

## EDCI 5317 - Evaluation of CurrInst: Evaluation of CurrInst(Sub I- Aug 26 to Oct 11) Fall 2024 Syllabus, Section 680, CRN 14710

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### Instructor Information

**Puneet Gill, PhD**

Associate Professor

Email: puneet.gill@tamiu.edu

Office: Online and by appointment

Office Hours:

1. By appointment and before and after informal discussions sessions every week.

2. Monday in office 10:30 am- 2:30pm cst

3. Online evenings 6:00pm-8:00pm and Tuesday and Wednesday

Email: puneet.gill@tamiu.edu to schedule an appointment

Office Phone: 9563262689

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### Times and Location

Does Not Meet Face-to-Face

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### Course Description

A thorough treatment of various standard, research-based techniques for evaluation of instruction (i.e., authentic assessments, alternative assessments, qualitative and quantitative testing methods, and non-specific measurement methods). In addition, this course explores the concepts behind assessment, identifies various assessment tools, and incorporates models of assessment appropriate for a variety of instructional settings.

Prerequisite: Graduate standing.

Educational Programs Department, College of Education

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### Additional Course Information

- **Name:** Puneet Gill, Ph.D.
- **Title:** Associate Professor
- **Phone:** 956-326-2689 and by appointment in Blackboard Collaborate
- **Email:** puneet.gill@tamiu.edu – this is the only way I communicate via email
- I do not use course messages in Blackboard for this course. Email me at puneet.gill@tamiu.edu to correspond with me about questions during this course or to set up appointments.
- Please note the acknowledgment of the syllabus and being enrolled in this class means you understand and agree to all statements made in this syllabus. This syllabus can be updated periodically and/or is subject to change.
- **Office Hours and Informal Sessions:** Office hours will be after the informal session. Informal Discussion Sessions will be held TBD (determined according to vote of the class, see email sent to you deadline Sunday before first week of class to vote) central time. They will be recorded for you to view in the module whenever you would like; During the Informal Discussion Sessions, we will review what I expect of assignments due, we can review information and I will answer questions. I will be present for office hours 30 minutes before and 2 hours after the session for additional questions. I will stop recording during office hours and after the session is over.
- Please note: It is your responsibility to know APA 7<sup>th</sup> edition in its entirety and to write with APA 7<sup>th</sup> edition in all essays or points will be deducted. Please learn this review this early so you understand how to write with APA 7<sup>th</sup> edition before the class begins. During the first informal discussion, I will give you an overview about how to write using APA 7<sup>th</sup> edition citations and references, plagiarism rules, and the capstone project for this course. APA 7<sup>th</sup> edition formatting is required to integrate and support your ideas with peer reviewed books and research. You

must support essays with peer reviewed research and integrate the required number of references and corresponding citations to support your explanations. Failure to do this will result in deduction of points and if plagiarized could result in being reported for violations of academic misconduct. Please go to Owl at Purdue 7th edition :[https://owl.purdue.edu/owl/research\\_and\\_citation/apa\\_style/apa\\_formatting\\_and\\_style\\_guide/](https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/) (https://owl.purdue.edu/owl/research\_and\_citation/apa\_style/apa\_formatting\_and\_style\_guide/index.html (https://owl.purdue.edu/owl/research\_and\_citation/apa\_style/apa\_formatting\_and\_style\_guide/))

## Program Learning Outcomes

- **PSLO 1:** Candidates synthesize and analyze current research to promote curriculum and instruction models
- **PSLO 2:** Candidates apply evidence-based practices, and methodologies.
- **PSLO 3:** Candidates enhance instruction based on the synthesis, analysis, assessment, and evaluation of data to impact culturally competent teaching and learning.

## Student Learning Outcomes

Goal 1: To become critical consumers of research in order to impact teaching and learning.

SLO 1: Candidates synthesize and analyze current research to promote curriculum and instruction models.

Goal 2: To design and implement educational curricula to aid classroom teachers in meeting the needs of diverse learners.

SLO 2: Candidates apply evidence-based practices, and methodologies.

Goal 3: To accept/initiate curricular leadership roles in the assessment and evaluation of curriculum and instruction.

SLO 3: Candidates enhance instruction based on the synthesis, analysis, assessment, and evaluation of data to impact culturally competent teaching and learning.

