

## CSDO 3325 - Phonetics

### Fall 2025 Syllabus, Section 101, CRN 16094

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## Instructor Information

**Nidia Garcia, M.A., CCC-SLP**  
Clinical Assistant Professor  
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Office: CNS 314  
Office Hours:  
Monday & Wednesday: 11:00 am - 12:00 pm  
Tuesday: 9:00 am - 10:00 am  
Virtual: TRF 11:00am -12:00 pm  
Additional availability upon request, by appointment, for in-person or virtual meeting.  
Office Phone: 956-326-2452

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## Times and Location

MWF 9:40am-10:35am in Pellegrino Hall 116

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## Course Description

This course is designed to provide the student with information related to phonetics, phonology and transcription. There is an emphasis in classification and phonetics of English Phonemes utilizing the International Phonetic Alphabet (IPA), diacritical markings and phonological processes. Corequisites: CSDO 3305, CSDO 3321, CSDO 3331, and CSDO 3333. Prerequisites: Admitted to the CSDO program. Health Sciences Department, College of Nursing&Health Sci

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## Additional Course Information

### Overview

#### 1. Class attendance

- Essential for academic success and is expected of all students enrolled in this course.

#### 2. Attendance Expectations

- Students are expected to attend **all scheduled classes, arrive on time, and remain for the entire session.**
- Students must notify the instructor in advance, when possible, if they anticipate missing class.
- **ALL CLASS COMMUNICATION TO BE COMPLETED VIA BLACKBOARD ONLY. Not email. Not through text message/WhatsApp/voice note, phone call/voicemail.**
- It is the student's responsibility to obtain notes, assignments, and announcements missed due to absence.

#### 3. Acceptable Excused Absences

Excused absences include, but are not limited to:

- Documented illness or medical emergency.
  - Medical Note to be provided to professor within 7 days of day of absence via Blackboard.

- Death or serious illness in the immediate family
- Official university-sponsored activities (e.g., athletics, academic events)
- Jury duty or court appearances
- University/Job/Internship interviews
- Religious holidays (with prior notification)

Documentation may be required for verification of excused absences. It is also up to the professor's discretion to make exceptions depending of the student's circumstances.

#### 4. Unexcused Absences

- Any absence not covered by the categories above will be considered unexcused.
- **3 unexcused absences will result in a full deduction of a letter grade**
- Arriving more than **5 minutes late** or **leaving early without notice** will be count as a **full absence** (exceptions are up to professor's discretion and it's the responsibility of the student to address/discuss with professor).

#### 5. Make-Up Work

- Students with excused absences will be given reasonable opportunity to make up missed work. This needs to be discussed and plan with professor.
- Make-up work for unexcused absences will not be granted unless special arrangements are approved by the instructor.

#### 6. Reporting and Monitoring

- Attendance will be recorded **at the beginning of each class** session.

#### 7. Final Notes

- **Consistent attendance reflects professionalism and commitment.**
- **Students with ongoing difficulties attending class should communicate with the instructor or academic advisor to discuss support options.**

## Student Learning Outcomes

### Course Objectives

Upon successful completion of this course, the student will be able to:

- CO1 Identify the parts of the vocal tract and their roles in speech production.
- CO2 Demonstrate knowledge and the application of the International Phonetic Alphabet.
- CO3 Describe the processes involved in speech perception.

## 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	Phonetic Sciences for Clinical Practice 2nd Edition	Jakielski, K.J. & Gildersleeve-Neumann	
Required	Phonetic Sciences for Clinical Practice: A transcription and Application Workbook 2nd edition.	Jakielski, K.J. & Gildersleeve-Neumann	

## Other Course Materials

DESCRIPTION OF ASSIGNMENTS:

- Course activities will include lectures, textbook readings, workbook exercises, small group discussions and activities, video observations and discussions, class participation and presentations, hands-on work and homework assignments.
- **Student will be required to transcribe.** This will consist both of individual and small group work. There will be both board work and seat work. Students will be called on randomly to work at the board. The professor will be present to assist during transcription practice. Student will be required to transcribe live speech and will also be provided with recorded samples of both normal and disordered speech.
- For additional practice in both transcribing and becoming familiar with the phonetic symbols (IPA), a series of workbook exercises will be completed throughout the semester.
- **Each student will be expected to practice transcription on their own.**
- *Frequent practice is essential to develop the auditory sensitivity and transcription skills taught in class. Practicing in short periods several times during the week is most beneficial.*

