

# ECO 4320 - Intermediate Microeconomics

## Spring 2026 Syllabus, Section 202, CRN 27715

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### Instructor Information

**George Clarke, PhD**  
PNC Bank Distinguished Chair and Professor  
Email: [george.clarke@tamiu.edu](mailto:george.clarke@tamiu.edu)  
Office Hours:  
TR: 2:45PM-4:15PM  
F: 10:30AM-11:30AM  
Office Phone: 956-326-2557

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### Times and Location

TR 11:40am-1pm in Bullock Hall 113

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### Course Description

An advanced microeconomics course that applies modern economic theory to understand firms' and consumers' decisions in the framework of utility and profit maximization. Prerequisites: ECO 2302 and MATH 1325 or equivalents.  
Intl Banking&Finance Studies Department, Sanchez School of Business

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### Additional Course Information

#### AI Policy

The use of AI tools such as ChatGPT, Grammarly, Microsoft Copilot, GitHub Copilot and Perplexity during online quizzes, exams and other assessments is strictly prohibited unless otherwise specified. Unauthorized use of AI tools will be considered a violation of academic integrity policies and may result in disciplinary action.

### Student Learning Outcomes

Upon completion of the course students will be able to:

1. Analyze supply and demand problems graphically and algebraically and apply supply and demand analysis to real world microeconomic problems.
2. Explain why and under what conditions market equilibrium are efficient and describe different types of market failures that can occur.
3. Solve microeconomic problems numerically, graphically and algebraically. Microeconomic problems include problems related to market equilibrium, utility maximization, cost minimization, and profit maximization.
4. Apply game theoretic concepts to model strategic interactions between firms and individuals.
5. Describe and analyze firm behavior in different types of markets (including perfect competition, monopoly, and oligopoly)
6. Discuss the limitations of maximization theory and describe how the real-world behavior of firms and individuals departs from the predictions of utility and profit maximization.

### Important Dates

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

## Textbooks

Group	Title	Author	ISBN
Required	Intermediate Microeconomics with Calculus: A Modern Approach (Second Edition)	Varian	9781324034476

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## Other Course Materials

To go to the bookstore, [click here \(https://www.bkstr.com/texasaminternationalstore/home\)](https://www.bkstr.com/texasaminternationalstore/home).

Top Hat Subscription (see below)

Calculator for exams (see below)

## Grading Criteria

### In-Class Questions (formative)

During class, the professor will ask questions using Top Hat. Students should sign up for Top Hat if they do not currently have a subscription. You can use a cellphone, tablet, or laptop computer of similar device to answer questions during class. If you do not have any of these devices, please let the professor know so that we can make alternative arrangements.

Points will be given for both attempting the question and, in some cases, for giving the correct answer. Questions will not necessarily be worth the same number of points. Students should **not** have other students sign them in or answer questions for them if they are absent.

If you miss class or do not have your cellphone or other device with you can e-mail me on the day of the class. I will then release the missed questions so you can complete outside of class. I encourage you to do this, because these questions allow you to practice doing problems before the online quizzes and exams. You will have until 5 PM on the Sunday following the class for which the question was assigned to answer it.

If you have an emergency that stops you from answering the questions in this time frame, you can e-mail me again and I can re-open them. To allow for grading to be completed by the time that grades are due, you will need to make up any missed questions by the final class day.

### In-Class Assignments (formative)

Between 10 and 20 **open-book/open-notes** in-class assignments will be given during the semester. Because I am often not sure whether we will have time for the in-class assignments, these assignments will not generally be pre-announced.

I encourage you to ask me for help and work with other students when answering these problems. For mathematical problems, I can check your answers before you turn it in if you would like me to.

**The lowest two grades on in-class assignments will be dropped.** If you miss an in-class assignment, you may make it up. Note that the makeup in-class assignment might be slightly different from original assignment. To ensure that you receive credit for missed assignments, you will have to make up them up by the last day of class. This will give me time to grade the make-up assignments.

### Problem Sets (formative)

Problem sets will be posted on BLACKBOARD during the semester (see schedule below for dates). Problem sets will not necessarily all be worth the same number of points but will be weighted equally in your final grade. Some problem sets will use the electronic quiz tool in blackboard while others will be written assignments

You **MUST** submit the written problem sets through the Blackboard drop box since this will provide a record that you submitted the problem sets on time. Feel free to scan or photograph written problem sets and submit them electronically in the drop box. However, even if the problem set is scanned, you should submit the assignment as a single file in either PDF format or DOC format.

Students may work with other students UNLESS otherwise noted by the instructor. It is, however, expected that students will put answers in their own words for all questions and will hand in individual problem sets (**no cutting and pasting**).

