

ECO 2302 - Principles of Microeconomics: Principles of Microeconomics (F13- Feb 05 to May 14)

Spring 2026 Syllabus, Section 280, CRN 28416

Instructor Information

Hyeonjin Im

Email: hyeonjin.im@tamiu.edu

Office: 213A WTC

Office Hours:

Wed 10:00 am - 11:00 am

Times and Location

Does Not Meet Face-to-Face

Course Description

Introduction to principles of economics and decision making at the individual firm, consumer, and industry level; resource allocation and the price system; demand and supply theory, theory of production and profit maximization; and interaction of demand and supply. Prerequisite: Completion of Texas Success Initiative (TSI) Mathematics requirements or appropriate level developmental course sequence..

Intl Banking&Finance Studies Department, Sanchez School of Business

Additional Course Information

Why Study Microeconomics?

Economics is embedded in everyday life. Even if the terminology feels unfamiliar, you have been engaging with economic concepts all along. Microeconomics focuses on how individuals, households, and firms make decisions when faced with limited resources. At its core, it examines how choices are made by weighing costs against benefits and how these decisions shape markets and society.

This course will help you develop the tools to analyze trade-offs through the concept of **opportunity cost**, allowing you to make more informed and rational decisions. By the end of the semester, you will understand how firms operate as producers in the goods market, including how they determine what to produce and in what quantities. You will also gain insight into how externalities—such as pollution or public goods—affect society, and how economic policies can be designed to address these challenges.

Program Learning Outcomes

Course Objectives

This course introduces the fundamental principles of microeconomics, with a focus on how individuals and firms make decisions about resource allocation, pricing, production, and policy responses. Key topics include opportunity costs, supply and demand, profit maximization, cost minimization, government regulation, and externalities.

By the end of this course, you will be able to:

- **C01:** Explain the role of opportunity cost in economic decision-making.
- **C02:** Analyze why opportunity costs are central to transactions between individuals and firms.

- **C03:** Identify the determinants of supply and demand and explain how prices bring markets into equilibrium.
- **C04:** Evaluate how government policies—such as taxes, subsidies, and regulations—affect market outcomes.
- **C05:** Define externalities and assess how economists propose to address them.
- **C06:** Weigh the costs and benefits associated with alternative government policies.
- **C07:** Identify the key factors influencing firms' production and cost decisions.
- **C08:** Explain how firms maximize profits under different market structures.

Student Learning Outcomes

Student Learning Outcomes

By the end of this course, students will be able to:

- **L01:** Explain the core principles of microeconomics and their applications.
- **L02:** Apply the concept of opportunity cost and use it to analyze comparative advantage.
- **L03:** Analyze microeconomic issues—such as minimum wages, taxation, and price controls—using supply and demand models.
- **L04:** Explain the relationship between externalities and market failures.
- **L05:** Assess the costs and benefits of government policies designed to address market failures through regulation.
- **L06:** Evaluate why firms can charge different prices for similar goods and services across various market structures.

Important Dates

Visit the Academic Calendar ([tamui.edu](https://www.tamui.edu)) (<https://www.tamui.edu/academiccalendar/>) page to view the term's important dates.

Textbooks

Group	Title	Author	ISBN
Required	Principles of Microeconomics	Gregory Makiw	9798214351070

Other Course Materials

Course Structure and Other Course Materials

This course is organized into **12 learning modules** and **3 exams**, with each module corresponding to one week of instruction. For example, Module 1 includes all learning activities scheduled for the first week of the semester, beginning Monday morning and ending Sunday at 11:59 p.m.

Each week, the instructor will post lecture videos on Blackboard. These videos are designed to explain key textbook concepts and course topics. Watching the videos is strongly recommended, as they will help you better understand the material and prepare for both homework and exams. Students who skip the videos may still pass the course but are unlikely to perform at their best.

Each module generally includes:

- Required textbook readings
- Supplemental lecture slides
- Instructor lecture video (via Blackboard)
- Supplemental videos

- Homework assignments (via Blackboard)
- Short writing assignments (via Blackboard)

Technology Requirements

To participate successfully in this online course, you will need:

- Regular access to a personal computer with broadband internet.
- The **LockDown Browser and Respondus Monitor** (purchase required) for online exams.
- A **webcam** for remote proctoring. Many newer laptops have built-in webcams, but if yours does not, a stand-alone webcam should be purchased.

It is also recommended that you review the technical requirements provided by the university's **Instructional Technology and Distance Education Services** to ensure compatibility with Blackboard, the Learning Management System (LMS).

Calculator Requirement

A calculator will be required for homework and exams:

- For homework, calculators on phones, tablets, or computers may be used.
- For exams, however, you must use a dedicated calculator. Cell phones or other electronic devices will not be permitted.
- A simple, financial, or scientific calculator is acceptable, though not required.

Additional Software

- You will need the following additional software: Microsoft PowerPoint for viewing lesson presentations and Microsoft Word for viewing course files and submitting assignments. You will need to submit assignments either as Word (.docx) or PDF files.
- TAMIU Students may access online versions of this software through their Dusty Office 365 account at <https://dusty.tamui.edu/>. This site also provides students access to download the Microsoft suite for educational use. See instructions for downloading the Microsoft Office suite (<http://www.tamui.edu/distance/documents/Microsoft-Office-2016-Download-Instructions.pdf>).

Grading Criteria

Grading

Your final grade in this course will be based on the following components:

- **Exam 1:** 15%
- **Exam 2:** 15%
- **Final Exam (Comprehensive):** 25%
- **Homework Assignments:** 45%

Exams

There will be two midterm exams and a comprehensive final exam. All exams will be multiple-choice, T/F, and Numerical questions and taken online through Blackboard using the LockDown Browser and Respondus Monitor.

