CHEM 1412 - General Chemistry II

Spring 2026 Syllabus, Section 204, CRN 28297

Instructor Information

Pandora White
Instructional Assistant Professor
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Office: PLG 204B
Office Hours:
11:30 AM- 1:00 PM Tue and Thu
or by appointment

Times and Location

TR 10:05am-11:25am in Bullock Hall 101

Course Description

Covers gas laws, thermodynamics, kinetics and electrochemistry. The second half of a two-semester course. Three hours of laboratory per week. Laboratory fee applicable. Must be taken concurrently with CHEM 1012. Prerequisite: CHEM 1411 or CHEM 1311/1111.
Biology&Chemistry Department, College of Arts & Sciences

Additional Course Information

Class Structure

To begin, this class does NOT follow a traditional-lecture format. Instead, videos will be provided prior to your lecture. **Your assignment is to read the chapter sections and watch their corresponding videos before class**. We will spend in-class time doing problem sets, either individually or in groups (see **Problem Sets** below). This type of course structure, where you watch lecture videos online outside of class and then do "homework" in class, is called ***flipped learning***. I flip my classes for the following reasons:

- Once students get used to it, most strongly prefer it to traditional lecture.
- It generally produces higher grades than traditional lecture.
- I get to know my students better, which means (when applicable) I can write better letters of recommendation for you later on.
- You can re-watch my videos as many times as you want, which can better help you prepare for our exams and (if applicable) entrance exams to professional schools later on.
- Because you do your problem sets in class, with me present, I am here to help answer your questions, right when you need me most.

To take the greatest advantage of the ***flipped learning*** videos outside of class, you must:

- Watch the videos BEFORE class.
- Take notes and write down questions while you watch the videos.
- Do NOT do other activities (browse social media, listen to music, do your dishes) while watching the videos.
- Come to class. (Don't skip, except in unavoidable emergencies.)

Attendance policy

Students who have three or more un-excused absences will receive an "F" in the course. It is the responsibility of each student to promptly notify the instructor if there is an absence for the lecture, laboratory sessions or examinations. If the student is excused from an examination, performance on the final examination will be used to replace the missed exam grade. NO MAKEUP EXAMINATIONS are given whatsoever! All unexcused assignments and examinations will be given a grade of ZERO!

Class courtesy is also an important aspect of the course and the use of cellular phones, unrelated discussions and interruption of the questions of fellow students is discouraged.

AI Policy

This course requires you to complete various assignments that assess your understanding and application of the course content. You are expected to do your own work and cite any sources you use properly. You are not allowed to use any artificial intelligence (AI) tools, such as chatbots, text generators, paraphrasers, summarizers, or solvers, to complete any part of your assignments. Any attempt to use these tools will be considered academic misconduct and will be dealt with according to the university's academic integrity policy. Students are expected to complete all work independently and without the assistance of AI-generated content. If you have any questions about what constitutes acceptable use of AI tools, please consult with the instructor before submitting your work.

Student Learning Outcomes

Upon completion of the course students will be able to:

- Discuss how scientific methods are applied in the study of science in general and chemistry in particular.
- Classify states of matter, substances and mixture, elements and compounds, chemical symbols.
- Apply knowledge of periodic table and compounds to predict shapes, trends, intermolecular bonding and nature of compounds.
- Apply chemical concepts and deduce its importance to the study of chemistry.
- Contrast the similarities and differences in chemical concepts that will be discussed.
- Solve chemical problems based on formulas, concepts introduced in class and also using fundamental principles like unit conversion.
- Communicate scientific findings, thoughts accurately and also being involved in discussions on how science and technology affects our lives daily.

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	Chemistry: Atoms First		978-1-938168-15-4

Other Course Materials

- Scientific Calculator.
- Course Blackboard Website Access – https://tamiu.blackboard.com (https://tamiu.blackboard.com/)
- Top Hat – Classroom Engagement Tool
  - *Students must use blackboard link to connect to Top Hat*
  - For help email support@tophat.com
- ***Respondus Lockdown Browser***
  - Free Download and Instructions: https://www.tamiu.edu/distance/technology/respondus-ldb-and-monitor.shtml
  - We will be using Respondus Lockdown Browser for in class exams.
- Laptop – with respondus lockdown browser installed to take all course exams.

Grading Criteria

To be graded on the grading scale defined below, you must pass the final exam (> 60%), and complete all class assignments. Failing to meet this requirement will result in a student not to be graded by the grading scale described in the previous section. Grades in these cases are determined

on an individual basis and are at the instructor's discretion. Thus, failing the final, skipping an excessive number of homework assignments or group assignments may result in a grade lower than the number of points you have accumulated would otherwise indicate.

If you feel that an error was made in the grading of homework or exams, you may request a re-grade by notifying the instructor within one week of receiving it.

GRADE	PERCENTAGE
A	89.5-100
B	79.5-89.4
C	69.5-79.4
D	59.5-69.4
F	Below 59.4

Grade Details

As your instructor, my goal is to help and encourage you to learn. All students learn differently, thus I try to utilize a broad range of methods and assignments. This means there will be many opportunities for you to apply the concepts we will investigate this semester. Correspondingly, there are many different ways to earn points and demonstrate your understanding of the material in this course.

Each category will be weighted as stated below:

Exams	30 %
Final Exam	20%
Problem Sets	10%
Top Hat	5 %
Quizzes (Blackboard)	5 %
ALEKS	10
Laboratory	20%
Total	100%

If you feel that an error was made in the grading of homework or exams, you may request a re-grade by notifying the instructor within one week of receiving it.

