

# KINE 3313 - Essentials of Persnl Training

## Fall 2025 Syllabus, Section 102, CRN 16428

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### Instructor Information

**Linda Villarreal**

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Office: CNS 302H  
Office Hours:  
Tuesdays - 2:00 PM - 4:00 PM  
Wednesdays - 9:30 AM - 1:30 PM  
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### Times and Location

TR 11:40am-1pm in Bullock Hall 217

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### Course Description

This course will help candidates prepare for the National Strength and Conditioning Association certified personal trainer exam. Candidates will learn how to enhance an individual's quality of life by improving fitness, performance and promoting lifelong health behavior change. Prerequisites: KINE 1101, KINE 1111, and KINE 2300.  
Health Sciences Department, College of Nursing&Health Sci

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### Additional Course Information

**CNHS Examination Policy and Guidelines:**

All online exams must use Respondus LockDown browser, and if off campus without direct faculty proctoring, the student must also use the Respondus webcam. All students need to purchase a year-long license for Respondus.

**Respondus LockDown Browser (Free) and Monitor (\$15 fee) Requirement**

This course requires using LockDown Browser and Respondus Monitor (webcam) for online exams. The webcam can be built into your computer or can be the type that plugs in with a USB cable.

Watch this short video (<http://www.respondus.com/products/lockdown-browser/student-movie.shtml>) to get a basic understanding of what LockDown Browser and Respondus Monitor (the webcam feature) are. A student Quick Start Guide (PDF) (<https://web.respondus.com/wp-content/uploads/2020/04/RLDB-Quick-Start-Guide-BbUltra-Student.pdf>) is also available.

**Download Instructions**

Click the *Assist* navigation link in Blackboard or visit TAMIU's Respondus LockDown Browser and Respondus Monitor web page (<https://www.tamiu.edu/distance/technology/respondus-ldb-and-monitor.shtml>). Scroll down to the section on the *Respondus LockDown Browser*. Click the link to access the webpage for the software and additional information.

**To Access Your Test**

1. First, be sure the Respondus LockDown Browser software is fully installed on your computer.

2. Open a regular web browser (Google Chrome, Mozilla Firefox, MS Edge, Safari)
3. Log in to Blackboard Learn.
4. Navigate to the course and test.
5. Start your attempt.
6. This will launch the Respondus LockDown Browser software.
7. Complete the Respondus Monitor wizard, and begin your test.

Note: You won't be able to access tests with a standard web browser. If this is tried, an error message will indicate that the test requires the use of LockDown Browser. Simply start LockDown Browser and navigate back to the exam to continue.

### Cost for Respondus Monitor

There is a **\$15 fee** for the webcam feature used by LockDown Browser (called *Respondus Monitor*). This one-time fee is valid for 12 months (365 days) for all courses or exams that use Respondus Monitor. You will be prompted to purchase a Respondus Monitor license the first time an exam requires using LockDown Browser's webcam feature. Payment can be made with PayPal, Visa, or Mastercard.

To pay for Respondus Monitor:

1. Start Respondus LockDown Browser ([http://www.jsu.edu/online/current-students/resp\\_lock\\_browser\\_students.html](http://www.jsu.edu/online/current-students/resp_lock_browser_students.html)).
2. Navigate to your test.
3. Complete the set-up process, which includes a payment screen for entering credit card information.
4. Payment and entering credit card information is only necessary one-time per course.