## Important Dates

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

## Textbooks

Group	Title	Author	ISBN
Required	Classroom assessment for student learning: Doing it right—using it well	Chappuis, J. & Stiggins, R.	978-0135185575
Required	Models of teaching	Joyce, B., Weil, M., & Calhoun	9780133749304

## Other Course Materials

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

*[Any additional course materials can be added here. If there aren't any additional materials, you may REMOVE this section by clicking on the eyeball. **Please don't forget to remove these instructions.**]*

## Grading Criteria

Chapter Voice Thread (7 @ 20pts each): 140 pts

Analysis Part I-5 of Capstone Project (varies by week)Chapter Voice Thread (7 @ 20pts each): 140 pts

Task Assignments (7 @ 50pts each): 350 pts

**Total Points For Course:** 1,010 pts

\*Your gradewill onlybedeterminedout of

1000 points because 10 points were optional bonus points.

## Late work policy

All assignments need to be submitted before the end of the due date, with no credit given for late assignments. It is your responsibility to have internet access, technology, software, and/or cameras/microphone to ensure submissions have been appropriately formatted and to turn them in well in advance of the due date.

All assignments except voice threads are scored through Turn it in; I don't accept assignments via email. It is your responsibility to obtain a Turnitin receipt for all assignments to substantiate that you did turn it in, otherwise the assignment was not submitted and the zero will remain. I do not accept screen shots of submissions.

Be sure to obtain a Turnitin receipt for each assignment submitted for the Turn it in drop boxes. You may submit assignments until Sunday at 11:59 PM CST each week, but you should ensure all technology is working early in the week before doing so there are no problems with technology access to submit assignments on time (including duo-login, access to Blackboard, access to Turn it in drop boxes, access to voice thread, or blackboard updates etc.).

If you cannot access Blackboard because a password has expired or you need access to technology (a computer, software update, internet access etc.), it is your responsibility to be aware of this early in the week and to contact IT or Blackboard staff Monday–Friday 8:00-5:00 pm to resolve this issue and be able to submit assignments on time. It is your responsibility to purchase the textbooks with the correct editions and have both of them for all assignments, both are available as rental.

It is also your responsibility to learn and understand APA 7<sup>th</sup> edition for in text citations and corresponding references to support your explanation or points will be deducted. APA 7<sup>th</sup> edition is the way you substantiate what you are saying from a source that is not your own opinion or voice.

If you have a question about a score on an assignment or need to make up an assignment, you need to contact me via email no later than 7 days of the assignment due date or when the assignment was given back. Made up assignments require a valid excuse (see TAMIU policy) or they will not be accepted within the 7 day period. For my class, this includes assignments that are zeros or do not have a score. Assignments that do not have a score will turn into a zero. The sole reason an assignment can be turned in past the due date is you have a valid excuse as per TAMIU rules or if Blackboard was not working when the submission was made.

The blackboard team receive notifications if BlackBoard is not working, instructors are also notified. If BlackBoard is working at the time of submission, your grade will stand. If BlackBoard was not working at the time of submission, the professor will verify with the BlackBoard instructional team. However, the Blackboard instructional team do not determine whether or not the assignment will be resubmitted or your grade on an assignment. It is the sole authority of the professor to determine whether or not the assignment can be resubmitted.

I don't authorize the use of ChatGPT or plagiarism in this course. Be cautious of the use of grammarly or similar programs that re-write essays as well. You will earn a F for this course if use AI technology to write assignments. GP5zero, GPT2 detector, and other software can be used to detect plagiarism. If it is suspected you have used this software, you will be referred to written up to the Honor Council

**Classroom and On-line Etiquette:** The College of Education encourages classroom discussion and academic debate as an essential intellectual activity. It is essential that candidates 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 College will always tolerate diverse, unorthodox, and unpopular points of view, but it will not tolerate condescending or insulting remarks in email, informal sessions, or chats. When candidates verbally abuse, ridicule and intimidate others whose views they do not agree with, they subvert the free exchange of ideas that should characterize a university classroom/on-line discussion.

