

## NURS 4310 - Nursing Research - WIN

### Fall 2024 Syllabus, Section 102, CRN 14349

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### Instructor Information

**Amanda Pena, Ph.D., RN**

Clinical Assistant Professor/NADM Program Coordinator

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Office: Canseco School of Nursing C315D

Office Hours:

Virtual Hours:

Monday, 5:00 p.m. to 6:00 p.m.

Fridays, 8:30 a.m. to 9:30 a.m.

Face to Face Hours:

Thursday, 10:30 a.m. to 12:00 p.m.

Friday, 11:00 a.m. to 1:30 p.m.

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### Times and Location

R 1:15pm-4:15pm in Bullock Hall 210

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### Course Description

This course focuses on the introductory use of the research process in the development of nursing knowledge and practice. The student will critically appraise research studies and determine their value in improving client outcomes across the lifespan. The steps of the research process will be explored. This course is 3 hours of theory per week. Prerequisites: NURS 3310, NURS 3410, and NURS 3613. Corequisites: NURS 3412 and NURS 3614 Nursing Department, College of Nursing&Health Sci

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### 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.

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### Additional Course Information

#### Course Policies

#### Course Structure

This is a fourteen-week face-to-face course with web-based components. Teaching strategies include lectures, class discussions, multimedia resources, self-study, assigned readings, critical appraisals, and research project papers. On the first day of class, the student will click on the "Start Here" link to the left of the Blackboard course shell and complete the requirements, including signing the Acknowledgement of the Syllabus and Policies, and then will begin with Module 1 requirements by visiting the course materials under "Content" on the left-hand side of the course shell. For the following weeks in the course, the students will view the modules, read the listed module objectives and assignments, and complete the required items before their due dates.

**Reminder:** this is a “WIN class,” meaning 50% of your grade will derive from writing projects; the criteria also specify progressively more challenging writing assignments and feedback from the instructor to assist the student with improvement of writing skills.

All scholarly papers are to follow the 7<sup>th</sup> Edition APA Manual. No late papers will be accepted unless prior arrangements are made with the professor. All papers become the property of the School of Nursing. The papers will be submitted electronically to TurnItIn drop boxes on Blackboard. Students are encouraged to check the annotations and comments on their paper once graded in addition to the score on the grading rubric.

## Participation/Attendance

1. Students must meet the minimal performance and progression standards established by Texas A&M International University and the College of Nursing and Health Sciences.
2. Electronic devices: To minimize interruptions, cellular phones and smart watches must be turned off (vibration mode is unacceptable) in the classroom.
3. Attendance in class is an expectation. One hundred percent (100%) attendance is expected. No make-up Quizzes or Tests will be scheduled without a valid medical excuse.
4. If a student arrives at class after the instructor begins any quizzes or assignments, the student will not be allowed to participate in the activity, and a grade of zero will be awarded for the quiz.
5. Students who participate in social conversations and networking, attempt to sleep in class, and/or disrupt class and/or faculty concentration WILL BE ASKED TO LEAVE THE CLASSROOM. The faculty member reserves the right to dismiss anyone who is disruptive and/or disrespectful.
6. Students must read the assigned chapters before class to actively participate in discussions and in-class activities based on the material covered that day.
7. Verbal class participation is implicit. All students are expected to participate as active listeners and constructive verbalizers. The assigned readings will be the foundation for each class, which must be completed before the scheduled lesson and lectures. Desirable behaviors include active listening attention, promptness, group participation, constructive comments and questions, defense statements (NOT defensiveness), and sharing knowledge in group interaction and presentation.
8. The following instructions should be followed if a written discussion post is assigned. Your post should be thorough, thoughtful, and at least 250 words. This post should include three peer-reviewed literature references provided at the end of the posting and citations in APA format.

