

CRIJ 3301 - Research Methods in Social Sci: Res Methods in Social Sci-WIN

Fall 2024 Syllabus, Section 102, CRN 14393

Instructor Information

Dr. Huseyin Cinoglu

Associate Professor of Criminal Justice

Email: huseyin.cinoglu@tamiu.edu

Office: AIC 352

Office Hours:

T/R from 11:00 AM to 12:00 PM

Office Phone: 956-326-3365

Extra meetings are available by appointment.

Times and Location

TR 1:15pm-2:35pm in Pellegrino Hall 214

Course Description

An introduction to the scientific method as applied to social science research. Topics include research methods, research designs, the analysis of data, and basic computer techniques. Students must earn a C or higher to pass this course. This course is interchangeable with PSCI 3301 and SOCI 3301. Prerequisites: Junior or Senior Standing and consent of COAS Advisor.

Social Sciences Department, College of Arts & Sciences

WIN-Designation

This course is designated as a writing-intensive (WIN) course. In this course, writing will not only be the subject of study, but it will also serve as a method of learning. Students will learn how communication in written, oral, and visual forms change according to purpose and genre. Brainstorming, drafting, revising, and peer-workshopping are integrated into the course curriculum and are the required components of this writing-intensive course. The final Research Paper is the designated assignment for WIN assessment.

Additional Course Information

This is a WIN (Writing Intensive) course. Therefore, a minimum of 50% of your final grades need to come from writing assignments. A minimum grade of 'C' is required to earn credit for this WIN course.

This course will be taught in person, and we will get together in the designated classroom at the specified times. Lectures, open discussions, and individual or group presentations will be utilized throughout our time together. The lectures will provide the subject's foundational knowledge, while the discussions will enable us to explore ideas in greater depth. You will have the opportunity to demonstrate your understanding of specific topics through participation, discussions, questions, and presentations.

In addition to our in-person meetings, a Blackboard page will be used. I will share essential announcements, PowerPoints, discussion threads, additional readings, assignments, and other pertinent materials here. This online platform is intended to enhance your academic success and provide ongoing support outside of the classroom. Therefore, you are strongly encouraged to check for announcements and updates at least three times a week.

The Blackboard page will also feature discussion forums that I've created specifically for this course. You are encouraged to post your queries, comments, and ideas on these message boards. This will not only promote interaction with peers but also a collaborative learning environment.

Please feel free to actively engage with the material and one another, as this will enhance your understanding and positively impact our classroom community.

TOPHAT APP

We will use Top Hat (<https://tophat.com>) to record class attendance and participation. Top Hat is an educational platform that integrates interactive features into learning materials, enhancing class engagement and comprehension.

Creating your Top Hat Account / Logging In

If you already have a Top Hat account, go to <https://app.tophat.com/e/794662/content/course-work> (<https://app.tophat.com/e/794662/content/course-work/>) to be taken directly to our course. If you are new to Top Hat, follow the link in the email invitation you probably have already received or...

- Go to <https://app.tophat.com/register/student> (<https://app.tophat.com/register/student/>)
- Click "Search by the school" and input the name of our school
- Search for our course with the following Join Code: **794662**

Important! You cannot create a Top Hat account using the mobile application; please first sign up (using your school-issued email address) and enroll in your course using a web browser.

CLASS RULES

- All times mentioned in this syllabus are in US Central Time (CT). It is the student's responsibility to make the necessary adjustments for due dates.
- This will be an in-person class. That means students are required to read and prepare themselves before each class to participate in class discussions.
- Some of the topics we will cover in this class will bring about different points of view. Some of those views might contradict yours. Students are expected to respect the opinions of their classmates and professor. Sexist, racist, discriminatory, etc. views will never be tolerated, and TAMIU's corresponding policies will be enforced.
- Students are expected to be in the classroom on time and stay there until the end of each class. Coming late to class and leaving early should be avoided, as they may distract others.
- Reading outside materials, including material from other classes, is not allowed.
- Cell phone use in the classroom is not allowed. Please always keep your cell phones on silent mode.
- Students may use their laptops or tablets only to take notes or for other legitimate course-related activities.
- Food and beverages are allowed in the classroom if it is not a distraction to the student, others, or the class as a whole.
- Engaging in personal conversations during lectures will be a distraction to the instructor and classmates; therefore, it should be done after or before the lecture.
- Students are expected to follow netiquette and etiquette during lectures and online activities.
- For more information, please read the Student Handbook at <https://www.tamtu.edu/scce/studenthandbook.shtml> (<https://www.tamtu.edu/scce/studenthandbook.shtml/>)

