



EDCI 3301 - Assessment for Instruc Design

Fall 2025 Syllabus, Section 165, CRN 17583

Instructor Information

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Office Hours:
Available by appointment (virtual or phone)
Monday - Friday
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Times and Location

TR 10:05am-11:25am in PLG 219

Course Description

This course introduces contemporary evidence-based approaches to assessment-informed instructional design and teaching strategies. Emphasis is placed on developmentally appropriate practices and the differentiation of instruction to meet the needs of diverse and exceptional learners. State mandates and accountability are discussed. Instructional strategies and assessment designs that foster positive learning environments will be emphasized. Candidates engage in a field-based experience. Prerequisites: Must be in good standing with the College of Education requirements. Educational Programs Department, College of Education

WIN-Designation

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

Additional Course Information

Relationship to / Alignment with Program Mission: This course is designed to align with the program missions specific to teacher candidate's areas of certification. As such, the course is intended to prepare highly effective professional educators that can provide effective instruction at the local, state, national or international levels with specialized knowledge (e.g. literacy, mathematics, social studies, science) and language skills required to teach PK-12 students from culturally and linguistically diverse student backgrounds.

Communication

The best way to reach me is through my TAMIU email (michelle.garza01@tamiu.edu). I typically respond within 24 hours. Virtual and phone appointments are also available upon request through email. To stay current on course updates, please check Blackboard each day; announcements are posted regularly.

Instructional Approaches/ Methodologies Utilized in this Course Include:

Lecture, class discussions, collaborative group activities, technology application, active learning strategies.

Blackboard

All assignments must be submitted through Blackboard. Always confirm submission with a receipt—if an assignment is not properly submitted, it cannot be graded and will receive a zero. If I encounter issues with your file, I will notify you by email; it is your responsibility to check email and resolve the issue promptly.

Students are expected to log in regularly to check course folders, announcements, and assignment instructions. Announcements will be posted in Blackboard and emailed to you.

Submission of Assignments: Assignments are DUE at the time designated in any announcement/syllabus/assignment instruction. The opportunity to submit your assignment early is welcomed once the dropbox is available. For most assignments, you will be able to resubmit your assignment if the dropbox is still available.

I recognize that balancing coursework, jobs, and family can be challenging, so my policy allows flexibility while still promoting accountability. You are responsible for managing your learning and deadlines. The following parameters apply:

1. **Grace Period:** Each assignment has a one-week grace period. Work submitted within this time will receive full credit.
2. **After the Grace Period:** Assignments submitted after the grace period but by the designated **Last Chance Deadline** will receive up to 70% of the points earned.
 - Example: If an assignment would normally earn 90/100 points, but is submitted two days after the grace period, the final score will be 63/100 (90×0.7).
3. **Last Chance Deadlines:** Work not submitted by these deadlines will receive a zero and cannot be made up.
 - **Sunday, September 28 (11:59 pm):** All work from Weeks 1–5
 - **Sunday, November 2 (11:59 pm):** All work from Weeks 6–10
 - **Sunday, December 7 (11:59 pm):** All work from Weeks 11–end of course

This structure ensures flexibility for occasional delays while maintaining accountability and progress throughout the semester.

If an assignment is turned in past the grace period, you may see a 0 in the grade book but it will be corrected (up to 70% of the points) as long as you submit the assignment before the stated last-chance deadlines above. ****Note:** Late work will rarely receive any feedback.

APA Formatting

All assignments must follow **APA 7th edition student paper format**. Students are responsible for using the resources provided in Blackboard and consulting APA guidelines as needed. Memorization is not required, but correct application is expected.

Points will be deducted for formatting errors. Failure to use in-text citations or include references is considered plagiarism and will affect your grade. Plagiarism—intentional or unintentional—may also result in disciplinary action (see *TAMU Honor Code: Plagiarism and Cheating* under University Course Policies and Academic Integrity in the COE Undergraduate Policies).

Be mindful of your writing, sources, and citation accuracy; always rely on the resources provided to guide your work.

Use of Generative AI

You are welcome to use generative AI tools (e.g., ChatGPT, DALL-E) in this course. These tools can support learning, idea generation, and productivity. However, your ethical responsibilities remain the same, and **TAMU's academic integrity policy fully applies**.

Any uncited or improperly cited content—whether from human or AI sources—is plagiarism. If you use AI, you must acknowledge its contribution with proper APA citation. Cutting, pasting, or paraphrasing AI output without citation is plagiarism.