- Exercise positive and effective communicative skills when engaging on-line. Candidates must be mindful of the language, tone, and academic responses they e-mail or post when communicating with the professor or with candidates.
- Never write and send an e-mail when you are upset, you may click and send but forget that once the message is out, you cannot take it back. Be reminded that on-line behaviors and demeanor are reflective and interpreted as to how candidates would respond in a regular classroom environment.
- All postings for this course are considered formal academic postings and by no means should be informal or rude and disrespectful in nature. Do not abusive, inflammatory, or accusatory language, to other students or your professor, do not use all caps in the subject line or body of the email, or in virtual meeting space, or excessive exclamation marks, for example, this is considered inappropriate behavior.
- If there is rude (speaking over the professor during an online or informal session, increasing your voice/tone/yelling online or during an informal session), inappropriate (use of profanity, any pejorative, racist, or gender based insult online via chat, online or informal sessions), or insulting remarks or behavior online, during informal sessions, to the professor, yourself, or others or via email about the course, professor, or others in the class, you will lose your privilege to communicate with me or be in the informal session. Depending on the severity, you will not be allowed to continue to remain in the informal session, communicate with me via email, and you will be reported to the honor council.
- Do not use capitalized words in emails, chats, or use abusive language or tone to the professor, course, or others in the class. If emails are long, I will request a meeting with you in the virtual meeting space.

- If student actions are deemed by the professor to be disruptive/ inappropriate in class or on-line, or incommunication to the professor, students will be subject to appropriate disciplinary action, which may include being reported to academic misconduct, involuntarily withdrawn from the class, and/or being reported to the Academic Honor Council.
- \*Appointments: It is your responsibility to ask for appointments via email to [puneet.gill@tamiu.edu](mailto:puneet.gill@tamiu.edu) to ask/initiate questions, discuss work and to discuss feedback. If emails are long I will request a meeting with you in the virtual meeting space.
- During appointments, I expect you to ask/ initiate questions. I do not review assignments via email, I will answer specific questions about the assignments during a virtual appointment or via email. Expectations for behavior are detailed above.

## Please see syllabus and pacing guide content folder in Blackboard as pacing guide is subject to change

Week of	Agenda/Topic	Reading(s)	Due
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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)

TAMIU 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).

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

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 <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.tamiu.edu/studentaffairs/StudentHandbook1.shtml> (<http://www.tamiu.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@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: <https://www.tamiu.edu/reportit> (<https://www.tamiu.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@tamiu.edu](mailto:lorissam.cortez@tamiu.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.

## Distance Education Courses

College of Education (COE) Graduate Course Policies

### Mission Statement

**The mission of the College of Education is to prepare highly effective; culturally competent educational and clinical professionals who are equipped to assume leadership roles in a global society.**

### Academic Integrity

“Changing the perception!”

As a member in an academic community, candidates in the COE at Texas A&M International University (TAMIU) are expected to exhibit a high level of honesty and integrity in their pursuit of higher education, be mature, self-directed and able to manage their own affairs. Candidates who are unwilling to abide by these basic expectations will find themselves facing academic and/or disciplinary sanctions. Candidates are expected to share in the responsibility and authority with faculty and staff to challenge and make known acts that violate the TAMIU Honor Code. Please visit the Office of Student Conduct and Community Engagement website for the Honor Code. TAMIU faculty have the discretion to impose grade penalties for infractions of the Honor Code as deemed necessary.

### 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 (or other sources) without permission from the owner of the copyright may constitute copyright infringement. Civil penalties include damages up to \$100,000; criminal penalties include a fine up to \$250,000 and imprisonment.

Copyright laws do allow students and professors to make photocopies of copyrighted materials, but you may copy a limited portion of a work, such as an 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.

### Plagiarism:

Plagiarism is the act of passing off some other person's ideas, words, or work as one's own, and includes, and is not limited to, the appropriation, buying, receiving as a “gift”, or obtaining, by any other means, another's work for the submission of one's own academic work. The candidate is responsible and held accountable for knowing and appropriately applying this definition. (See the TAMIU Student Handbook, Section 7.01a for examples.) Plagiarism includes direct, paraphrase, and patchwork plagiarism. Finally, acts of plagiarism may constitute copyright infringement.

Avoiding plagiarism: Purdue University's Online Writing Lab (OWL) provides materials on “Avoiding Plagiarism.”

### Cheating:

Cheating is an act of deception in which candidates misrepresents mastered information related to an academic exercise. (See the TAMIU Student Handbook, Section 7.01b for examples.)