To help you succeed:

- Exams will review concepts discussed in class, videos, and assignments.
- You may use a simple or scientific calculator (but not your phone or other electronic devices).
- Please use a personal computer, as tablets may not support the LockDown Browser.
- You will need to remain visible on camera during exams and show a valid ID (student card or driver's license) before starting.

Make-Up Exams: If you need to miss an exam for a valid reason, let me know as soon as possible. With proper documentation, make-up exams will be arranged. Unexcused absences, however, will result in a zero.

Homework

Homework will be assigned and submitted through Blackboard.

- Assignments are due by **11:59 p.m.** on the specified date.
- Since homework helps you practice the concepts we cover each week, staying on schedule is very important.
- Late work cannot be accepted, so please plan ahead and reach out if you encounter technical issues before the deadline.

Extra Credit

From time to time, I may offer extra credit opportunities to help you strengthen your grade and engage more deeply with the material. These will be announced in advance.

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

Open Boilerplate

Artificial Intelligence (AI) Policy

Artificial intelligence (AI) tools—such as ChatGPT, Grammarly, Microsoft Copilot, GitHub Copilot, and Perplexity—can be valuable resources for learning. However, their use in this course is **restricted** to ensure fairness and academic integrity.

- **Exams** : The use of AI tools during Exams is **strictly prohibited** unless explicitly permitted by the instructor. Unauthorized use will be considered a violation of the university's academic integrity policy.
- **Homework and Writing Assignments:** Unless otherwise specified, you may use AI tools (e.g., Grammarly for proofreading or ChatGPT for brainstorming ideas) as a **support resource**, but all submitted work must be your own. You are responsible for verifying accuracy and providing citations when AI tools are used to generate ideas, text, or explanations.
- **Academic Integrity:** Submitting AI-generated work as your own without acknowledgment is considered plagiarism and may result in disciplinary action.

Getting Help with Course Material

Some of the material in this class can be challenging. If you have problems, I would encourage you to use office hours (see first page for times). If these times do not work, please contact me through course message.

In addition, I would encourage you to look at the recommended material in Blackboard for extra practice problems and for resources that can help you with specific components of the course.

Also, TAMIU has an excellent tutoring center. Call or email for a virtual appointment: Academic Support - Tutoring Appointments (tamiu.edu) (<https://www.tamiu.edu/uc/ace/tutoring.shtml>)

Schedule of Topics and Assignments

Week of	Agenda/Topic	Reading(s)	Due
2/2	Introduction Principle of economics and Opportunity costs	Ch1 and Ch2	HW1 (Due 2/8)
2/9	Supply, Demand, and Market equilibrium	Ch4	HW2 (Due 2/15)
2/16	Elasticity and Demand	Ch5	
2/23	Efficiency of market and Cost of Tax	Ch7 and Ch8	HW3 (Due 2/22)
3/2	Exam 1 Externalities Part1: Negative Externality	Ch10	HW4 (Due 3/8)
3/9	Spring Break		
3/16	Externalities Part2: Positive Externality	Ch10	HW5 (Due 3/22)
3/23	Public Good and Common Resources	Ch11	HW6 (Due 3/29)
3/30	The Cost of Production Part1	Ch14	HW7 (Due 4/5)
4/6	Exam2 The Costs of Production Part2	Ch14	
4/13	Competitive Market part 1	Ch15	HW8 (Due 4/19)
4/20	Competitive Market part 2	Ch15	HW9 (Due 4/26)
4/27	Monopoly	Ch16	HW10 (Due 5/3) Writing HW (Due 5/3)
5/4	Final Exam May 6 at noon - May 8 at 5:00pm		

Core Curriculum Learning Outcomes

Core-Curriculum Learning Outcomes:

1. **Critical Thinking Skills (CT)** - creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
2. **Communication Skills (COM)** - effective development, interpretation and expression of ideas through written, oral and visual communication
3. **Empirical and Quantitative Skills (EQS)** - manipulation and analysis of numerical data or observable facts resulting in informed conclusions
4. **Social Responsibility (SR)** - intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities

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.tamiau.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.tamiau.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 \(https://www.tamiu.edu/handbook/index.shtml\)](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.

Distance Education Courses

Course Communication Guidelines (Netiquette)

There are course expectations concerning etiquette or how we should treat each other online. We must consider these values as we communicate with one another. Visit **Instructional Technology and Distance Education Services' web page on Netiquette** (<http://www.tamiu.edu/distance/students/netiquette.shtml>) for further instruction.

Support Services

To receive free tutoring in most subjects, including help with writing skills: • Academic Center of Excellence: Cowart 203 and 204 (326-2723)

To receive academic advising for freshmen, transfer students, and select others: • Advising & Retention Center: ZSC 222 (326-2886)

To receive academic advising for all other students, by college:

• A. R. Sanchez, Jr., School of Business Advising: WHT 204 C and 213 A (326-2483 / 2489)

• College of Arts & Sciences Advising: ACI 3rd floor (COASadvisors@tamiu.edu)

• College of Education Advising: Pellegrino 3rd floor (326-2427 / 3148)

• College of Nursing & Health Sciences Advising: CNS 111 (326-3269 / 3110 / 3277) • University College: Advising & Retention Center (see above)

To receive personal counseling:

• Student Counseling Services: Student Center 128 (326-2230)

To receive health services:

• Student Health Services: Student Center 125 (326-2235)