#### ASSIGNMENTS:

- These are to be submitted via the Blackboard drop box.
- Assignments must be complete, and it is the responsibility of each student to ensure the correct assignment is submitted.
- Incorrect or missed submission will result in 10-point reduction in grade.
- Some class assignments will be completed individually.
- It is the student's responsibility to complete and submit assignments at the designated time.
- Students are to complete ALL chapter exercises in each assigned chapter in the workbook. This textbook/workbook bundle was selected for its use of comprehension/practice exercises throughout the chapters. It provides students with many opportunities to learn and practice phonetic transcription.

#### QUIZZES/IN CLASS TRANSCRIPTION:

- Will be given via paper/pencil tasks as most will be based on transcription.
- **Late work will not be accepted. No make up work will be accepted for absent students.**
  - *Exceptions may be granted for excused absences at the professor and student discretion*

#### WORKBOOK EXERCISES:

- Assignments will be completed by the designated day and scan and uploaded to appropriate Blackboard drop box.

#### TRANSCRIPTION PROJECT:

- Students will collect a speech sample from an individual. This project may be completed in English or Spanish. Students will be given a list of words, phrases and brief reading passage that will be used to collect the sample. The student will submit a voice recording of the participant and phonetic transcription of the sample.

#### PHONEME/VOWEL PAGES:

- Groups will be assigned at random by the professor. Each team will complete a phoneme page and present work to the class for peer feedback.
- All members are to participate equally and submit an individual project at the designated time.
- The phoneme page assignment will consist of:
  - Informational sheet for each phoneme (vowels and consonants of the English and Spanish languages).
  - Format: 1. For each phoneme (consonant & vowel), a figure showing articulator placement and a written description of how the phoneme is produced (for client/parents to understand).
  - Format 2: include the following information: phonetic symbol; grapheme symbol, distinctive features/vowel description.
  - Format 3: 10 sample words with a picture in each position of words in which the phoneme occurs.
- Assignment grade will be calculated as follows: cards containing all elements will earn a grade of "A"; incomplete submissions will earn a grade of "B" and must be resubmitted with complete information; work not submitted will earn a grade of "F".

**PHONEME PAGE(S)**, upload the page(s) onto Blackboard and create a presentation and activity in which phoneme production is taught. Individual participation is of the utmost importance.

#### COURSE PORTFOLIO:

This is an individual product that will be composed of group work, web-based information collected throughout the semester, and any other pertinent information related to the course subject.

#### INSTRUCTIONAL MATERIAL/WEBSITES/APPS

**Instructional Material(s)/Websites/Apps:**

<http://www.wisegeek.org/what-is-phonetics.htm> (<https://catalog.tamui.edu/about:blank>)

Sounds: The Pronunciation App

Sounds of Speech App

IPA Phonetics App

AVPhonetics App

SpeakingFit Pro App

<http://soundsofspeech.uiowa.edu/spanish/spanish.html>

\*Hand held mirror, pen light or small flashlight, disinfecting products and hand sanitizer.

\*Bring a laptop, smartphone, iPad, etc. for classroom participation

\* box of gloves, box of tongue depressors will be provided by professor

## Grading Criteria

GRADE	PERCENTAGE
A	90-100
B	80-89
C	75-79
F	74 and below

## Open Boilerplate

ASSIGNMENT	VALUE
Transcription Project	10%
Phoneme/Vowel Pages	20%
Course Portfolio	10%
Assignments: In class assignments, Independent Workbook Assignments, In class Transcription/Quizzes	40%
Exams (Mid Term/Final)	20%
Total	100%

## Schedule of Topics and Assignments

Day	Date	Agenda/Topic	Reading(s)	Due
Mon	8/25	Class Introduction Review Syllabus Review Attendance Policy Review Blackboard tools		Acknowledgment of Syllabus and Policies.
Wed	8/27	Read: Chapter1: Introduction to Phonetic Science Pages 1-4	View: What is Phonetics? <a href="http://www.wisegeek.org/what-is-phonetics.htm">http://www.wisegeek.org/what-is-phonetics.htm</a>	