Exams

There will be four in-class two-stage **exams**. These exams will take the entire class time. You are required to bring a laptop with a webcam to take all exams in the classroom using Respondus Lockdown Browser and Monitor.

The basic two-stage exam protocol is administered during a single, combined exam period. The assessment is split into two distinct parts: an individual attempt followed immediately by a collaborative group attempt.

During the first portion, lasting around 60 minutes, students complete the exam individually, just like a traditional exam. After the individual answer sheets are collected, students spend the remaining time retaking the exact same exam in a group, benefiting from collaborative discussion and peer input. In this way, each student submits their own individual answer sheet and their own group answer sheet.

A student's final score for the assessment is calculated as a weighted average. The individual score accounts for the majority (80 percent) of the total exam grade, with the group score contributing the remaining 20 percent.

There will be a **2 hour comprehensive Final Exam.**

All exams must be taken during the regularly scheduled times. Exams cannot be taken outside the scheduled time. There will be **NO makeup exams**. A missed exam will count as a ZERO (excluding a well-documented serious illness, requiring hospitalization, or university excused absence). If classes are cancelled by the University on the day of a scheduled exam, then the test is automatically scheduled for the next class lecture period.

All exams, including the Final Exam, will be conducted using **Respondus Lockdown Browser** in class. Please see https://www.tamiu.edu/distance/technology/respondus-ldb-and-monitor.shtml for the browser download information and frequently asked questions. These exams must be taken in the classroom and will be open during class time.

Problem Sets

During Week 1 of class, I will assign you to a group. If any of you wish NOT to work in a group *for any reason*, please let me know by emailing me at pandora.white@tamiu.edu. In the past, most students have strongly preferred working in groups, once they get used to it.

Each week's problem set is posted on that week's Blackboard page in advance. Most problem sets take more than one class period to finish. Due dates will be posted on Blackboard. Exams are based significantly on problem sets, so please work hard and ask me questions in class. Your lowest problem set score will be dropped.

You may use any resource you want on problem sets, including your notes, textbook, the internet, me, group members, and other classmates. However, I warn against mindlessly copying answers. Doing so will only disadvantage you and lower your exam performance. You can email me your problem sets as you work on them (pandora.white@tamiu.edu). I will then email you feedback with no grade punishment, as many times as you like, up until the problem set's due date. You may also stop by during office hours. If you hand in a problem set after its due date, it will be worth 50%. I will post the problem set answer keys, including some (not all) worked-out answer videos, 48 hours after each problem set is due.

Peer Grades: For those who choose to work in groups, in order to encourage participation and to discourage freeloading, I will have you anonymously assign a peer grade to each member of your group (including yourself), based on how much each person contributed to your group's problem sets. Your individual problem set score will then be recalculated to reflect the combined average grade you receive from you and your fellow group members.

Top Hat

You will be assigned pre-class reading assignments (PowerPoints, YouTube videos, text, ChemTutor, Khan Academy, etc) which will be discussed in class. To ensure that you are engaging with the material, you will complete knowledge checks in TopHat and respond to prompts on the discussion board. Top Hat will also be used for attendance and class participation.

ALEKS

ALEKS is a web-based, artificial intelligence assessment and learning system. ALEKS uses adaptive questioning to quickly and accurately determine exactly what you know and don't know in the course, and then provides instruction on the topics you are most ready to learn. When you use ALEKS, you complete only the learning tasks you need, not those others need. Students who demonstrate a high level of mastery in ALEKS will gain the foundation needed to succeed in the course as a whole. Each of you will have a password-protected ALEKS student account. Since all records of your work are kept on the ALEKS servers, you can access your account from any computer connected to the Internet. In this course, you will be required to use ALEKS to help you master the course content. Your work in ALEKS will constitute a significant part of your final grade in the course, so be sure to start ALEKS early in the term. ALEKS is very unfriendly to procrastinators; don't wait until the last minute to finish an ALEKS assignment, as an automated progress assessment may interrupt your timing.

Laboratory

See the laboratory syllabus for schedule and requirements.

Schedule of Topics and Assignments

Day	Date	Agenda/Topic	Reading(s)	Due
Tue	1/20	Syllabus and Introduction		
Thu	1/22	Chapter 10		
Tue	1/27	Chapter 10		
Thu	1/29	Chapter 11		
Tue	2/3	Chapter 11		
Thu	2/5	Chapter 11	Review for Exam 1	
Tue	2/10		Exam 1	
Thu	2/12	Chapter 12		
Tue	2/17	Chapter 12		
Thu	2/19	Chapter 13		
Tue	2/24	Chapter 13		
Thu	2/26	Chapter 13	Review for Exam 2	
Tue	3/3	Exam 2		
Thu	3/5	Chapter 14		
Tue	3/10	No Class		

Thu	3/12	No Class	
Tue	3/17	Chapter 14	
Thu	3/19	Chapter 14	
Tue	3/24	Chapter 15	
Thu	3/26	Chapter 15	
Tue	3/31	Chapter 15	Exam 3 Review
Thu	4/2		Exam 3
Tue	4/7	Chapter 16	
Thu	4/9	Chapter 16	
Tue	4/14	Chapter 17	
Thu	4/16	Chapter 17	
Tue	4/21	Chapter 17	
Thu	4/23	Chapter 17	Exam 4 Review
Tue	4/28		Exam 4
Thu	4/30	Final Exam Review	
Tue	5/5	No Class	
Thu	5/7		Cumulative Final Exam
Tue	5/12	No Class	
Thu	5/14	No Class	

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.