### Guidelines

When taking an online exam that requires LockDown Browser and a webcam, remember the following guidelines:

- Ensure you're in a location where you won't be interrupted
- Turn off all other devices (e.g., tablets, phones, and second computers) and place them outside of your reach
- Before starting the test, know how much time is available for it, and also that you've allotted sufficient time to complete it
- Clear your desk or workspace of all external materials not permitted - books, papers, other devices
- Remain at your computer for the duration of the test
- If the computer, Wi-Fi, or location is different than what was used previously with the "Webcam Check" and "System & Network Check" in LockDown Browser, run the checks again prior to the exam
- To produce a good webcam video, do the following:
  - o Avoid wearing baseball caps or hats with brims
  - o Ensure your computer or device is on a firm surface (a desk or table). Do NOT have the computer on your lap, a bed, or another surface where the device (or you) is likely to move
  - o If using a built-in webcam, avoid readjusting the tilt of the screen after the webcam setup is complete
  - o Take the exam in a well-lit room, but avoid backlighting (such as sitting with your back to a window)
- Remember that LockDown Browser will prevent you from accessing other websites or applications; you will be unable to exit the test until all questions are completed and submitted

### Getting Help

Several resources are available if you encounter problems with LockDown Browser.

- The Windows and Mac versions of LockDown Browser have a "Help Center" button on the toolbar. Use the "System & Network Check" to troubleshoot issues.
- If you have problems downloading, installing, or taking a test with Respondus LockDown Browser, email the TAMU eLearning Team at [elearning@tamiu.edu](mailto:elearning@tamiu.edu).

### **Webcam Checkout for Personal Computer**

If students cannot use personal or borrowed computers and equipment, students may stop by the Instructional Technology and Distance Education Services office to check out webcams (with built-in microphones). The office is located at **Dr. Billy F. Cowart Hall 208** and is open **Monday through Friday from 8 a.m. to 6 p.m.** Check-out for a webcam is on a first-come, first-served basis. Speak with an eLearning staff member to check out a camera. Students will sign an Equipment Loaner Agreement, making them responsible for the care of the camera. Webcams checked out must be returned within five business days of the checkout date.

### **GenAI Policy**

In this course, students may leverage generative artificial intelligence (GenAI) tools (e.g., ChatGPT, Gemini, Microsoft Copilot, writing tools) to assist with assignments specified by the instructor. The use of GenAI is intended to support [specific learning objectives, e.g., critical analysis, creative thinking, or productivity in content creation], with the following guidelines in place to ensure academic integrity:

**Permissible Uses:** Students are welcome to use AI tools for tasks such as brainstorming, creating outlines, exploring different perspectives on a topic, data visualization, data analysis, or drafting ideas. However, for assignments requiring critical analysis or personal reflections, AI tools are not permitted unless explicitly allowed by the instructor.

**Documentation of AI Use:** For each assignment where GenAI is utilized, please provide:

**Tool Used:** Specify the AI application or tool (e.g., ChatGPT, Microsoft Copilot).

**Purpose:** Describe how GenAI contributed to your work (e.g., idea generation, grammar improvement).

**Evaluation:** Reflect briefly on the AI output's accuracy and relevance.

**Integration:** Explain how you incorporated and refined the GenAI content into your final submission.

Students are responsible for maintaining academic integrity by ensuring all GenAI use is properly documented and credited. When AI contributes significantly to the development of an assignment, students are required to cite the tool in APA format (e.g., "ChatGPT, OpenAI"). This citation should explain how the tool was used.

Students are responsible for ensuring the accuracy of all content submitted, as AI-generated content may contain inaccuracies. Review and verify all information independently.

Failure to disclose the use of GenAI tools or presenting AI-generated content as one's original work constitutes academic misconduct and may result in disciplinary action.

### **Plagiarism and AI Issues in this Class:**

Turnitin will check for plagiarism and has AI writing detection capabilities. If plagiarism and AI writing are detected, it will be directly reported to the Honor Council.

### **Assignment Submissions**

Assignments must be submitted on Blackboard by the posted due date and time. Please note that emailed assignments won't be accepted, and only your final submission will be graded. Be sure to fully complete and submit your work before the deadline—anything marked as "In progress" after the due date will receive a zero.

### **File Submissions**

To ensure your work can be opened and graded without issues, please upload files in a format compatible with Blackboard (such as Word or PDF). Google Docs and Mac-specific formats often don't work well with the system, so they can't be accepted for a grade.

