CHEM 1412 - General Chemistry II: General Chemistry II-ECHS

Spring 2026 Syllabus, Section 206, CRN 28024

Instructor Information

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Assistant Professor
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Office: LBV 385B
Office Hours:
M: 11:30 am - 12:45 pm
W: 11:00 am - 12:45 pm
F: 11:00 am - 12:45 pm
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Times and Location

MWF 1:10pm-2:05pm in Canseco 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

1. Class Notes

It has been the instructor's experience that the students who do the following, in the indicated sequence, generally obtain higher grades in the class.

1. ***Read the relevant chapter once lightly before attending the class (even though it may not be well understood at that point).***
2. ***Regularly attend the lectures to obtain a verbal presentation of the material in a somewhat different fashion with important points emphasized. And***
3. ***Read the chapter a second time (more carefully), while simultaneously reviewing the lecture notes, and doing the assigned problems within the chapter.***

The lecture notes along with the added notes you mark on them while simultaneously reading the chapter, make an excellent study summary to focus on in preparing for the exams.

2. 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 exam grade missed**.** **NO MAKEUP EXAMINATIONS** are given whatsoever! All unexcused assignments and examinations will be given a grade of **ZERO**!

3. Homework Assignments

The homework assignments have due dates set for them in the blackboard. Make sure to do them before the due dates. After due date you have 5 days late submission time, however, the penalty for late submission of the late questions will be 10% from the total score.

Very Important Note:

There are cases which the students could get FN or fail for not showing up. In this case the people who get scholarship or any sort of fundings need to payback their scholarship or fundings.

1. **If the student doesn't participate in Final exam.**
2. **If the student doesn't participate in two exams.**

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.

Program Learning Outcomes

Course Objectives and Core Curriculum Learning Outcomes

1. ***Build on Prior Knowledge and Apply Principles of Chemistry***: Expand their foundational understanding of chemistry by revisiting and deepening concepts from previous learning. Students will predict and compare physical and chemical properties based on atomic and molecular structures while articulating how scientific methods are applied in the study of chemistry.
2. ***Classify Matter and Use Periodic Trends***: Reinforce prior knowledge of states of matter, substances, mixtures, elements, and compounds, and further develop the ability to classify them accurately. Use the periodic table to predict molecular shapes, chemical trends, intermolecular bonding, and compound properties with a more advanced understanding.
3. ***Solve Quantitative Problems***: Build on basic problem-solving skills by tackling more complex chemistry problems involving stoichiometry, unit conversion, thermodynamic calculations, and other quantitative methods to prepare for advanced challenges.
4. ***Analyze Chemical Reactions and Mechanisms***: Leverage prior knowledge of chemical reactions and mechanisms to acquire deeper insights into reaction pathways and practical applications, enhancing students' ability to recognize and apply these concepts.
5. ***Evaluate Chemistry in Context***: Use previous learning to recognize and analyze the role of chemistry in addressing real-world challenges, including environmental, medical, and technological issues, while effectively communicating the relevance and importance of these applications.
6. ***Apply, Contrast, and Expand Concepts***: Revisit familiar chemical concepts and expand on them to understand their applications in diverse contexts. Contrast similarities and differences among principles to foster critical thinking and advanced problem-solving skills.
7. ***Engage in Scientific Communication***: Build on prior experiences in scientific writing and discussions to communicate findings clearly and effectively in written and verbal formats. Participate in discussions about the impact of science and technology on daily life, using their foundational knowledge to articulate and defend informed perspectives.
8. ***Prepare for Advanced Chemistry***: Strengthen prior foundational concepts and skills in chemistry, ensuring readiness for higher-level academic and professional pursuits by integrating previous learning into advanced applications.

Student Learning Outcomes

Chapter 10: Liquids and Solids

- Explain intermolecular forces and their effect on properties.
- Distinguish between crystalline and amorphous solids.
- Describe phase changes and interpret phase diagrams.

Chapter 11: Solutions and Colloids

- Understand solubility and solution formation.
- Perform solution concentration calculations.
- Explain colligative properties and distinguish between solutions, colloids, and suspensions.

Chapter 12: Thermodynamics

- Apply laws of thermodynamics to chemical systems.
- Calculate enthalpy, entropy, and Gibbs free energy.
- Predict reaction spontaneity and relate thermodynamics to phase changes.

Chapter 13: Fundamental Equilibrium Concepts

- Describe chemical equilibrium and influencing factors.
- Write and use equilibrium constant expressions.
- Predict equilibrium shifts using Le Chatelier's principle.

Chapter 14: Acid-Base Equilibria

- Identify acids, bases, and their reactions using different theories.
- Calculate pH and related values; understand buffer functions.
- Analyze titration curves and equivalence points.

Chapter 15: Equilibria of Other Reaction Classes

- Understand solubility equilibria and the common ion effect.
- Describe complex ion formation and redox equilibrium.

Chapter 16: Electrochemistry

- Explain galvanic and electrolytic cells.
- Calculate cell potentials and relate to thermodynamic quantities (ΔG and equilibrium constants)
- Understand corrosion, electroplating, and Faraday's laws.

Chapter 17: Kinetics

- Explain factors affecting reaction rates.
- Use rate laws and determine activation energy.
- Interpret reaction mechanisms and the Arrhenius equation.