Fri	8/29		Class discussion Explain why you think it was difficult for the characters to imitate speech sounds and words. The Pink Panther (9/12) Movie CLIP - I Would Like to Buy a Hamburger (2006) HD <a href="https://www.youtube.com/watch?v=Z6oeAdemFZw">https://www.youtube.com/watch?v=Z6oeAdemFZw</a> Joey trying to speak French <a href="https://www.youtube.com/watch?v=DqzwztjeYBQ">https://www.youtube.com/watch?v=DqzwztjeYBQ</a>	
Mon	9/1	Read: Chapter1: Introduction to Phonetic Science	Pages 4-12	In class assignment: Did you get it: 1-3
Wed	9/3	Read: Chapter1: Introduction to Phonetic Science	Pages 13-17	In class assignment: Did you get it: 1-5 & 1-6
Fri	9/5	In class assignment: Workbook pgs. 7, 9, 10, 14		Workbook Assignment: due at midnight
Mon	9/8	Read: Chapter 2: Articulatory Phonetics of Consonants	Bring to class: Search online for IPA/transcription sites and/or APPS used for IPA. In class you will discuss 2 you found most interesting Groups Assigned in Class - be aware there may be some changes. (2 students/group) Pages 24-30	
Wed	9/10	Read: Chapter 2: Articulatory Phonetics of Consonants	Pages 30-41 (bilabials, Labiodentals, Interdentals, Alveolars)	In class Transcription
Fri	9/12	Read: Chapter 2: Articulatory Phonetics of Consonants	Pages 30-41 (Post-Alveolar, Palatal, Velar, Glottal)	In class Transcription
Mon	9/15	Read: Chapter 2: Articulatory Phonetics of Consonants	Pages 41-51	In class Transcription
Wed	9/17	Read: Chapter 2: Articulatory Phonetics of Consonants Pages 41-51	Pages 41-51	Workbook Assignment: Workbook pages 22,23, 24,26, 27, 28 scan & upload Due 9/17/24 by 11:59pm
Fri	9/19	No Class		
Mon	9/22	Presentations: each group will present their completed phoneme page (consonants)		SEE TEAM ACTIVITY in Syllabus
Wed	9/24	Presentations: each group will present their completed phoneme page (consonants)		SEE TEAM ACTIVITY in Syllabus
Fri	9/26	No Class		
Mon	9/29	Read: Chapter 3: Articulatory Phonetics of Vowels	Pages 55-58	Workbook Assignment: Workbook pages 29-32, scan & upload Due 9/29 by 11:59pm
Wed	10/1	Chapter 3: Articulatory Phonetics of Vowels	Pages 58-61	In Class Transcription
Fri	10/3	Read: Chapter 3: Articulatory Phonetics of Vowels	Pages 61-65	Workbook Assignment Workbook pages 40, 41 (3-8& 3-9), scan & upload Due 10/3 by 11:59pm
Mon	10/6	Read: Chapter 3: Articulatory Phonetics of Vowels Pages 66-76	Pages 66-76	In Class Transcription
Wed	10/8	Practice transcription and Review Consonants & Vowels		Workbook Assignment Workbook pages 43-44 (3-12), 46-47 (3-15), and 47-48 (3-16), scan & upload Due 10/08 by 11:59pm
Fri	10/10	Mid Term		In class transcription and exam.
Mon	10/13	In class Practice: Oral Motor Exams		
Wed	10/15	Presentations: each group will present their completed phoneme page (Vowels)		
Fri	10/17	Read: Chapter 4: Broad and Narrow Phonetic Transcription		In class Transcription pg. 159-161