### Scholastic Deficiency:

Candidates are highly encouraged to monitor their own progress throughout their coursework, as each is responsible for the grade earned. Midterm reports are not typically provided for graduate candidates.

A minimum grade point average of 3.0 (“B”) on a 4.0 point scale computed on all graduate work attempted must be maintained. If either of a cumulative GPA or the GPA for courses listed on the degree plan fall below the minimum of 3.000, candidates are considered to be



scholastically deficient. If the minimum GPA is not attained by the end of subsequent semester of enrollment, the candidate will be dropped from graduate studies.

Notification of academic probation is through the Office of Graduate Studies and Research. No more than three (3) semester credit hours with a letter grade of "C" earned at this university will be accepted toward credit for a master's degree. Candidates who receive a "D", "F", or more than one "C" for coursework listed on their degree plan will also be dropped from graduate studies. To continue in the program, candidates must reapply through the Office of Graduate Studies. *Note: All current program and/or admission requirements must be met at readmission.* For further information consult the Catalog and Graduate Handbook.

## UConnect, TAMIU Email, and Dusty Alert:

Announcements are sent to candidates through TAMIU's UConnect portal and TAMIU Dusty e-mail accounts, and Blackboard Course Messages as these are the official means of communicating course and university business with candidates and faculty. Checking UConnect and the TAMIU Dusty e-mail account and Blackboard Course Messages should become a regular routine. Missing important TAMIU e-mail or UConnect/Blackboard messages from a faculty member, chair or dean is not an accepted excuse or reason for not knowing. Candidates are encouraged to sign-up for Dusty Alert (see [www.tamiau.edu](http://www.tamiau.edu)) which is an instant cell phone text-messaging system allowing the University to communicate instantly with an on-campus emergency, something of immediate danger or a campus closing.

## Technology Issues:

Issues with technology should be directed to the Office of Instructional Technology via email ([hotline@tamiau.edu](mailto:hotline@tamiau.edu)) or by calling Office of Information Technology (OIT) at 956-326-2310.

## Accommodations for Candidates with Disabilities:

Texas A&M International University is committed to providing reasonable accommodations in compliance with the Americans with Disabilities Act (ADA). If you require academic accommodations, or you suspect you have a disability, you are responsible for registering with the Disabilities Services Coordinator (956) 326-2763 located in the Student Counseling Center (ZSC 138B).

## 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 3.24) and the Student LOA Rule (Section 3.25) which includes the "Leave of Absence Request" form. Both rules can be found in the TAMIU Student Handbook.

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 a leave of absence (LOA) for as long as the student's physician deems the absence medically necessary. Specifically, a pregnant/parenting student is afforded the following:

1. Submit work after a deadline that was missed because of a LOA due to pregnancy or childbirth.
1. If grading is based in part on class attendance or participation, earn the credits missed so that the student can be reinstated to the status held before the LOA.
2. At the conclusion of the LOA, return to the same academic and extracurricular status held when the LOA began.

### 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](mailto: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: [www.tamiau.edu/reportit](http://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](mailto: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



- If candidates elect to complete the course, they may, within the time specified in the contract, but not exceeding 12 months from the date the “I” was recorded, complete the work in the course and request that the faculty member submit a change of grade form to the University Registrar.
- If the candidate elects not to complete the course and the signed contract, as agreed, within a period of 12 months, the “I” will be converted to a grade of “F” through an administrative action by the University Registrar.
- A candidate may not register for a course for which a current grade of “I” exists.

## Dropping a Course:

Candidates are responsible for dropping a course **before** the drop date. Faculty are not responsible for, and **cannot** drop candidates from courses.

## Repeating a Course:

Courses applicable to a graduate degree may not be repeated for course credit, unless prescribed during the readmission process.

## TurnItIn:

Candidates may be required to submit work to TurnItIn. Candidates are encouraged to submit their work to TurnItIn before they submit the assignment for a grade in order to view the similarity index. To do this, candidates, go to “OptionalSettings”; select “No-repository” and submit.