## Guidelines

1. Generative *artificial intelligence (AI)* tools (e.g., ChatGPT/Wordtune) will not be allowed in any assignment. Students are expected to complete each assignment without assistance from others, including automated writing tools. Any student who is seen using AI will be reported to the Honors Council Committee and will follow University and CSON policies per protocol.
2. All written assignments are computer-generated and **are submitted via electronic assignment drop boxes in Bb**. Written work is evaluated based on the grading criteria designed for each assignment. All scholarly papers are to follow the APA Manual, 7<sup>th</sup> edition guidelines. All papers become the property of the School of Nursing. **Each student is responsible for ensuring their assignment(s) are uploaded into the correct assignment drop box following the instructions and time frames. No assignments are accepted via email. Contact OIT 326-2310 if you have submission issues.**
3. **A penalty of one letter grade per day** from the overall grade is assigned for late submission of papers or assignments. No assignments are accepted after two days, and a ZERO (0) will be assigned. Students should make sure to receive a receipt when submitting online assignments.
4. Student challenges: Any student having questions regarding exams, papers, or course grades must make an appointment to see the lead faculty to review the matter no later than TWO DAYS after the grade is received/released. If a student requests for a second evaluator, it must be made within one week after grade receipt. A second evaluator for exams or papers may be consulted when deemed appropriate by the lead faculty. When a student requests a second evaluator for a paper, the grades of the initial evaluator and the second evaluator will be averaged for the grade in question.
5. **Open communication** between students and course faculty is highly encouraged. Each student has continuing access to a faculty advisor regarding individual needs and/or problems. **Students are highly encouraged to seek assistance from the faculty.**
6. Feedback and Response Time to Assignments and Assessments: The lead faculty will grade and return assignments submitted within 7-14 business days. Exams will be graded within 72 hours. Quizzes will be graded, and grades will be submitted within one week; formal paper assignments will be graded, and feedback will be provided to students within 7-14 days.

## Student Learning Outcomes

Upon successful completion of this course, each student will:

- **CO1:** Identify concepts and principles from the arts, sciences, humanities, and nursing foundational to developing evidence-based practice.
- **CO2:** Identify social, cultural, ethnic, spiritual, psychological, and economic factors related to research participants and all steps of the research process.
- **CO3:** Use critical thinking to formulate research questions and evaluate research studies.
- **CO4:** Demonstrate the ability to determine the difference between various research methodologies.
- **CO5:** Identify research practices within ethical, legal, and professional nursing boundaries.
- **CO6:** Identify relevant research to provide comprehensive nursing care among diverse populations, including individuals, families, and communities.
- **CO7:** Demonstrate the ability to express ideas in clear English using discipline-specific language and formatting.

## Important Dates

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

## Textbooks

Group	Title	Author	ISBN
Required	Understanding Nursing Research Building an Evidence-Based Practice	Susan Grove and Jennifer Gray	978-0323532051
Required	Publication manual of the American Psychological Association		978-1433832178

## Grading Criteria

1. In determining the final course grade, The CSON has adopted a grading scale in line with other Texas schools of nursing:
  - 90 - 100 = A
  - 80 - 89 = B
  - 75 - 79 = C
  - 74 and below = F
2. Nursing students must achieve a grade of C or higher to pass that course and progress in the program. A grade of F will constitute a course failure.
3. To pass a nursing course and progress in the program, a nursing student must attain an exam average (including tests and the final) of 75% or higher.
4. To pass a nursing course and progress in the program, a nursing student must attain an overall course average of 75% or higher.
5. All grade assignments and assessments (exams, quizzes, etc.) will be calculated to the hundredth (i.e., 2 decimal points); no mathematical rounding is to occur.

## Grade rounding

### Test Average

The weighted exam average total for the courses includes all exams and the final exam and is calculated to two decimal places and rounded mathematically as follows:

- Less than 0.45 round down to the next whole number (74.44 rounds down to a 74)
- 0.45 or greater: Round up to the next whole number (75.45 rounds up to a 75)

### Course Average

The final weighted numeric course grade is calculated to two decimal places and rounded mathematically as follows:

- Less than 0.45 round down to the next whole number (74.44 rounds down to a 74)
- 0.45 or greater: Round up to the next whole number (75.45 rounds up to a 75)

Students agree with their signed Acknowledgement of the Syllabus that they will need to complete remediation if they score 80% or less on their exams. Remediation questions will be assigned from the HESI Elsevier website. Failure to complete the assigned remediation will result in an Incomplete for this course.