Mon	10/20	Read: Chapter 4: Broad and Narrow Phonetic Transcription		In class Transcription pg. 162-164
Wed	10/22	Transcription Practice/Review		In class Transcription pg. 165-167
Fri	10/24	CSDO Event	CSDO Event. Attendance mandatory	
Mon	10/27	Read: Chapter 5: Suprasegmental Features of Speech	In class Transcription: will be done at the beginning of class only and will be turned in via written format. View videos: Teaching the production of /f/ <a href="https://www.youtube.com/watch?v=9xAolxsyj38">https://www.youtube.com/watch?v=9xAolxsyj38</a> Teaching the production of /k, g/ <a href="https://www.youtube.com/watch?v=rhIZHh4oJpg">https://www.youtube.com/watch?v=rhIZHh4oJpg</a> Teaching the production of /r/ <a href="https://www.youtube.com/watch?v=yXsf6k5F2I0">https://www.youtube.com/watch?v=yXsf6k5F2I0</a> Teaching the production of the /s/ <a href="https://www.youtube.com/watch?v=k1juKHiqReU">https://www.youtube.com/watch?v=k1juKHiqReU</a>	Workbook Assignment Workbook pages 59, 61 scan & upload Due 10/28 by 11:59pm
Wed	10/29	Read: Chapter 5: Suprasegmental Features of Speech		Workbook Assignment Workbook pages 83-89 scan & upload Due 10/30 by 11:59pm
Fri	10/31	Transcription Practice/Review		In class Assignment
Mon	11/3	How to teach phoneme production	In-class activity	
Wed	11/5	How to teach phoneme production	In-class activity	
Fri	11/7	How to teach phoneme production	In-class activity	In class Transcription pg. 168
Mon	11/10	How to teach phoneme production	In-class activity	Discuss Transcription Project In class Transcription pg. 169
Wed	11/12	Read: Chapter 6: Acoustic Phonetics		In class Transcription pg. 170
Fri	11/14	Read: Chapter 7: Linguistic Phonetics and Phonology of Consonants	*relationship between phonetics and phonology *coarticulation *minimal pairs *study of syllables *onset, rime, nucleus and coda *allophonic patterns *clinical uses of phonological patterns	In class Transcription pg. 171
Mon	11/17	Read: Chapter 8: Linguistic Phonetics and Phonology of Vowels		In class Transcription pg. 174
Wed	11/19	Classes don't meet.	ASHA Convention, Washington D.C. Nov 20-22	Please complete COURSE EVALUTION (NOV 17-23) No grade
Fri	11/21	Classes don't meet.	ASHA Convention, Washington D.C. Nov 20-22	Please complete COURSE EVALUTION (NOV 17-23) No grade
Mon	11/24	Chapter 9 Beyond General American English	*languages around the world *dialects *speech mechanism in other production of other languages *VOT *typical phonological patterns of vowels *allophonic patterns	Workbook Assignment Workbook pages 145 scan & upload Due 11/24 by 11:59pm
Wed	11/26	Chapter 9 Beyond General American English	*Discuss dialects observed *Discuss transcription assignment Review the website: IDEA: International Dialects of English Archive <a href="https://www.dialectsarchive.com/">https://www.dialectsarchive.com/</a>	In class Transcription pg. 175
Fri	11/28	Thanksgiving	No classes.	
Mon	12/1	Last Day of Class	Class Transcription: Phonetic Transcription	
Wed	12/3	Final Exam	Final Exam 9:40 am	
Fri	12/5	No Class		
Mon	12/8	No Class		
Wed	12/10	No Class		

## University/College Policies

Please see the University Policies below.

### COVID-19 Related Policies

If you have tested positive for COVID-19, please refer to the Student Handbook, Appendix A (Attendance Rule) for instructions.

### Required Class Attendance

Students are expected to attend every class in person (or virtually, if the class is online) and to complete all assignments. If you cannot attend class, it is your responsibility to communicate absences with your professors. The faculty member will decide if your excuse is valid and thus may provide lecture materials of the class. According to University policy, acceptable reasons for an absence, which cannot affect a student's grade, include:

- Participation in an authorized University activity.
- Death or major illness in a student's immediate family.
- Illness of a dependent family member.
- Participation in legal proceedings or administrative procedures that require a student's presence.
- Religious holy day.
- Illness that is too severe or contagious for the student to attend class.
- Required participation in military duties.
- Mandatory admission interviews for professional or graduate school which cannot be rescheduled.