## Professional Expectations:

Preparing to become a highly effective educator requires a great deal of commitment, time, and preparation on the candidate’s part. Educators are expected to be: respectful, civil, well-prepared, communicate effectively, meet deadlines, be receptive and responsive to feedback, and be fair and ethical. Thus, candidates are expected to be equipped to participate in all class activities and discussions and remain for a duration necessary to participate and complete assignments. All coursework is expected to be word processed (unless announced otherwise), proofread,

spell checked, and grammar checked. (Candidates needing help with Standard English should contact the Writing Center). Assignments **are due as noted** within the syllabus unless otherwise announced.

## Attendance:

Candidates are responsible for maintaining currency with assignment modifications and/or due-dates *regardless* of the circumstance. In the event that candidates must be inactive in the online environment, they are responsible and will be held accountable for any information, work, assignment, etc., missed, *regardless* of the circumstance.

Please note that significant inactivity in the online environment **may** (and often does) impact final grades. *Candidates inactive for personal illness, or other reasons, are expected to present justification for inactivity to faculty who will counsel with the candidate and advise whether or not the work missed during the particular time, may be made-up.*

## Candidate Support Services:

- Writing Center - Contact Information: Billy F. Cowart Hall 203, (956) 326-2883 or (956)326-2884.
- University Learning Center - Contact Information: Billy F. Cowart Hall 205, (956) 326-2723.
- Student Counseling Center - Contact Information: University Success Center 138, (956) 326-2230.

## Course Grading Scale:

The COE records grades from “A” to “C.” Grades of “D” are not given in the College; all courses in which an “F” is given, must be repeated. For “I” grades, an IndependentContract must be completed with the faculty of record. All grades are available via the web at the end of each semester. Numerical values correspond to the letter grades as noted. Final grades are calculated using the following, whereby:

Graduate candidates are allowed only one “C” for credit in any master’s degree; to maintain good standing; and to continue to matriculate through their degree plan.

### University Course Policies

#### Class Attendance

Except for asynchronous online courses, students are expected to attend every class in person and to complete all assignments. If a student cannot attend class, it is his/her responsibility to communicate absences with professors. The professor will decide if the student's excuse is valid. According to university policy, as listed in the Student Handbook, excused absences, which cannot affect a student's grade, include:

- Participation in an authorized university activity at the request of university authorities.
- 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 days/days of obligation.
- A pregnant/parenting student must be granted a leave of absence (LOA) for as long as the student's physician deems the absence medically necessary.
- Illness/injury that is too severe or contagious for the student to attend class.
- Required participation in military assignment and duties.
- Mandatory admission interviews for professional or graduate school, which cannot be rescheduled.

Students are responsible for providing satisfactory evidence to professors within seven calendar days of their absence and are expected to return to class. If the absence is excused, the professor will either allow access to lecture recordings (if available), provide students with the opportunity to make up missed work, including exams, or provide a satisfactory alternative to complete the work 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 faculty with as much advance notice as possible. Students are responsible for all work assigned during their absence. Whenever possible, students should complete the work either before the absence or immediately afterward.

If an off-campus licensed physician provides evidence of a student's illness, the written excuse, orders, or documentation must contain the date and time of the doctor's appointment, the prognosis of illness, doctor's opinion, and recommendations for the individual student. In addition, the notice should outline whether or not the student is able to attend class. If a physician determines that the student is not ill, the student will not receive an excused absence. If an absence is not an excused absence, the faculty member will decide whether makeup work will be allowed.

In some courses, attendance and in-class participation are ongoing requirements and an integral part of the coursework. In other courses, occasional in-class assessments may occur, sometimes without advance notice. It is the responsibility of the professor to inform each class at the beginning of the semester of the in-class participation expected and the effect absences will have on the student's evaluation of work in the course. It is the student's responsibility to abide by the professor's instructions and rules in the course.

### **Leave of Absence (LOA) Rule**

The Student Leave of Absence (LOA) Rule assists and encourages students to return and graduate after an absence of two or more consecutive long semesters from TAMIU. Absences during summer sessions are excluded, as continuous enrollment is not affected. Eligible

students are encouraged to take advantage of the benefits provided by a LOA, e.g., no need to apply for readmission to university and may participate in their regularly scheduled registration/enrollment period upon return. Please note that re-admission to a college program may be required.