## CONHS Examination Policy and Guidelines

1. This semester, all quizzes & tests will be given online
2. All test items will assess the student's ability to apply and analyze knowledge learned in the course.
3. Any student absent from an examination must notify the lead faculty **PRIOR to the examination**. The lead faculty shall be notified in a written format via Blackboard email, which includes a date and time. The weight of the missed exam may be added to the student's final examination ONLY upon lead faculty approval. Students who fail to notify the lead faculty before the examination period will not be allowed to carry the weight of the missed exam to their final exam, thus receiving a **Zero (0)** for the missed exam.
4. All Exams will be given face to face, using the online Respondus Lockdown Browser (and webcam if advised).
5. The exam will consist of **60 - 75 questions** (multiple choice, select all that apply, fill in the blanks, essay) from the chapters covered in the specified Modules.
6. Your student ID is required to log onto the exams.
7. All online exams must use **the Respondus lockdown browser**, and if applicable, the student must also use the Respondus webcam.
8. If determined by the lead faculty, all students need to purchase a year-long license for Respondus. The **cost is \$15**, and you can use it in all your classes. If you use a Chrome book, you must purchase Proctorial.
9. Student instructions for purchasing and installing Respondus can be found: <https://www.tamui.edu/distance/technology/respondus-ldb-and-monitor.shtml> (<https://www.tamui.edu/distance/technology/respondus-ldb-and-monitor.shtml>)
10. After the student uses their cell phone to sign in, it must be powered off and set face down on the table as designated by the lead faculty.
11. No wristwatches or pendants may be worn. No long-sleeved shirts or sweaters may be worn. Arms up to elbows must be visible.
12. No caps or hoodies, earphones, or earbuds may be worn.
13. Absolutely no talking during the exam, either to yourself or to someone else. No music can be played during the exam.
14. **Students must not leave the exam or view the camera until the exam is submitted.**
15. All tests will require a password that will not be provided until just before the exam.
16. All tests will begin and end precisely at the time specified (it will automatically shut down at the end of the testing period).
17. Failure to follow these guidelines will result in an automatic zero on the exam.

## Open Boilerplate

ASSESSMENTS	Percentages
Class Participation & In-Class Quizzes	5%
In-Class Essays	20%
Research Paper	30%
Exams	30%
Final Exam	15%

## Course Schedule

Day	Date	Agenda/Topic	Reading(s)	Due
Thu	8/29	BB CH Modules -Interactive lecture -In-Class Participation	o Chapter 1 – Introduction to Nursing Research	
Thu	9/5	BB CH Modules -Interactive lecture -In-Class Participation	o Chapter 4 – Examining Ethics in Nursing Research o Chapter 5 – Examining Research Problems, Purposes & Hypotheses	o Ethics Paper is due by 10:00 p.m. on 9/8/24
Thu	9/12	BB CH Modules -Interactive lecture -In-Class Participation	o Chapter 7 – Understand Theory & Research Frameworks	o Part I – Research Paper is due by 10:00 p.m. on 9/15/24
Thu	9/19	BB CH Modules -Interactive lecture -In-Class Participation	o Chapter 6 – Understanding & Critically Appraising the Literature Review	o Theory Paper is due by 10:00 p.m. on 9/22/24



Thu	9/26	BB CH Modules -Interactive lecture -In-Class Participation	o Chapter 13 – Building an Evidence-Based Nursing Practice	o Part II – Research Paper is due by 10:00 p.m. on 9/29/24
Thu	10/3	BB CH Modules -Interactive lecture -In-Class Participation	o Chapter 2 – Introduction to Quantitative Research o Chapter 8 – Clarifying Quantitative Research Designs	
Thu	10/10	EXAM 1	Chapters: 1, 4, 5, 6, 7, 13	
Thu	10/17	BB CH Modules -Interactive lecture -In-Class Participation	o Chapter 3 – Introduction to Qualitative Research	o Quantitative Review Paper is due by 10:00 p.m. on 10/20/24
Thu	10/24	BB CH Modules -Interactive lecture -In-Class Participation	o Chapter 9 – Examining Populations & Samples in Research o Chapter 10 – Clarifying Measurement & Data Collection in Quantitative Research	o Qualitative Review Paper is due by 10:00 p.m. on 10/27/24
Thu	10/31	BB CH Modules -Interactive lecture -In-Class Participation	o Chapter 12 – Critical Appraisal of Quantitative & Qualitative Research in Nursing Practice	
Thu	11/7	EXAM 2	Chapters 2, 3, 8, 9, 10, 12	
Thu	11/14	BB CH Modules -Interactive lecture -In-Class Participation	o Chapter 14 – Introduction to Additional Research Methodologies in Nursing: Mixed Methods	
Thu	11/21	BB CH Modules -Interactive lecture -In-Class Participation	o Chapter 11 – Understanding Statistics in Research	o Part III – Research Paper is due by 10:00 p.m. on 11/24/24
Thu	11/28	NO CLASSES	Thanksgiving Break	