Students are responsible for providing satisfactory evidence to faculty members within seven calendar days of their absence and return to class. They must substantiate the reason for the absence. If the absence is excused, faculty members must either provide students with the opportunity to make up the exam or other work missed, or provide a satisfactory alternative to complete the exam or other work missed within 30 calendar days from the date of absence. Students who miss class due to a University-sponsored activity are responsible for identifying their absences to their instructors with as much advance notice as possible.

### Classroom Behavior (applies to online or Face-to-Face Classes)

In the classroom, students are expected to listen attentively, participate respectfully, and adhere to established rules. Behavior that interferes with the class lecture may result in disciplinary action, ensuring a productive and respectful learning environment for everyone. Any disputes over academic matters should be addressed calmly and constructively, ideally during designated times such as office hours or after class. If a student does not agree with a decision, they can request a meeting with the instructor to discuss their concerns in more detail. Should further resolution be needed, the student may escalate the matter to the department head or use formal grievance procedures as outlined in the sections below. (please refer to Student Handbook Article 4 (<https://www.tamtu.edu/handbook/article-04.shtml>)).

### TAMU Honor Code: Plagiarism and Cheating

As a TAMU student, you are bound by the TAMU Honor Code to conduct yourself ethically in all your activities as a TAMU student and to report violations of the Honor Code. Please read carefully the Student Handbook Article 7 and Article 10 available at Student Handbook (<https://www.tamtu.edu/handbook/index.shtml>).

We are committed to strict enforcement of the Honor Code. Violations of the Honor Code tend to involve claiming work that is not one's own, most commonly plagiarism in written assignments and any form of cheating on exams and other types of assignments.

Plagiarism is the presentation of someone else's work as your own. It occurs when you:

1. Borrow someone else's facts, ideas, or opinions and put them entirely in your own words. You must acknowledge that these thoughts are not your own by immediately citing the source in your paper. Failure to do this is plagiarism.
2. Borrow someone else's words (short phrases, clauses, or sentences), you must enclose the copied words in quotation marks as well as citing the source. Failure to do this is plagiarism.
3. Present someone else's paper or exam (stolen, borrowed, or bought) as your own. You have committed a clearly intentional form of intellectual theft and have put your academic future in jeopardy. This is the worst form of plagiarism.

Here is another explanation from the 2020, seventh edition of the Manual of The American Psychological Association (APA):

"Plagiarism is the act of presenting the words, idea, or images of another as your own; it denies authors or creators of content the credit they are due. Whether deliberate or unintentional, plagiarism violates ethical standards in scholarship" (p. 254). This same principle applies to the illicit use of AI.

**Plagiarism:** Researchers do not claim the words and ideas of another as their own; they give credit where credit is due. Quotations marks should be used to indicate the exact words of another. Each time you paraphrase another author (i.e., summarize a passage or rearrange the order of a sentence

and change some of the words), you need to credit the source in the text. The key element of this principle is that authors do not present the work of another as if it were their own words. This can extend to ideas as well as written words. If authors model a study after one done by someone else, the originating author should be given credit. If the rationale for a study was suggested in the discussion section of someone else's article, the person should be given credit. Given the free exchange of ideas, which is very important for the health of intellectual discourse, authors may not know where an idea for a study originated. If authors do know, however, they should acknowledge the source; this includes personal communications (p. 11). For guidance on proper documentation, consult the Academic Success Center or a recommended guide to documentation and research such as the Manual of the APA or the MLA Handbook for Writers of Research Papers. If you still have doubts concerning proper documentation, seek advice from your instructor prior to submitting a final draft.

TAMIU has penalties for plagiarism and cheating.