Eligibility Requirements: To be eligible for a LOA, a student must be eligible to register for classes and meet the following criteria:

1. Be a degree-seeking student.
2. Be registered during the semester immediately prior to the beginning of the LOA:
  - a. A student who was admitted as a new first-time freshman, transfer student, or graduate student but did not attend will not be eligible for a LOA. Instead, the student should contact the Office of Admissions. Graduate students should contact the Graduate School.
  - b. A student who was readmitted but did not attend will not be eligible for a LOA. Instead, the student should contact the Office of Admissions. Graduate students should contact the Graduate School.
3. Be in good academic standing or on academic probation with their college.

4. Have no holds (e.g., disciplinary, business, testing, etc.), which would restrict registration. Note: Students with Business Office holds may be given consideration for a LOA if authorized by the Bursar's Office.
5. Have submitted any outstanding high school and/or transfer transcripts if prior admission/readmission and continued enrollment was contingent upon receipt of those transcripts.

Rules and specific processes regarding LOA for undergraduate and graduate students can be found in the Student Handbook.

#### Classroom Behavior

TAMU values academic freedom in the classroom and, thus, classroom discussion and academic debate are encouraged. 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 accept different or unpopular points of view, but it will not tolerate condescending, insulting, or discriminatory 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 the Student Handbook for more information) and professors may ask the student to leave the class.

#### TAMU Honor Code: Plagiarism and Cheating

The university is committed to strict enforcement of the Honor Code. Students should conduct themselves ethically in all activities, in and out of the classroom. Ethical behavior also includes reporting violations of the Honor Code to the appropriate office. Please read the Student Handbook to review the university's Honor Code.

There are several violations of the Honor Code that involve plagiarism and cheating.

1. Plagiarism: The act of passing off some other person's ideas, words, or works as one's own. It includes, but is not limited to, the appropriating, buying, receiving as a "gift," or obtaining, by any other means, another's work for submission as one's own academic work. Examples include, but are not limited to:
  - a. Failing to credit sources used in a work product in an attempt to present the work as one's own.
  - b. Intentionally, knowingly, or carelessly presenting the work of another as one's own (i.e., without crediting the author or creator).
  - c. Copying test answers or the words or phrases of another without crediting the author or claim credit for the ideas of another.
  - d. Borrowing or lending a term paper, handing in as your own work a paper purchased from an individual or off the Internet, or submitting, as one's own any papers or work product from the files of any group, club, or organization.
  - e. Submitting the same paper in more than one class without the permission of the instructor.

Students must provide citations for facts, ideas, and opinions that are not their own. If students are unsure about providing proper documentation, they are encouraged to seek advice from professors or the Academic Center of Excellence (ACE). It is the professor's prerogative to ask students to submit work to one of TAMU's Plagiarism detection tools: Turnitin or Blackboard's SafeAssign.

Professors must report incidents of plagiarism to the Honor Council. It is the professor's prerogative and/or discretion, to issue an "F" in the course should he/she discover that a student has committed plagiarism. The professor, however, *may* elect to give students, particularly freshmen and sophomore students, a "zero" for the assignment if he/she believes that the student plagiarized out of carelessness and not out of an attempt to deceive the professor to earn an unmerited grade. Serious cases of plagiarism, especially those that involve flagrant incidents of plagiarism by graduate or doctoral students, may lead to suspension or expulsion from the university.

1. Cheating: An act of deception in which a student misrepresents that he/she has mastered information related to an academic exercise. Examples include, but are not limited to:
  - a. Copying from another student's test, lab report, computer file, data listing, logs, or any other type of report or academic exercise.
  - b. Using unauthorized materials during a test. Consulting a cell phone, text messages, PDAs, programmable calculators with materials that give an advantage over other students during an exam.
  - c. Using crib sheets or other hidden notes in an examination or looking at another student's test paper to copy strategies or answers.
  - d. Having another person supply questions or answers from an examination to be given or in progress.
  - e. Having a person other than oneself (registered for the class) attempt to take or take an examination or any other graded activity. In these cases, all consenting parties to the attempt to gain unfair advantage may be charged with an Honor Pledge violation.
  - f. Deliberately falsifying laboratory results, or submission of samples or findings not legitimately derived in the situation and by the procedures prescribed or allowable.
  - g. Revising and resubmitting a quiz or exam for regrading, without the instructor's knowledge and consent.
  - h. Giving or receiving unauthorized aid on a take-home examination.
  - i. Facilitating academic violation: intentionally or knowingly helping or attempting to help another to violate the Honor Pledge.
  - j. Signing in another student's name on attendance sheets, rosters, Scantrons.

