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Spring 2026 Syllabus, Section , CRN

Instructor Information

Dr. Melissa Carrizales
Email: melissa.carrizales@tamiu.edu
Office: LBV 259
Office Hours:
T 1:10 - 4:10 pm
F 10 am - 1 pm
Or by appointment
Email is the preferred method of contact. emails will be responded to within 48 hours M-F

Times and Location

Course Description

Student Learning Outcomes

Upon successful completion of this course, students will understand kinetics, equilibrium, LeChatelier's principle, acid and base reactions, pH, buffers, colligative properties, and electrochemical applications in an undergraduate laboratory.

The Syllabus is subject to change.

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	Laboratory Experiments for Chemistry: The Central Science 14th edition	John H Nelson, Kenneth C Kemp	9780134566207

Other Course Materials

• Scientific Calculator

• Lab Safety Goggles

• Standard laboratory notebook. (composition notebook required)

• Internet Access (LMS Blackboard access)

Grading Criteria

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

Attendance

Attendance is required for all lab meetings, including dry labs. Attendance will be taken at the beginning of every lab.

You are required to be on time for each lab meeting. If you arrive after attendance has been taken, you will not be permitted to complete the day's experiment and work associated resulting you a zero for the day.

It is important to be on time as instructions for the day's experiment will be reviewed as a mini-lecture before beginning each experiment.

Safety Contract

The laboratory safety contract must be signed and completed by each student on the first in-person meeting. Students will not be allowed to complete experiments without completing the safety contract.

Laboratory Pre-Labs

Pre-labs are available on Blackboard and correlate to those provided in the laboratory manual. The pre-lab blackboard assignment must be completed with a passing grade of 70 or better before attending lab on the day of the corresponding experiment. If the pre-lab is not completed before coming to lab with a passing grade, you will earn a zero for the day's experiment and all work associated. No make-up labs will be granted.

Laboratory Report Sheets

For most experiments, the laboratory textbook (Lab Manual) provides a skeleton worksheet that must be filled with the data and calculations. Lab reports are to be turned in at the beginning of the following lab class. All students must do their own calculations, though they may and should compare their final numbers to catch mistakes before submitting the laboratory report. Lab report sheets are to be completed in pen of black or dark blue ink only.

Points will be deducted from your lab reports if lab safety rules are not followed during the lab. Five points per safety violation, and after three safety violations, you will be asked to leave the lab and will receive a zero for that week's lab. For example, if a student is not wearing goggles during the lab, five points will be removed from their report sheet grade, out of the total possible points. Additional violations can include: not wearing appropriate lab attire, chewing gum, bringing food or water into the laboratory, and others listed in the safety procedures below.

Post-Lab Assignments

Post-lab assignments are available on Blackboard and correlate to those provided in the laboratory manual. The post-lab blackboard assignment must be completed and submitted before the next lab meeting.

Laboratory Notebook

The lab notebook will be graded periodically throughout the semester. When the lab notebooks are checked, they must be up to date, including the date, title, background, objective, hazards, procedure, results, calculations, discussion, and conclusion for the labs completed before the lab notebook check. The objective of the laboratory notebook is to help the student develop the written communication skills needed to develop scientific recognition and recording in a laboratory environment. An example of the laboratory notebook is provided on blackboard.

You are responsible for keeping a detailed and complete laboratory notebook of the work you do in lab. You are responsible for bringing your laboratory notebook to each lab period. You will not be permitted to attend a lab without your lab notebook, which is required to include the date, title, background, objective, hazards and the procedure written for the experiment that day. You are also required to bring the laboratory textbook. Failure to bring these mandatory materials will earn you a zero for that day. No make-up labs will be granted.

The laboratory notebook must be a bound composition notebook. Spiral notebooks will not be accepted. You must use a pen in your notebook of black or dark blue ink only. When a written error occurs, one line through the error should be used to mark out the error. Do not use wite-out.