## 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.tamui.edu/scce/studenthandbook.shtml> (<https://www.tamui.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.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.tamiu.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@tamiu.edu](mailto:TitleIX@tamiu.edu), 956.326.2857, via the anonymous electronic reporting website, ReportIt, at <https://www.tamiu.edu/reportit> (<https://www.tamiu.edu/reportit/>), and/or the Office of Civil Rights (Dallas Office), U.S. Department of Education, 1999 Bryan Street, Suite 1620, Dallas, TX 75201-6810, 214.661.9600.

## Incompletes

Students who are unable to complete a course should withdraw from the course before the final date for withdrawal and receive a "W." To qualify for an "incomplete" and thus have the opportunity to complete the course at a later date, a student must meet the following criteria:

1. The student must have completed 90% of the course work assigned before the final date for withdrawing from a course with a "W", and the student must be passing the course;
2. The student cannot complete the course because an accident, an illness, or a traumatic personal or family event occurred after the final date for withdrawal from a course;
3. The student must sign an "Incomplete Grade Contract" and secure signatures of approval from the professor and the college dean.
4. The student must agree to complete the missing course work before the end of the next long semester; failure to meet this deadline will cause the "I" to automatically be converted to an "F"; extensions to this deadline may be granted by the dean of the college. This is the general policy regarding the circumstances under which an "incomplete" may be granted, but under exceptional circumstances, a student may receive an incomplete who does not meet all of the criteria above if the faculty member, department chair, and dean recommend it.

## WIN Contracts

The Department of Biology and Chemistry does not permit WIN contracts. For other departments within the college, WIN Contracts are offered only under exceptional circumstances and are limited to graduating seniors. Only courses offered by full-time TAMIU faculty or TAMIU instructors are eligible to be contracted for the WIN requirement. However, a WIN contract for a course taught by an adjunct may be approved, with special permission from the department chair and dean. Students must seek approval before beginning any work for the WIN Contract. No student will contract more than one course per semester. Summer WIN Contracts must continue through both summer sessions.

## Student Responsibility for Dropping a Course

It is the responsibility of the student to drop the course before the final date for withdrawal from a course. Faculty members, in fact, may not drop a student from a course without getting the approval of their department chair and dean.

## Independent Study Course

Independent Study (IS) courses are offered only under exceptional circumstances. Required courses intended to build academic skills may not be taken as IS (e.g., clinical supervision and internships). No student will take more than one IS course per semester. Moreover, IS courses are limited to seniors and graduate students. Summer IS course must continue through both summer sessions.

## Grade Changes & Appeals

Faculty are authorized to change final grades only when they have committed a computational error or an error in recording a grade, and they must receive the approval of their department chairs and the dean to change the grade. As part of that approval, they must attach a detailed explanation of the reason for the mistake. Only in rare cases would another reason be entertained as legitimate for a grade change. A student who is unhappy with his or her grade on an assignment must discuss the situation with the faculty member teaching the course. If students believe that they have been graded unfairly, they have the right to appeal the grade using a grade appeal process in the Student Handbook and in the Faculty Handbook.

## Final Examination

All courses in all colleges must include a comprehensive exam or performance and be given on the date and time specified by the Academic Calendar and the Final Exam schedule published by the Registrar's Office. In the College of Arts & Sciences all final exams must contain a written component.





The written component should comprise at least 20% of the final exam grade. Exceptions to this policy must receive the approval of the department chair and the dean at the beginning of the semester.

## **Mental Health and Well-Being**

The university aims to provide students with essential knowledge and tools to understand and support mental health. As part of our commitment to your well-being, we offer access to Telus Health, a service available 24/7/365 via chat, phone, or webinar. Scan the QR code to download the app and explore the resources available to you for guidance and support whenever you need it. The Telus app is available to download directly from TELUS (tamiu.edu) (<https://www.tamiu.edu/counseling/telus/>) or from the Apple App Store and Google Play.