- k. Submitting in a paper, thesis, lab report, or other academic exercise falsified, invented, or fictitious data or evidence, or deliberate or knowingly concealing or distorting the true nature, origin, or function of such data or evidence.
- l. Procuring and/or altering without permission from appropriate authority of examinations, papers, lab reports, or other academic exercises, whether discarded or used, and either before or after such materials have been handed in to the appropriate recipient.
- m. Using, buying, selling, stealing, transporting, soliciting, copying or possessing, the contents of an un-administered test, a required assignment or a past test which has, by the professor, not been allowed to be kept by their students.
- n. Using generative artificial intelligence (AI) tools such as ChatGPT. Unless allowed by each professor, students are expected to complete each assignment without assistance from others, including automated writing tools.

It is important to note that professors may ask students to work in groups. However, if someone in a group commits academic misconduct, the entire group could be held responsible for it as well. Members of groups must clearly document who contributes what parts of the joint project and to know what group members are doing and how they are getting the material they provide. Ignorance is no excuse.

It is also important to be aware of group texts or chats. If another student is attempting to violate the Honor Code, it is your ethical responsibility to report him/her to the Honor Council. Again, membership in a group that attempts or engages in cheating may lead to all members of the group being subject to disciplinary action including suspension or expulsion.

Should professors discover that a student has cheated 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 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.”

### **Appeals of Academic Dishonesty**

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.

### **Exam Monitoring**

For online courses, professors may require students to use a proctoring service such as Respondus Monitor, Proctorio, or Examity. Students are responsible for signing up and paying the required fees. This information will be stated under the “Course Materials” section of your syllabus.

### **Use of Work in Two or More Courses**

Students should not submit work completed in one course for a grade in a second course unless you receive explicit permission to do so by the professor of the second course. In general, students should get credit for a work product only once.

### **Disputes over Academic Matters**

Faculty members are responsible for determining course curricula, for developing appropriate methods of evaluating student learning, for evaluating fairly, for upholding academic standards, and for enforcing procedures concerning academic honesty. Decisions made by faculty members regarding the quality or integrity of student work, including decisions about course grades, are presumed to be fair and final (unless the student files a successful grade appeal). In cases of academic violation students may be subject to both grade sanctions and disciplinary action (see Student Violations of Academic Integrity below).

Students who believe that they have grounds for challenging faculty decisions regarding academic issues—excepting those pertaining to matters of academic freedom—may appeal using the procedure outlined below. Faculty members are required to report acts of academic violation to their chair, their Dean, the Provost, the Honor Council (through the Office of Student Conduct and Community Engagement), and the Vice President for Student Success.

Grade sanctions may be imposed only by faculty members. Academic suspension or expulsion may be imposed only by the Provost. As with disputes about course grades, students may appeal grade sanctions imposed for academic violation only by following the procedure outlined below. Students should not attempt to persuade academic administrators to change a grade; they cannot and will not do it unless a student follows the grade appeal policy below and is successful in persuading either the faculty member for the course or an ad-hoc committee of faculty members that a change is warranted.

Student appeals of faculty academic decisions should be completed within 15 University business days after the student’s first meeting with the faculty member to question the faculty member’s decision.