**The lowest problem set grade will be dropped.** To allow for grading to be completed by the time that grades are due, late assignments must be completed no later than the final class day.

## Online Quizzes (summative)

Online quizzes will be assigned on Blackboard (see schedule for dates). Students may consult their books and notes when answering questions (**open-book/open-notes**).

The online quizzes will consist of multiple-choice questions and some short problems. Most questions will be randomized (i.e., different students will get asked different questions). Students will only get one attempt for each quiz. Quizzes might be worth different amount of points but will be weighted equally in your final grade.

**The lowest online quiz grade will be dropped.** To allow for grading to be completed by the time that grades are due, late assignments must be completed no later that the final class day.

## Exams (summative)

There will be one midterm exam and a cumulative final exam. Both exams will be in-person.

In-class exams may have assigned seating. All exams are closed book/closed notes and students should work on all questions by themselves. Because of this, you may not communicate with other students in any way during the exam. Students may not use any AI apps or programs during exams.

I will be happy to offer make-up exams for any students with excused absences (see make-up and attendance policies below).

## Grades

The final exam will account for 30 percent of the grade and the midterm will account for 10 percent of the grade. The on-line quizzes will each account for 20 percent of the grade. The Top Hat questions, problem sets, and in-class assignments will each account for 10 percent of the grade.

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

## Open Boilerplate

### AI Policy

The use of AI tools such as ChatGPT, Grammarly, Microsoft Copilot, GitHub Copilot and Perplexity during online quizzes, midterms, and the final exam is strictly prohibited unless otherwise specified. Unauthorized use of AI tools will be considered a violation of academic integrity policies and may result in disciplinary action.

### Extra Credit

Throughout the semester, students will have the opportunity to earn extra credit. Extra credit points on quizzes, problem sets, and exams will be added to the score for that assignment. **Other extra credit points will be added to the final grade at the end of the semester.**

### Make up exams

Make-up exams will be given to students with valid reasons for non-attendance (see below) and that have informed me before the class or exam of their valid reason for non-attendance (see attendance policy below). Adequate documentation with date of event must be provided within seven calendar days of student's return to substantiate the reason for absence.

### Calculator

You will often need a calculator for Top Hat questions, exams and homework assignments. For Top-Hat questions and homework assignments, you may use your cellphone, laptop computer, iPad, or similar items as a calculator. However, you cannot use these items for midterm and final exams.

You will therefore need a real calculator for exams. Financial and scientific calculators are acceptable – but not required. Any cheap pocket or desktop calculator without an internet connection should be adequate for most calculations needed in this course.

### 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.



TAMU 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>).

### Getting Help with Course Material

Some of the material in this class can be challenging. If you have problems, I would encourage you to come to my student hours (see first page for times) to ask me questions. These hours are set aside for you and I am always pleased to advise you during student hours. If these times do not work for me, please contact me through coursemail and we can find a time that works for us both.

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. If you want additional resources, I would encourage you to ask me. And if you find resources that you feel are useful, please let me know so that I can add them to the recommended material in Blackboard.

Finally, TAMU has an excellent tutoring center. Call or email for a virtual appointment: Academic Support - Tutoring Appointments ([tamui.edu](http://tamui.edu)) (<https://www.tamui.edu/uc/ace/tutoring.shtml>)

## Schedule of Topics and Assignments

Day	Date	Agenda/Topic	Reading(s)	Due
Tue	1/20	Introduction to microeconomics Class syllabus Willingness to pay and Vickrey auctions	None	
Thu	1/22	How to use Top Hat Demand schedules and curve Demand functions	Sections 1.1-1.3	
Tue	1/27	Estimating demand curves Challenges of estimating demand curves Law of demand Evidence for the law of demand Reservation prices and demand curves	Section 15.1-15.4	
Thu	1/29	Law of demand for schedules and curves Law of demand for functions Calculating slopes of linear functions Calculating slopes of non-linear functions Derivatives of demand functions	Math Appendix A.1-A.15	Problem Set #1 Due
Tue	2/3	Complements and substitutes Demand functions and prices of related goods Normal, luxury, and inferior goods Other demand shifters		
Thu	2/5	Significant figures Price elasticities of demand Point price elasticities	Sections 15.5-15.11	Online Quiz #1 Due
Tue	2/10	Things that affect elasticity of demand Price-taking firms and consumers Elasticity and steepness of demand curve	Section 1.4-1.11	
Thu	2/12	Law of supply Supply schedules, curves and functions Supply shifters Market equilibrium in competitive markets Comparative statics Shocks in the long- and short-run	Section 16.1-16.6	Problem Set #2 Due