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 2e	OpenStax - Online Version	ISBN-13: 978-1-947172-63-0
Optional	Chemistry: Atoms First 2e	OpenStax - HardCover	ISBN-13: 978-1-947172-64-7

Other Course Materials

1. Text Book : Chemistry: Atoms First 2e

FREE online version and PDF version, Book Link (https://openstax.org/details/books/chemistry-atoms-first-2e/)

2. ALEKS McGraw Hill Homework (Details on blackboard)

3. Scientific Calculator

4. Computer

5. Internet Access

To go to the bookstore in case you need anything, click here (https://www.bkstr.com/texasaminternationalstore/home).

Grading Criteria

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 that there will be a lot of different opportunities for you to apply the concepts we will be investigating this semester. Correspondingly, there are many different ways to earn points and demonstrate your understanding of the material in this course. Grades on all assignments will be given in points. Points in all categories will be approximately equivalent.

Each category will be weighted as stated below.

Exams (4)	44 %
Final Exam	20 %

Quizzes	15 %
ALEKS Homework	21 %
Extra Points for Class Activity	2-5 %
Total	100 %

Total Grade (100%) will be converted to **80% Lecture** and then **20% Lab grade** will be added to it for the **FINAL** grade

Letter grade assignment:

GRADE	PERCENTAGE
A	91-100
B	80-90.9
C	70-79.9
D	60-69.9
F	Below 60

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.

Active Learning Components

Chemistry as a science is an evidenced based subject. Teaching chemistry must therefore be evidenced-based. Studies from scientific literature show that enduring knowledge is acquired when the learner is an **active participant** of the teaching-learning process. Information that is actively processed by the recipient is long lasting. A successful active learning environment **demands prior preparations** by students. This will allow students to study what they can on their own and give ample room for the instructor to facilitate hands-on in-class learning. You will therefore be engaged in a higher level of information processing in this course-this is what is called **active learning**.

Supplementary Instruction (SI) Sessions

The university Learning center and Tutoring center organizes SI sessions which are very helpful in achieving mastery of the concepts in chemistry.

Tentative Lecture Schedule

The schedule is designed to guide you through the essential concepts of chemistry with adequate time for review and active participation. This will include the following:

Tentative Lecture Schedule (Note: The schedule is subject to change)

Day	Date	Agenda/Topic	Reading(s)	Due
Wed	1/21	Intro, Syllabus		
Fri	1/23	Chapter 10 - Liquids and Solids (Intermolecular Forces)		
Mon	1/26	Chapter 10 - Liquids and Solids (Intermolecular Forces)		
Wed	1/28	Chapter 10 - Liquids and Solids (Intermolecular Forces)		
Fri	1/30	Chapter 11 - Solutions and their Colligative properties		
Mon	2/2	Chapter 11 - Solutions and their Colligative properties		
Wed	2/4	Chapter 11 - Solutions and their Colligative properties		
Fri	2/6	Review of Exam 1		
Mon	2/9	Exam 1	Chapters 10-11	
Wed	2/11	Chapter 12 - Thermodynamics		

Fri	2/13	Chapter 12 - Thermodynamics		
Mon	2/16	Chapter 12 - Thermodynamics		
Wed	2/18	Chapter 13 - Chemical Equilibrium		
Fri	2/20	Chapter 13 - Chemical Equilibrium		
Mon	2/23	Chapter 13 - Chemical Equilibrium		
Wed	2/25	Chapter 13 - Chemical Equilibrium		
Fri	2/27	Review of Exam 2		
Mon	3/2	Exam 2	Chapters 12-13	
Wed	3/4	Chapter 14 - Acid- Base Equilibria		
Fri	3/6	Chapter 14 - Acid- Base Equilibria		
Mon	3/9	Spring Break		No Class - University Closed
Wed	3/11	Spring Break		No Class - University Closed
Fri	3/13	Spring Break		No Class - University Closed
Mon	3/16	Chapter 14 - Acid- Base Equilibria		
Wed	3/18	Chapter 14 - Acid- Base Equilibria		
Fri	3/20	Chapter 14 - Acid- Base Equilibria		
Mon	3/23	Chapter 15 - Equilibrium in the Aqueous Phase		
Wed	3/25	Chapter 15 - Equilibrium in the Aqueous Phase		
Fri	3/27	Chapter 15 - Equilibrium in the Aqueous Phase		
Mon	3/30	Review of Exam 3		
Wed	4/1	Exam 3	Chapters 14-15	
Fri	4/3	Easter Holiday, Reading day		No Class - University Closed
Mon	4/6	Chapter 16 - Electrochemistry		
Wed	4/8	Chapter 16 - Electrochemistry		
Fri	4/10	Chapter 16 - Electrochemistry		
Mon	4/13	Chapter 17 - Chemical Kinetics		
Wed	4/15	Chapter 17 - Chemical Kinetics		
Fri	4/17	Chapter 17 - Chemical Kinetics		
Mon	4/20	Chapter 20 - Nuclear Chemistry		* Apr 20-26 - Course Evaluations
Wed	4/22	Chapter 20 - Nuclear Chemistry		** Apr 23 - Last day to drop a course or withdraw from the University
Fri	4/24	Review of Exam 4		
Mon	4/27	Exam 4	Chapters 16-17	
Wed	4/29	Online Session for possible questions (Presence Not mandatory)		
Fri	5/1	No Class		
Mon	5/4	No Class		
Wed	5/6	Final Exam	Comprehensive - All Chapters	
Fri	5/8	No Class		
Mon	5/11	No Class		
Wed	5/13	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.