Communication with the instructor

- If you have any questions about the class and/or the topics we cover throughout the semester or have an issue you think the professor needs to be aware of, please email my TAMIU email address. I will do my best to answer your emails within 48 business hours of receipt. I may not answer emails on weekends and holidays.
- Emails are expected to be concise, clear, and respectful. Please ensure you include the course title (preferably in the subject line) and your full name, as it appears on our class roster, in your email.
- Please be advised that I use Blackboard to make general announcements. Thus, you must check our Blackboard page regularly (preferably every day).
- If you would like to meet about the course, please see me during office hours or click here to set up an appointment (<https://outlook.office.com/bookwithme/user/b1b31ecbd60a449eb02388383580e4d6%40tamtu.edu/meetingtype/f1f3b56f-2b93-4c85-8c4a-d2a1b56e3f61/?anonymous>) (face-to-face or virtual Microsoft Teams meeting).

Student Learning Outcomes

This course will provide students with tools to be able to apply in their own research and to understand scholarly work produced by others. After you successfully complete this course, you will be able to:

- Distinguish two methodological paradigms and explain the characteristics of each;

- Name steps in the research process and identify the basic elements of a good research design;
- Discuss characteristics of quantitative and qualitative sampling, and apply various sampling techniques;
- Discuss characteristics of quantitative and qualitative measurement, and understand how to operationalize concepts using each approach;
- Apply various data collection techniques for both quantitative and qualitative research;
- Write a project proposal;
- Select and describe appropriate analytical techniques for quantitative and qualitative methods;
- Find, read, understand, and critique a scientific journal article.

These objectives contribute to the overall course goal of developing critical thinking skills. The discussions, readings, assignments, and exams are designed to encourage you to develop and use higher-order thinking skills, including analytical, synthetic, and applied thinking.

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	Social Research Methods (8th ed.).	Neuman, W. Lawrence	978-0135719732

Other Course Materials

Additional material (e.g. extra readings, videos, etc.) will be posted on Blackboard throughout the semester.

Grading Criteria

GRADING METHOD

EXAMS

(4 @ 100 each; 400 points in total can be earned)

This course will include **four** exams: three midterm exams and one final exam. Each exam will be assigned to the relevant weekly module on Blackboard, and you will be given approximately one week to complete each exam.

Students are required to take all four exams. Each exam will be worth 100 points and will consist of multiple-choice and essay questions. Please expect questions from the textbook and from other material and topics covered in the classroom or on Blackboard. All the exams will be non-cumulative and offered through Blackboard.

Students will have only one attempt to complete each exam within the specified time limits. You will see only one question on the screen at a time, and you must answer that question to proceed to the next one. Once you have answered and moved on to the next question, you will not be able to go back and change your previous answers.

For all exams, students must use the **Respondus LockDown Browser (Free)** and **Respondus Monitor (\$15 fee)**. You should complete the ungraded practice quiz on BB to ensure your system is properly set up and make the one-time payment for the Respondus Monitor if you have not already done so. For more information on test proctoring and security, please visit TAMIU Test Proctoring and Security (<https://www.tamui.edu/distance/technology/test-proctoring-and-security.shtml/>).

Please see the Rubrics and Instructions Folder on Blackboard for more information about the Respondus LockDown Browser and Respondus Monitor.

RESEARCH PROPOSAL

(3 Parts @ 100 points each; in total, 300 points can be made)

Students will undertake a comprehensive research proposal tailored for an agency in criminal justice, homeland security, and emergency management. This assignment is designed to develop and enhance your research proposal writing skills through practical application.

The assignment is divided into three equally weighted parts, each worth 100 points, for a total of 300 points.

1. Part 1, **Proposal Development**, includes an introduction, a comprehensive literature review of at least 10 scholarly sources, formulation of five testable hypotheses, and a list of specific, measurable research objectives (100 points).
2. In Part 2, **Research Design and Methodology**, students will describe their research design, sampling strategy, data collection methods, and data analysis plan in a detailed written document. (100 points).
3. Finally, Part 3, **Proposal Presentation and Peer Evaluation**, requires students to create and present a PowerPoint presentation summarizing their research proposal (60 points) and participating in peer reviews (40 points). Each student will provide constructive feedback on at least two classmates' proposals, focusing on strengths, weaknesses, and suggestions for improvement. (Presentation assignments and peer evaluations will be worth 100 points in total).