Expectations for AI use:

- AI-generated text may be used if quoted and cited in APA format.
- Paraphrased AI content must be cited in APA format.
- Non-text AI content (images, video, code, etc.) may be used only when permitted in the assignment prompt and must be cited.
- You must conduct your own research and create bibliographies independently.

- You may not present AI content as your own work.

Important note: AI tools often produce incorrect, biased, plagiarized, or fabricated material, including false citations. Use them with caution and always verify information.

Participation, Attendance, Late Arrivals, and Early Departures

This course follows **TAMIU's attendance policy**. Attendance will be recorded in Blackboard, and students are expected to attend every class, arrive on time, and remain for the full session. Roll will begin promptly at the start of class. Early departures without prior approval may result in reduced participation points or a zero. If you must leave early, you must email me **before class** to request consideration for make-up work.

Students are expected to read assigned material **before class** and actively participate in discussions and activities. Participation includes contributing to discussions, sharing perspectives, asking questions, and completing in-class assignments. Consistent, prepared participation is integral to your grade.

All in-class graded activities require your **physical presence**; virtual or phone participation will not count. Make-up opportunities are considered only with a valid excuse, and TAMIU policies on attendance, absence, and make-up work will be followed (see *COE Undergraduate Policies*).

The instructor reserves the right to adjust due dates or participation requirements as needed, including in response to unforeseen circumstances.

Syllabus Acknowledgement

Teacher candidates are required to acknowledge receipt, understanding of, and acceptance of the policies in the syllabus before receiving any grades for assignments for this class. Please complete the short quiz on Blackboard acknowledging receipt.

Program Learning Outcomes

- The teacher candidate creates a classroom environment of respect and rapport that fosters a positive climate for learning, equity, and excellence (PPR Standard II)
- The teacher candidate promotes student learning by providing responsive instruction that makes use of effective communication techniques, instructional strategies that actively engage student in the learning process, and timely, high-quality feedback. (PPR Standard III)
- The teacher candidate fulfills professional roles and responsibilities and adheres to legal and ethical requirements of the profession in accordance with the Texas Education Agency Educator's Code of Ethics Chapter 247.
- The teacher candidate utilizes evidence-based research to improve Pk-12 student learning.
- The teacher candidate uses information about the learning-teaching context and student individual differences to set learning goals and plan instruction and assessment.
- The teacher candidate sets significant, challenging, varied, and appropriate learning goals based on the Texas Essential Knowledge and Skills (TEKS) with consideration of STAAR.
- The teacher candidate uses multiple assessment modes and approaches aligned with learning goals (TEKS and STAAR) to assess student learning before, during, and after instruction.
- The teacher candidate designs instruction for specific learning goals, student characteristics and needs, and learning contexts.
- The teacher candidate reflects on his or her instruction and student learning in order to improve teaching practice.

Student Learning Outcomes

Course Student Learning Outcomes

CSLO 1: The student teacher candidate explores the curriculum basics such as objectives, scope and sequences, categories of learning, lesson planning, alignment, and fundamental five framework.

CSLO 2: The teacher candidate identifies the elements of backwards design and the fundamental five framework.

CSLO 3: The teacher candidate develops culturally relevant and developmentally appropriate lesson plans for all learners aligned to state standards with a well-written learning objective, appropriate assessments, and effectively curated strategies and implemented technology.

CSLO 4: The teacher candidate evaluates various types of evidenced-based assessment types used for continuous support of learning and evidence of mastery.

CSLO 5: The student teacher candidate identifies the process of a thorough grading system, scoring options, and data analysis.

CSLO 6: The student teacher candidate promotes student learning by providing responsive instruction that makes use of effective communication techniques, instructional strategies that actively engage student in the learning process, and timely, high quality feedback.

CSLO 7: The student teacher candidate writes effectively and proficiently about their self-reflections on the topic of study and own teaching practice.

