body, conclusion, and references. The PowerPoint presentation must also have a title slide, separate from the other four sections. The contents I require are outlined below:

**Title Slide**

- Title of presentation
- List of group members

**Introduction**

- Early Life (birthplace, birthday, people who influenced them)
- Education
- Any important historical events happening at the time

**Body**

- Projects/Experiments done by this person
- Purpose of the project/experiment
- Results from project/experiment
- Publications such as books or papers, if any
- How does this affect society?

**Conclusion**

- Summarize presentation
- Highlight project/experiment, purpose, and results
- Highlight affect on society

**References**

- Minimum of 10 references
- You may use any citation format you like, so long as all 10 references are cited in the same way

The PowerPoint presentation should contain a minimum of twenty-five slides, not counting the title and references slides. Each team member should be responsible for a minimum of five slides, not counting the title and references slides. The PowerPoint narration should be a minimum of twenty-five minutes in duration.

**The presentation proposal is worth 1% of the class grade.** A one- paragraph PowerPoint presentation proposal is due on on the date listed in the schedule below. Only the designated team leader is required to submit the presentation proposal. The purpose of the proposal is to have a clear idea of which historical figure you wish to study and present. If you do **not** hear anything from me within seven calendar days of submitting your proposal, you may assume I approve of your topic.

**The presentation outline is worth 5% of the class grade.** A presentation outline is due on the date listed in the schedule below. You may submit as a Word document or PowerPoint document. In the outline, you should designate which student is presenting which of the items outlined above. Only the designated group leader needs to submit the outline. If you do not hear anything from me, you may assume I approve your outline.

# FINAL EXAM

**The final exam is worth 25% of the class grade.** It will be given in-person same time and place as lectures on **Thursday, December 4th, 2025 at 4:25 PM.** You will have two hours to complete the final exam. The final exam will be comprehensive, covering all chapters discussed in class. You can expect similar problems to those seen on the previous exams.

# PERSONAL AI STATEMENT

The use of AI tools such as Spell Check in Word, Grammarly, Mendeley Reference Manager, or MyBib to improve grammar, spelling, punctation, and citation of essays and presentations is **allowed.**

All other AI tools including, but not limited to, ChatGPT and Copilot which can essentially write a whole essay are prohibited for essays and presentations.

You may freely use any and all AI tools to better understand the lecture material. For example, some students will copy and paste a portion of their textbook into ChatGPT to summarize and understand it. This is completely fine.

# STUDENT RESPONSIBILITIES

1. Provide respect to others so others may respect you
2. Ask questions if you do not understand something
3. **Be Prepared:** All students must be on time and ready to begin lecture on time.
4. **Plagiarism:** Copying work from other students will be considered academic dishonesty and will be dealt with accordingly.
5. **Date Change:** The instructor reserves the right to change any test pattern, test dates, homework, and class rules, with prior in-class announcement.
6. **Communication:** My preferred method of communication for course-related topics is through Blackboard Ultra. You may email me to communicate emergencies such as potential absences.
7. **Calculator:** A scientific calculator can be used in exams. Electronic equipment that is capable of using data stored prior to the test schedule is notallowed during the test. Electronic equipment that is capable of communicating between other equipment inside or outside the classroom is notallowed either. Talk with your instructor if you are unsure of how to obtain a calculator that is allowed.
8. **Cell Phone:** Students using cellular phone or beeper/pager in the classroom are advised to keep them at “off” or “vibrating” mode. In any circumstances, no communication is allowed in the classroom. Students are advised to take emergency calls outside of the classroom, taking care to leave as quietly as possible to not disturb others. They may return once they finish their call.

# Program Learning Outcomes

The objectives of the course are the following:

1. Develop an appreciation for, and an understanding of, the fundamental laws of physics as they relate to electricity and magnetism.

2. Develop higher-order critical thinking and problem-solving skills.

3. Develop physical intuition.

# Student Learning Outcomes

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

Describe qualitatively and quantitatively the concept of the electric field.

State Gauss’s law and apply it to solve physics problems.

Describe qualitatively and quantitatively the concept of the electric potential.

State Kirchhoff’s rules for DC circuits and apply them to solve physics problems.

State Faraday’s law of electromagnetic induction and apply it to solve physics problems.

Describe qualitatively and quantitatively the concept of electromagnetic waves.

## 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 | OpenStax University Physics, Vol. 02, 1st Edition | Samuel Ling, Jeff Sanny and William Moebs | 978-1-947172-21-0 |
| Required | OpenStax University Physics, Vol. 03, 1st Edition | Samuel Ling, Jeff Sanny and William Moebs | 978-1-947172-22-7 |

## Grading Criteria

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

## Schedule of Topics and Assignments

| Day | Date | Agenda/Topic | Reading(s) | Due |
|---|---|---|---|---|
| Tue | 8/25 | Introduction<br>Module 01 Electric Charges and Fields | Chapter 05 | |
| Thu | 8/27 | Module 02 Gauss's Law | Chapter 06 | |
| Tue | 9/1 | Module 03 Electric Potential | Chapter 07 | Homework 01 |
| Thu | 9/3 | Module 04 Capacitance | Chapter 08 | Homework 02<br>Essay 01 |
| Tue | 9/8 | Exam 01 Review | | Homework 03 |
| Thu | 9/10 | Exam 01 | | Homework 04<br>Essay 02 |
| Tue | 9/15 | Module 05 Current and Resistance | Chapter 09 | |
| Thu | 9/17 | Module 06 DC Circuits | Chapter 10 | |
| Tue | 9/22 | Module 07 Magnetic Forces and Fields | Chapter 11 | Homework 05 |
| Thu | 9/24 | Module 08 Sources of Magnetic Fields | Chapter 12 | Homework 06 |
| Tue | 9/29 | Exam 02 Review | | Homework 07 |
| Thu | 10/1 | Exam 02 | | Homework 08 |
| Tue | 10/6 | Module 09 Electromagnetic Induction | Chapter 13 | Presentation Topic |
| Thu | 10/8 | Module 10 Inductance | Chapter 14 | Essay 03 |
| Tue | 10/13 | Module 11 AC Circuits | Chapter 15 | Homework 09 |
| Thu | 10/15 | Module 12 Electromagnetic Waves | Chapter 16 | Homework 10 |
| Tue | 10/20 | Exam 03 Review | | Homework 11 |
| Thu | 10/22 | Exam 03 | | Homework 12 |
| Tue | 10/27 | Module 13 The Nature of Light | Chapter 01 | |
| Thu | 10/29 | Module 14 Geometric Optics | Chapter 02 | |
| Tue | 11/3 | Module 15 The Wave Behavior of Light | Chapters 03-04 | Homework 13 |

| | | | | |
|---|---|---|---|---|
| Thu | 11/5 | Module 16 The Particle Behavior of Light | Chapter 06 | Essay 04<br>Homework 14 |
| Tue | 11/10 | Exam 04 Review | | Homework 15 |
| Thu | 11/12 | Exam 04 | | Homework 16 |
| Tue | 11/17 | Bonus Lecture Arduino | | Presentation Outline |
| Thu | 11/19 | Catchup | | Essay 05 |
| Tue | 11/24 | Thanksgiving Break | | |
| Thu | 11/26 | Thanksgiving Break | | |
| Tue | 12/1 | Final Exam Review | | Presentation |
| Thu | 12/3 | Final Exam | | 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
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.