- **Penalties for Plagiarism:** Should a faculty member discover that a student has committed plagiarism, the student should receive a grade of 'F' in that course and the matter will be referred to the Honor Council for possible disciplinary action. The faculty member, however, may elect to give freshmen and sophomore students a "zero" for the assignment and to allow them to revise the assignment up to a grade of "F" (50%) if they believe that the student plagiarized out of ignorance or carelessness and not out of an attempt to deceive in order to earn an unmerited grade; the instructor must still report the offense to the Honor Council. This option should not be available to juniors, seniors, or graduate students, who cannot reasonably claim ignorance of documentation rules as an excuse. For repeat offenders in undergraduate courses or for an offender in any graduate course, the penalty for plagiarism is likely to include suspension or expulsion from the university.
  - *Caution:* Be very careful what you upload to Turnitin or send to your professor for evaluation. Whatever you upload for evaluation will be considered your final, approved draft. If it is plagiarized, you will be held responsible. The excuse that "it was only a draft" will not be accepted.
  - *Caution:* Also, do not share your electronic files with others. If you do, you are responsible for the possible consequences. If another student takes your file of a paper and changes the name to his or her name and submits it and you also submit the paper, we will hold both of you responsible for plagiarism. It is impossible for us to know with certainty who wrote the paper and who stole it. And, of course, we cannot know if there was collusion between you and the other student in the matter.
- **Penalties for Cheating:** Should a faculty member discover a student cheating on an exam or quiz or other class project, the student should receive a "zero" for the assignment and not be allowed to make the assignment up. The incident should be reported to the chair of the department and to the Honor Council. If the cheating is extensive, however, or if the assignment constitutes a major grade for the course (e.g., a final exam), or if the student has cheated in the past, the student should receive an "F" in the course, and the matter should be referred to the Honor Council. Additional penalties, including suspension or expulsion from the university may be imposed. Under no circumstances should a student who deserves an "F" in the course be allowed to withdraw from the course with a "W."
  - *Caution:* Chat groups that start off as "study groups" can easily devolve into "cheating groups." Be very careful not to join or remain any chat group if it begins to discuss specific information about exams or assignments that are meant to require individual work. If you are a member of such a group and it begins to cheat, you will be held responsible along with all the other members of the group. The TAMIU Honor Code requires that you report any such instances of cheating.
- **Student Right of Appeal:** Faculty will notify students immediately via the student's TAMIU e-mail account that they have submitted plagiarized work. Students have the right to appeal a faculty member's charge of academic dishonesty by notifying the TAMIU Honor Council of their intent to appeal as long as the notification of appeal comes within 10 business days of the faculty member's e-mail message to the student and/or the Office of Student Conduct and Community Engagement. The Student Handbook provides more details.

## Use of Work in Two or More Courses

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

## AI Policies

Your instructor will provide you with their personal policy on the use of AI in the classroom setting and associated coursework.

## TAMIU E-Mail and SafeZone

Personal Announcements sent to students through TAMIU E-mail (tamiu.edu or dusty email) are the official means of communicating course and university business with students and faculty –not the U.S. Mail and no other e-mail addresses. Students and faculty must check their TAMIU e-mail accounts regularly, if not daily. Not having seen an important TAMIU e-mail or message from a faculty member, chair, or dean is not accepted as an excuse for failure to take important action.

Students, faculty, and staff are encouraged to download the SafeZone app, which is a free mobile app for all University faculty, staff, and students. SafeZone allows you to: report safety concerns (24/7), get connected with mental health professionals, activate location sharing with authorities, and anonymously report incidents. Go to SafeZone (<https://www.tamiu.edu/adminis/police/safezone/index.shtml>) for more information.

## Copyright Restrictions

The Copyright Act of 1976 grants to copyright owners the exclusive right to reproduce their works and distribute copies of their work. Works that receive copyright protection include published works such as a textbook. Copying a textbook without permission from the owner of the copyright

may constitute copyright infringement. Civil and criminal penalties may be assessed for copyright infringement. Civil penalties include damages up to \$100,000; criminal penalties include a fine up to \$250,000 and imprisonment. Copyright laws do not allow students and professors to make photocopies of copyrighted materials, but you may copy a limited portion of a work, such as article from a journal or a chapter from a book for your own personal academic use or, in the case of a professor, for personal, limited classroom use. In general, the extent of your copying should not suggest that the purpose or the effect of your copying is to avoid paying for the materials. And, of course, you may not sell these copies for a profit. Thus, students who copy textbooks to avoid buying them or professors who provide photocopies of textbooks to enable students to save money are violating the law.

## Students with Disabilities

Texas A&M International University seeks to provide reasonable accommodations for all qualified persons with disabilities. This University will adhere to all applicable federal, state, and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal education opportunity. It is the student's responsibility to register with the Office of Disability Services for Students located in Student Center 124. This office will contact the faculty member to recommend specific, reasonable accommodations. Faculty are prohibited from making accommodations based solely on communications from students. They may make accommodations only when provided documentation by the Office of Disability Services for Students.