Important Dates

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



Textbooks

Group	Title	Author	ISBN
Required	Modern Classroom Assessment	Bruce B. Frey	

Grading Criteria

GRADE	PERCENTAGE
A	90-100 (405-450 pts)
B	80-89 (360-404 pts)
C	70-79 (315-359 pts)
D	60-69 (270-314 pts)
F	Below 60 (0-269 pts)

Course Grades

ASSIGNMENT (120 pts)	
Syllabus Acknowledgement	20 points
5 Reading Checks (5 X 20pts)	100 points
WIN ASSIGNMENTS (250 pts)	
Lesson Plan#1 Draft	20 points
Lesson Plan #2 Final	30 points
Lesson Plan #3 Final	50 points
Writing Assign. #1	50 points
Writing Assign. #2	50 points
Final Paper	50 points
EXAMS (80 pts)	
Midterm Exam	30 points
Final Exam	50 points
TOTAL	450 POINTS

Schedule of Topics and Assignments

Week of	Agenda/Topic	Reading(s)	Due
8/26	Read Syllabus Access Course Online Modern Classroom Assessment - Ch#1	Review syllabus & expectations. Weekly schedule format. Course overview on Blackboard. Introduction to Assessment	Sunday, August 31, 2025, 11:59pm Syllabus Acknowledgement Quiz Before Next Class: Read Course Readings Packet - Section 1.
9/2	Course Packet Readings - Section 1.	Curriculum, Scope & Sequence, Units Review Sample Lesson Plans & Lesson Plan Components Pedagogy & Education Philosophies	Before Next Class: Read Course Packet Readings - Section 2 & Modern Classroom Assessment - Ch#3 & Ch#4
9/9	Course Packet Readings - Section 2 Modern Classroom Assessment - Ch#3 & Ch#4 Access TEKS	Bloom's Taxonomy Categories of Learning TEKS Deconstructing	Sunday, September 14, 2025, 11:59pm Reading Check 1 Before Next Class: Read Course Packet Readings - Section 3
9/16	Course Packet Readings - Section 3	Objectives Objectives vs. Learning Targets Rigor & Relevance Fundamental Five Lesson Plan Workshop	Sunday, September 21, 2025, 11:59 pm Lesson Plan Draft Before Next Class: Read Course Packet Readings - Sections 4 & 5



9/23	Course Packet Readings - Sections 4 & 5.	Alignment Backwards Planning Differentiation Lesson Plan Workshop	Sunday, September 28, 2025, 11:59 pm Lesson Plan 1 Final Reading Check 2 *Before Next Class: No New Readings
9/30	Review all prior readings.	Midterm Review Writing Assignment Review	Sunday, October 12, 2025, 11:59 pm Writing Assign. 1
10/7	Midterm Exam		Sunday, October 12, 2025, 11:59 pm Writing Assign. 1 Before Next Class: Read Modern Classroom Assessment - Ch#2 & Ch#8.
10/14	Modern Classroom Assessment - Ch#2 & Ch#8	Classroom Assessment Assessment Informed Instruction	Before Next Class: Read Modern Classroom Assessment - Ch#4
10/21	Modern Classroom Assessment - Ch#4	Formative Assessment	Sunday, October 27, 2025, 11:59 pm Reading Check 3 Before Next Class: Read Modern Classroom Assessment - Ch#5
10/28	Modern Classroom Assessment - Ch#5	Summative Assessment Lesson Plan #2	Sunday, November 2, 2025, 11:59 pm Lesson Plan #2 Before Next Class: Read Modern Classroom Assessment - Ch#6
11/4	Modern Classroom Assessment - Ch#6	Constructed Response Items Rubrics Writing Assign. 2 Workshop	Sunday, November 10, 2025, 11:59 pm Reading Check 4 & Writing Assign. 2 Before Next Class: Read Modern Classroom Assessment - Ch#7 & Ch#8
11/11	Modern Classroom Assessment - Ch#7	Performance Based Assessments Authentic Assessments	Sunday, November 17, 2025, 11:59 pm - Reading Check 5. Before Next Class: Read Modern Classroom Assessment - Ch#9
11/18	Modern Classroom Assessment - Ch#9	Standardized Testing	Wednesday, November 26, 2025, 11:59 pm - Final Paper
11/25	Catch Up Day / Thanksgiving Break	Catch Up Day / Thanksgiving Break	Before Next Class: Read Modern Classroom Assessment Ch#10 & Ch#11
12/2	Modern Classroom Assessment Ch#10 & Ch#11	Scores and Grades Analyzing Data Final Exam Review	Sunday, December 7, 2025, 11:59 pm - Submit All Pending Work
12/9	Final Exam		

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.tamiau.edu/studentaffairs/StudentHandbook1.shtml> (<http://www.tamiau.edu/studentaffairs/StudentHandbook1.shtml>)).

Pregnant and Parenting Students

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

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

Anti-Discrimination/Title IX

TAMIU does not discriminate or permit harassment against any individual on the basis of race, color, sex, religion, national origin, age, disability, genetic information, veteran status, 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.