Tue	2/17	Economic theory of the firm Cost and profit functions Fixed and variable costs Profit functions for price-taking firms Intuition for maximizing profits Using calculus to maximize profits	Sections 20.1-20.8 Chapters 21-22	
Thu	2/19	Examples of perfect competition Demand curves in perfect competition Profit maximization in perfect competition Marginal revenues and cost Entry and exit in perfect competition	Chapter 23-24	Problem Set #3 Due
Tue	2/24	Examples of monopolies Characteristics of monopolies Profit maximization for monopolies Inverse demand functions Solving profit maximization problems for monopolies Checking second-order conditions	Sections 25.1-25.3	
Thu	2/26	Inefficiency of Monopoly Examples of Monopolistic Competition Characteristics of Monopolistic Competition Profit Maximization with Monopolistic Competition Entry and Exit in Monopolistic Competition	Sections 25.4-25.8	Problem Set #4 Due
Tue	3/3	Midterm #1		
Thu	3/5	Profit Maximization with graphs Examples of Oligopolies Characteristics of Oligopolies Cournot Duopolies		
Tue	3/10	No Class		
Thu	3/12	No Class		
Tue	3/17	Introduction to simultaneous games Putting simultaneous games in matrix form Best response functions	Chapter 28 Section 29.1	
Thu	3/19	Nash equilibrium Economic efficiency in games Dominant strategies	Section 29.2	Online Quiz #2 Due
Tue	3/24	The Snicker's Dilemma The prisoner's dilemma Advertising in stagnant markets Ways out of the prisoner's dilemma Anti-trust law and cooperation	Sections 29.4-29.5	
Thu	3/26	Snicken as simultaneous game Chain-store game as simultaneous game Introduction to sequential games Sub-game perfect Nash equilibrium Chain-store game as sequential game First mover advantage	Sections 29.7-29.9	Online Quiz #3 Due
Tue	3/31	Coordination games with focal equilibrium Focal equilibrium Coordination games with no focal equilibrium Institutions and norms Game of Chicken Norms and institutions in Chicken Winning at Chicken		



Thu	4/2	Matching pennies Monitoring lazy employees Princess Bride game Mixed strategies Expected profits Mixed strategy equilibrium Summary of two-by-two games	Section 29.3	Online Quiz #4 Due
Tue	4/7	Midterm #2		
Thu	4/9	Cournot duopoly in game form Extensions of Cournot duopolies Bertrand oligopoly (intuition) Cournot vs. Bertrand oligopolies Stackelberg oligopoly Summary of models of oligopoly	Section 29.6 Chapter 30	
Tue	4/14	Introduction to consumer theory Budget constraints Affordable and non-affordable bundles Preferences	Section 2.1-2.4	
Thu	4/16	Principal-agent problems Managers and owners		Problem Set #5 due
Tue	4/21	Maximizing utility subject to a budget constraint Utility functions Ordinal utility functions Monotonic transformations of utility functions Utility maximization Maximizing utility functions using calculus	Chapters 3-4	
Thu	4/23	Income and utility maximization Income changes and budget constraints Indifference curves Types of indifference curves Income changes with well-behaved utility	Chapters 5-6	Problem Set #6 Due
Tue	4/28	Price changes and budget constraints Price changes with well-behaved utility Income and substitution effects Giffen goods Utility maximization with Cobb-Douglas preferences Utility and profit maximization Veblen goods	Chapter 8	
Thu	4/30	Ultimatum game Experimental evidence on ultimatum game Ultimatum games and rationality Experimental evidence and prisoner's dilemma Anchoring Anchoring and willingness-to-pay Halo goods Anchoring and intelligence and experience Unconscious responses Incomplete adjustment	Chapter 31	Online quiz #5 due
Tue	5/5	Final Exam		
Thu	5/7	No Class		
Tue	5/12	No Class		
Thu	5/14	No Class		

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## 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.tamtu.edu/handbook/article-04.shtml>)).

### TAMU Honor Code: Plagiarism and Cheating

As a TAMU student, you are bound by the TAMU Honor Code to conduct yourself ethically in all your activities as a TAMU 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.tamtu.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](mailto: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](mailto: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](mailto: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](mailto: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](mailto: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](mailto:TitleIX@tamiu.edu), 956.326.2857, via the anonymous electronic reporting website, *ReportIt* (<https://www.tamiu.edu/reportit>).

www.tamtu.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 TAMTU faculty or TAMTU 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 (tamtu.edu) (<https://www.tamtu.edu/counseling/telus/>) or from the Apple App Store and Google Play.