Your laboratory notebook must include:

- Date on every entry in the following format: month/day/year
- Title of experiment
- Background
- Objective
- List of chemicals and associated hazards
- Experimental procedure, with notes on any changes in the procedure during the lab
- Results: All data collected in the lab with units and uncertainties
- Calculations: All calculations done by hand (for example - the calculation of the molarity of a solution you made)
- Discussion
- Conclusion

Dry Labs

Dry Labs will consist of problem sets provided in blackboard. Dry labs work on problem solving and are due one week after they are assigned. Dry Labs are mandatory. Attendance on Dry Lab days is also mandatory.

Late Work Policy

Assignments should be turned in at the time of collection. Late assignments will not be accepted.

Make-Up Labs

Make-up labs will be granted only for EXCUSED absences (according to university policy) with proper documentation, such as a doctor's excuse for extreme illness. Make-up labs will NOT be granted for any other reason.

Safety Rules

The safety rules and policies are for your (and everyone else's) safety. Any chemistry lab can be potentially dangerous.

FAILURE TO FOLLOW THE SAFETY RULES WILL RESULT IN EXPULSION FROM THE LABORATORY AND A GRADE OF ZERO FOR ALL COMPONENTS OF THE DAY'S WORK.

Safety will be thoroughly discussed at the first lab meeting. Additionally, a copy of the safety rules is provided in your laboratory manual.

Eye protection must always be worn when in the chemistry laboratory. Not following these lab safety procedures will result in a point deduction from the lab report. On the third offense, you will be dismissed from the lab and earn a zero for that lab day.

Laboratory Rules

The most critical component of completing a laboratory successfully is your pre-lab preparation. You will make fewer mistakes if you have read and understood the lab notebook write-up. In many cases, you will need to figure out how to make up the necessary solutions before coming to the lab; there is not enough time for these calculations during the lab. A half-hour of time spent before the lab may save you hours.

Preparation

1. Read carefully and understand the lab write-up before coming to lab.

2. If you don't understand something--ask. Labs are a lot of fun, if you are prepared.

3. Look up all of the substances in the experiment in the Merck Index (or other suitable source) to determine if there are any health or safety hazards.

4. Plan out your solution preparation scheme before coming to the lab. Possibly using a diagram or math in your lab notebook.

5. Write everything down in your lab notebook.

6. Laboratory notebook objective and procedure MUST be completed for a given experiment before being allowed to perform the experiment.

In the Lab

1. Wear eye protection (goggles or glasses with side shields). The school provides goggles, but you may also want to invest in your own pair if you are a science major.

2. Wear pants, long skirts, closed toe shoes, shirts that cover skin (no midriff, lowcut, or tank top shirts), long hair tied back, no loose clothing.

3. Note the location of safety equipment, fire alarms, and exits.

4. Be conscious of what others are doing around you.

5. Clean up chemical spills immediately, especially in and around balances.

6. Check with the instructor for disposal information on all chemicals and solutions. Unless stated otherwise collect all waste in labeled waste containers in the vent hoods. Keep aqueous and non-aqueous waste separate.

7. Check with the instructor for the proper procedure for washing spectrophotometer cuvettes and cells. Never wipe cell windows with paper towels.

8. Work with concentrated acids or bases in the hoods only.

9. Make up solutions in the wet lab, not in the instrument lab.

10. Weigh out chemicals by difference or into small beakers.

11. Never place a pipet directly into a solvent or solution bottle. Pour just what you need into a small beaker and pipet from the beaker.

12. Never return reagents to the bottle.

13. Record everything in your lab notebooks

14. If you work in pairs, both members of the pair must be present throughout the course of the experiment

15. Carefully clean and dry glassware, materials, and bench area after each experiment. Return all equipment to stations. Failure to do so, or breaking and damaging glassware/materials, may result in point deduction from lab reports.