For accommodations or assistance with disabilities, contact the Disability Coordinator, Karla Pedraza, at [karla.pedraza@tamiu.edu](mailto:karla.pedraza@tamiu.edu), call 956.326.2763, or visit Student Center 124.

## Student Attendance and Leave of Absence (LOA) Policy

As part of our efforts to assist and encourage all students towards graduation, TAMIU provides LOA's for students, including pregnant/parenting students, in accordance with the Attendance Rule (Section 3.07) and the Student LOA Rule (Section 3.08), which includes the "Leave of Absence Request" form. Both rules can be found in the TAMIU Student Handbook (URL: [Student Handbook \(https://www.tamiu.edu/handbook/index.shtml\)](https://www.tamiu.edu/handbook/index.shtml)).

## Pregnant and Parenting Students

Under Title IX of the Education Amendments of 1972, harassment based on sex, including harassment because of pregnancy or related conditions, is prohibited. A pregnant/parenting student must be granted an absence for as long as the student's physician deems the absence medically necessary. It is a violation of Title IX to ask for documentation relative to the pregnant/parenting student's status beyond what would be required for other medical conditions. Students who experience or observe alleged or suspected discrimination due to their pregnant/parenting status, should report to the TAMIU Title IX Coordinator (Lorissa M. Cortez, 5201 University Boulevard, KLM 159B, Laredo, TX 78041, [TitleIX@tamiu.edu](mailto:TitleIX@tamiu.edu), 956.326.2857) and/or the Office of Civil Rights (Dallas Office, U.S. Department of Education, 1999 Bryan Street, Suite 1620, Dallas, TX 75201-6810, 214.661.9600). You can also report it on TAMIU's anonymous electronic reporting site, *Report It*, at <https://www.tamiu.edu/reportit> (<https://www.tamiu.edu/reportit/index.shtml>).

TAMIU advises a pregnant/parenting student to notify their professor once the student is aware that accommodations for such will be necessary. It is recommended that the student and professor develop a reasonable plan for the student's completion of missed coursework or assignments. The Office of Compliance (Lorissa M. Cortez, [lorissam.cortez@tamiu.edu](mailto:lorissam.cortez@tamiu.edu)) can assist the student and professor in working out the reasonable accommodation. For other questions or concerns regarding Title IX compliance related to pregnant/parenting students, contact the Title IX Coordinator. In the event that a student needs a leave of absence for a substantial period of time, TAMIU urges the student to consider a Leave of Absence (LOA) as outlined in the TAMIU *Student Handbook*.#As part of our efforts to assist and encourage all students towards graduation, TAMIU provides LOAs for students, including pregnant/parenting students, in accordance with the Attendance Rule and the Student LOA Rule.#Both rules can be found in the TAMIU *Student Handbook*.

For parenting-related rights, accommodations, and resources, contact the Parenting Liaison, Mayra Hernandez, at [mghernandez@tamiu.edu](mailto:mghernandez@tamiu.edu), call 956.326.2265, or visit Student Center 226.

For pregnancy-related rights, accommodations, and resources, contact the TIX Coordinator, Lorissa Cortez, at [lorissam.cortez@tamiu.edu](mailto:lorissam.cortez@tamiu.edu), call 956.326.2857, or visit Killam Library 159.

## Anti-Discrimination/Title IX

TAMIU does not discriminate or permit harassment against any individual on the basis of race, color, sex, religion, national origin, age, disability, genetic information, veteran status, educational programs, or employment. If you would like to file a complaint relative to Title IX or any civil rights violation, please contact the TAMIU Director of Equal Opportunity and Diversity/Title IX Coordinator, Lorissa M. Cortez, 5201 University Boulevard, Killam Library 159B, Laredo, TX 78041, [TitleIX@tamiu.edu](mailto:TitleIX@tamiu.edu), 956.326.2857, via the anonymous electronic reporting website, *ReportIt* (<https://www.tamiu.edu/reportit>) 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 TAMU faculty or TAMU 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.