1. The student must first meet with the faculty member and discuss the faculty member's decision. This meeting should occur as soon as possible after the decision has been made, normally within one week of the student being notified of the decision. The faculty member is expected to listen to the student, provide an explanation for the decision, and change the grade or decision if the student's argument is persuasive. To change final course grades, a faculty member must submit a "Grade Change Form" and attach an accompanying memorandum justifying the decision to change the grade. The faculty member's department chair and Dean must approve the change.
1. If the faculty member declines to change the decision or grade, the student may then discuss the matter with the faculty member's immediate academic supervisor (hereafter, "chair" will be used to mean either the department chair or the immediate academic supervisor). If the chair believes that the student's position has merit, the chair will discuss the matter with the faculty member.
1. If the student is not satisfied with the chair's assessment of the issue or if the faculty member declines to change the decision after discussing it with the chair, the student may then request that an ad hoc committee of faculty members review the matter. This committee consists of three tenured faculty members within the same discipline or department unless circumstances dictate otherwise. If the chair determines that a tenured faculty member cannot be selected from the same discipline or department, then the chair may add a tenured faculty member from a closely related discipline. From the pool of eligible tenured faculty members designated by the chair, the faculty member, the student, and the chair will each nominate one faculty member to serve on the committee.
1. The ad hoc committee will hear from the student, the faculty member, and the chair and examine relevant documents. If the committee sustains the faculty member's decision, the committee will provide the student with a written statement explaining the reasons for the committee's decision. The student may request in writing that the committee reconsiders its decision and provides reasons for so doing. If the committee refuses to reconsider or if it reaffirms its original recommendation, the faculty member's original decision is final. If the committee finds in favor of the student, the committee will provide the faculty member with a written recommendation explaining the committee's reasons. If the faculty member disagrees with the committee's recommendation, the faculty member may request that the committee reconsiders its recommendation and provides the committee with a rationale for revisiting the recommendation. If after considering the faculty member's rationale the ad hoc committee is still persuaded that the faculty member's original decision should be reversed, the committee will recommend in writing to the chair that the faculty member's decision be overturned. The committee may also make this recommendation to the chair if the faculty member fails to alter the original decision and also fails to respond to the committee's original recommendation. The faculty member will receive a copy of the recommendation to the chair, allowing a final opportunity to revise the original decision. If the faculty member fails to comply, the chair may override the faculty member's original decision, and, as appropriate, revise the student's course grade. In order to certify that the grade dispute process outlined above has been followed appropriately, the Dean of the College or the School and the Provost will review all decisions by chairs to change grades against the will of a faculty member.

#### Incomplete Grades

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:

- 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; 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;
- The student must sign an "Incomplete Grade Contract" and secure signatures of approval from the professor and the college dean.
- 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

WIN Contracts are offered only under exceptional circumstances and are limited to 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 Withdrawing from 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 the grade appeal process as described 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.

#### Extra-Credit Work

Professors may not give extra-credit opportunities to individual students. If they choose to give extra credit, professors must make it available to all students in a class. Professors are discouraged from giving extra credit for class attendance and/or attendance at university events. Professors should not give extra-credit opportunities after final grades for the semester are submitted.

#### UConnect, TAMIU E-Mail, and Dusty Alert

Personal Announcements sent to students through TAMIU's Uconnect Portal, TAMIU E-mail, and Blackboard Course Messages, 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 UConnect and their TAMIU e-mail accounts regularly, if not daily. Not having seen an important TAMIU e-mail or UConnect 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 sign-up for Dusty Alert (see [https://www.tamiau.edu/oit/students/dusty\\_alrt.shtml](https://www.tamiau.edu/oit/students/dusty_alrt.shtml) ([https://www.tamiau.edu/oit/students/dusty\\_alrt.shtml](https://www.tamiau.edu/oit/students/dusty_alrt.shtml))). Dusty Alert is an instant cell phone text-messaging system allowing the university to communicate immediately with you if there is an on-campus emergency, something of immediate danger to you, or a campus closing.

#### Copyright Restrictions

The Copyright Act of 1976 grants 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 accommodation 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. This office will contact the faculty members to recommend specific, reasonable accommodation. Faculty are prohibited from making accommodations based solely on communications from students. They may make accommodation only when provided documentation by the Student Counseling and Disability Services office.

#### 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 Office of Title IX & Civil Rights Compliance (Lorissa M. Cortez, TAMIU Director of Title IX & Civil Rights Compliance/Title IX Coordinator; 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: [www.tamiau.edu/reportit](http://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 Title IX & Civil Rights Compliance* (Lorissa M. Cortez, [lorissam.cortez@tamiau.edu](mailto: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 Director of Title IX & Civil Rights Compliance/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.

#### 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 Office of Title IX & Civil Rights Compliance (Lorissa M. Cortez, TAMIU Director of Title IX & Civil Rights Compliance/Title IX Coordinator; 5201 University Boulevard, KLM 159B, Laredo, TX 78041; [TitleIX@tamiau.edu](mailto:TitleIX@tamiau.edu); 956.326.2857) or via the anonymous electronic reporting website, *ReportIt*, at [www.tamiau.edu/reportit](http://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.