Grading Categories

Your grade is calculated based on the following categories:

Pre-Lab Assignments 10%

Lab Notebook 20%

Lab Report Sheets 40%

Dry Labs 20%

Post-Lab Assignments 10%

Schedule of Topics and Assignments

Week of	Agenda/Topic	Reading(s)	Due
1/19	Online Exp 7	Safety Video on Blackboard in Week 1 Folder Lab Rules Video on Blackboard in Week 1 Folder Syllabus Chemicals in Everyday Life	Acknowledge Syllabus and Policies on Blackboard - will count as Lab Report Sheet Grade Exp 7 Pre-Lab Assignment Exp 7 Notebook Parts: Date, Title, Background, Objective, List of Chemicals and Hazards, Procedure
1/26	Exp 19	Freezing Point Depression and Molar Mass	Exp 7 Post-Lab Assignment Exp 7 Notebook Parts: Results, Calculations, Discussion and Conclusion Exp 7 Lab Report Sheet Exp 19 Pre-Lab Assignment Exp 19 Notebook Parts: Date, Title, Background, Objective, List of Chemicals and Hazards, Procedure

2/2		Dry Lab 1	Exp 19 Post-Lab Assingment Exp 19 Notebook Parts: Results, Calculations, Discussion and Conclusion Exp 19 Lab Report Sheet
2/9	Exp 22	Colorimetric Determination of an Equilibrium Constant	Exp 22 Pre-Lab Assignment Exp 22 Notebook Parts: Date, Title, Background, Objective, List of Chemicals and Hazards, Procedure
2/16	Exp 23	Chemical Equilibrium: LeChatelier's Principle	Exp 22 Post-Lab Assignment Exp 22 Notebook Parts: Results, Calculations, Discussion and Conclusion Exp 22 Lab Report Sheet Exp 23 Pre-Lab Assignment Exp 23 Notebook Parts: Date, Title, Background, Objective, List of Chemicals and Hazards, Procedure
2/23		Dry Lab 2	Exp 23 Post-Lab Assignment Exp 23 Notebook Parts: Results, Calculations, Discussion and Conclusion Exp 23 Lab Report Sheet
3/2		Spring Break - No Lab	
3/9	Exp 25	Determination of the Dissociation Constant of Weak Acid	Exp 25 Pre-Lab Assignment Exp 25 Notebook Parts: Date, Title, Background, Objective, List of Chemicals and Hazards, Procedure
3/16	Exp 27	Determination of the Solubility Product Constant	Exp 25 Post-Lab Assingment Exp 25 Notebook Parts: Results, Calculations, Discussion and Conclusion Exp 25 Lab Report Sheet Exp 27 Pre-Lab Assingment Exp 27 Notebook Parts: Date, Title, Background, Objective, List of Chemicals and Hazards, Procedure
3/23		Easter Week - No Lab	
3/30		Dry Lab 3	Exp 27 Post-Lab Assignment Exp 27 Notebook Parts: Results, Calculations, Discussion and Conclusion Exp 27 Lab Report Sheet
4/6	Exp 17	Electrochemical Cells and Thermodynamics	Exp 17 Pre-Lab Assignment Exp 17 Notebook Parts: Date, Title, Background, Objective, List of Chemicals and Hazards, Procedure
4/13	Exp 16	Electrolysis, the Faraday and Avogadro's Number	Exp 17 Post-Lab Assignment Exp 17 Notebook Parts: Results, Calculations, Discussion and Conclusion Exp 17 Lab Report Sheet Exp 16 Pre-Lab Assignment Exp 16 Notebook Parts: Date, Title, Background, Objective, List of Chemicals and Hazards, Procedure
4/20		Dry Lab 4	Exp 16 Post-Lab Assignment Exp 16 Notebook Parts: Results, Calculations, Discussion and Conclusion Exp 16 Lab Report Sheet
4/27		No Labs - Finals Week	
5/4		No Labs	

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.