Each student is required to present and video-record their project proposals using Microsoft PowerPoint by navigating to the Record tab and selecting the 'From Beginning' option. Each presentation will consist of at least 20 slides, excluding the title, table of contents, and bibliography slides. Students will then upload this video-recorded presentation to the assigned Dropbox on Blackboard. Each presentation should last up to 30 minutes. The professor will make the necessary arrangements to facilitate each student in evaluating two different project proposals, ensuring that they receive feedback from both their peers and the instructor before the semester ends.

Students are required to send the final version of their combined papers (Part 1 and Part 2) a week before the presentations are due.

This assignment not only prepares you for future grant proposal writings but also ensures you can effectively communicate your research proposals and considerations in a professional setting.

The rubric and detailed instructions are posted on Blackboard.

DISCUSSIONS

(5 @ 20 points each; in total, 100 points can be made)

Students are required to participate in 5 discussion threads. Relevant discussion topics will be posted in the respective module for that week.

Students will post at least two discussion posts for each thread.

1. The first post will be your educated opinion (coming directly from reading material) about the discussion topic on hand (10 points each).
2. Your second post will reflect your opinions about another student's related post (10 points each).

The length of each post will be at least one full paragraph of 7 sentences, at a minimum. Each student will submit ten posts over the course of the semester. Each perfect post will be worth a maximum of 10 points. With two posts across five given weeks, students can accumulate a maximum of 100 points from discussions.

Students are encouraged to post more than 2 posts and use these discussion threads to ask other students or the instructor questions.

The deadline for the discussion posts will be Sundays by 11:59 PM on the respective weeks listed.

The rubric and detailed instructions are posted on Blackboard.

CLASS PARTICIPATION AND ATTENDANCE

(100 points in total)

The professor will take attendance at each meeting through the Tophat App. Attendance and participation are crucial and taken seriously for this class, as it introduces you to the scientific research methods in social sciences. Each week, we will cover essential aspects of these methods. Therefore, missing a class might result in you missing important class discussions and instructions about crucial components of scientific research methods in social sciences.

Weekly readings: Preparing for class is required. Not only will it increase the amount of information you can accumulate, but it will also improve your comprehension of the material we will be covering. In addition to the textbook, I will include and supplement your understanding of the subject with supplementary material from outside sources. In order to give you enough time to review, these additional readings will be posted to Blackboard one week prior to class.

Make-up policy: No make-up quizzes or exams will be offered unless a documented excuse is provided. Please read Texas A&M International University Course Policies carefully for more information.



GRADE	POINT VALUE
A	810-900
B	720-809
C	630-719
D	540-629
F	Below 539

Open Boilerplate

GRADING SCHEME

ASSIGNMENT	VALUE
Exams (4 @ 100 each)	400
Research Proposal (RP) Part 1: Proposal Development	100
RP Part 2: Research Design and Methodology	100
RP Part 3: Proposal Presentation (60 points); Peer Evaluation (2 @ 20 points each, in total 40 points)	100
Online Discussions (5 @ 20 points each)	100
Attendance and Participation	100
TOTAL	900

Schedule of Topics and Assignments

Day	Date	Agenda/Topic	Reading(s)	Due
Tue	8/27	Welcome and introduction.		
Thu	8/29	Why do research?	Vhapter 1	Discussion Posts # 1
Tue	9/3	What are the major types of social research?	Chapter 2	
Thu	9/5	What are the major types of social research? continued	Chapter 2	
Tue	9/10	Theory and research	Chapter 3	
Thu	9/12	Writing the research report and the politics of social research	Chapter 16	
Tue	9/17	The meanings of methodology	Chapter 4	
Thu	9/19	The meanings of methodology continued	Chapter 4	Discussion Posts # 2 The first midterm exam is on Sunday, Sept. 22 @ 11:59 PM. Covers chapters 1, 2, 3, 4, and 16.
Tue	9/24	How to review the literature and conduct ethical studies	Chapter 5	
Thu	9/26	Strategies for research design	Chapter 6	Research Proposal Part 1: Proposal Development is due Sept. 29 @ 11:59 PM.
Tue	10/1	Qualitative and quantitative measurement	Chapter 7	
Thu	10/3	Qualitative and quantitative measurement continued	Chapter 7	
Tue	10/8	Qualitative and quantitative sampling	Chapter 8	
Thu	10/10	Qualitative and quantitative sampling continued	Chapter 8	Discussion Posts # 3
Tue	10/15	Experimental research	Chapter 9	
Thu	10/17	Experimental research contiued	Chapter 9	
Tue	10/22	Survey Research	Chapter 10	



Thu	10/24	Survey Research continued	Chapter 10	The second midterm exam is on Oct. 27 @ 11:59 PM. Covers the chapters 5, 6, 7, 8, and 9.
Tue	10/29	Nonreactive research and secondary analysis	Chapter 11	
Thu	10/31	Nonreactive research and secondary analysis Continued	Chapter 11	Discussion Posts # 4 Research Proposal Part 2: Research Design and Methodology is due on Nov. 3 @ 11:59 PM.
Tue	11/5	Analysis of quantitative data	Chapter 12	
Thu	11/7	Analysis of quantitative data continued	Chapter 12	Combined Research Proposal (Part 1 + Part 2 into one single Word document) is due on Nov. 10 @ 11:59 PM. Third midterm exam on Nov. 10 @ 11:59 PM. Covers the chapters 10, 11, and 12.
Tue	11/12	Field research and focus group research	Chapter 13	
Thu	11/14	Field research and focus group research continued	Chapter 13	Research Proposal Part 3: Proposal Presentation is due on Nov. 17 @ 11:59 PM.
Tue	11/19	Historical-comparative research	Chapter 14	
Thu	11/21	Historical-comparative research continued	Chapter 14	Research Proposal Part 3: Peer Evaluations are due on Nov. 24 @ 11:59 PM.
Tue	11/26	Analysis of qualitative data	Chapter 15	Discussion Posts # 5
Thu	11/28	No class on Thursday, Nov. 28. (Thanksgiving Holidays).		
Tue	12/3	Final exam review (Virtually through BB Class Collaborate). Last day of class, Tuesday, Dec. 3.		No extra reading assigned
Thu	12/5	FINAL EXAM		Thursday, due on Dec 5 @ 1:15pm. Covers the chapters 13, 14, and 15. (Given through Blackboard)
Tue	12/10	No Class		
Thu	12/12	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)

TAMU encourages classroom discussion and academic debate as an essential intellectual activity. It is essential that students learn to express and defend their beliefs, but it is also essential that they learn to listen and respond respectfully to others whose beliefs they may not share. The University will always tolerate different, unorthodox, and unpopular points of view, but it will not tolerate condescending or insulting remarks. When students verbally abuse or ridicule and intimidate others whose views they do not agree with, they subvert the free exchange of ideas that should characterize a university classroom. If their actions are deemed by the professor to be disruptive, they will be subject to appropriate disciplinary action (please refer to Student Handbook Article 4).

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 <https://www.tamtu.edu/scce/studenthandbook.shtml> (<https://www.tamtu.edu/scce/studenthandbook.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.

TAMU 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 <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 Student Counseling and Disability Services located in Student Center 126. 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 Student Counseling and Disability Services office.

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: <http://www.tamiau.edu/studentaffairs/StudentHandbook1.shtml> (<http://www.tamiau.edu/studentaffairs/StudentHandbook1.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. If a student would like to file a complaint for discrimination due to his or her pregnant/parenting status, please contact the TAMIU Title IX Coordinator (Lorissa M. Cortez, 5201 University Boulevard, KLM 159B, Laredo, TX 78041, TitleIX@tamiau.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: <https://www.tamiau.edu/reportit> (<https://www.tamiau.edu/reportit/>).

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 Equal Opportunity and Diversity (Lorissa M. Cortez, lorissam.cortez@tamiau.edu) can assist the student and professor in working out the reasonable accommodations. For other questions or concerns regarding Title IX compliance related to pregnant/parenting students at the University, contact the Title IX Coordinator. In the event that a student will need 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 LOA's 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 (<https://www.tamiau.edu/scce/studenthandbook.shtml> (<https://www.tamiau.edu/scce/studenthandbook.shtml/>)).

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, sexual orientation or gender identity in admissions, 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@tamiau.edu, 956.326.2857, via the anonymous electronic reporting website, ReportIt, at <https://www.tamiau.edu/reportit> (<https://www.tamiau.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.