### **Quizzes**

Quizzes given at the start of class are designed to encourage punctuality and get us all focused together. To be fair to everyone, quizzes will only be available at the beginning of class and won't be given to students who arrive late.

### **Late Work Policy**

No late work will be accepted.

#### **Student-Athletes**

If you're an athlete and have a game or competition that conflicts with a scheduled exam, please let me know at least 48 hours in advance so we can make arrangements for a make-up.

#### **Technical Difficulties**

If you run into technical issues, please contact the Office of Information Technology (OIT) right away. If a tech issue affects your ability to turn something in on time, have OIT email me documentation.

#### **Feedback on Your Work**

You'll find feedback in the comment boxes or rubric sections on Blackboard. I encourage you to read through that feedback carefully. If you still have questions after reviewing the comments, I'm happy to discuss them with you.

#### **Communication**

I aim to respond to emails and course messages within 48 hours during the week, excluding holidays. So, try to reach out with any time-sensitive questions in advance.

#### **Excused Absences & Make-Up Work**

If you have a university-excused absence, please make sure to submit documentation and any make-up work by the last class day so we can ensure everything is accounted for.

#### **Final Grade Rounding**

Final grades will be rounded up if your average is .5 or higher—for example, an 89.5% becomes a 90%. I want your hard work to be reflected fairly in your final grade.

#### **Extra Credit**

To keep expectations consistent, I don't offer extra credit assignments. Your best strategy is to stay engaged and complete all regular coursework to the best of your ability.

## **Program Learning Outcomes**

During the course of studies, the student will:

1. Explain, identify, and/or demonstrate the theoretical and/or scientific principles that can be used to address issues or problems in kinesiology.
2. Apply knowledge and skills required to assess human performance related characteristics of individuals from diverse populations.
3. Evaluate and interpret components of health related fitness.
4. Analyze and discuss current issues in health, physical activity, and wellness.
5. Develop quality wellness program (s) for the individual and/or community.

## **Student Learning Outcomes**

Upon completion of this course the student is expected to:

1. Explain the principles of exercise science.
2. Apply the principles of client consultation and evaluation in a professional setting.
3. Apply the principles of exercise technique and program design in a professional setting.
4. Apply the principles of training and exercises for clients in special population groups.
5. Explain the safety and legal issues in the personal training field.

## 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	NSCA's Essentials of Personal Training, 3rd Edition	Coburn, J. and Malek, M.	9781492596738

## Other Course Materials

Blackboard, Webcam, Respondus LockDown Browser and Monitor.

## Grading Criteria

GRADE	PERCENTAGE
A	90-100
B	80-89
C	70-79
D	60-69
F	Below 60

## KINE Grading

ASSIGNMENT	VALUE
Assignments/Quizzes	30%
Program Design	10%
Exams	40%
Final Exam	20%

## Schedule of Topics and Assignments

Day	Date	Agenda/Topic	Reading(s)	Due
Tue	8/26	Syllabus. Class Orientation.		Acknowledgement of the Syllabus and Policies
Thu	8/28	Client Orientation.		
Tue	9/2	Chapter 7 - Nutrition Concepts and Strategies	Chapter 7 - Nutrition Concepts and Strategies	Quiz on Figure 1.1 - Musculature
Thu	9/4	Chapter 8 - Exercise Psychology, Goal Setting and Motivation	Chapter 8 - Exercise Psychology, Goal Setting and Motivation	Chapter Quiz/In Class Assignment
Tue	9/9	Chapter 12 - Flexibility and Warm-Up Concepts and Bodyweight and Stability Ball Exercise Technique	Chapter 12 - Flexibility and Warm-Up Concepts and Bodyweight and Stability Ball Exercise Technique	Chapter Quiz/In Class Assignment
Thu	9/11	Chapter 13 - Resistance Exercise Technique	Chapter 13 - Resistance Exercise Technique	Chapter Quiz/In Class Assignment
Tue	9/16	Chapter 14 - Cardiovascular Exercise Technique	Chapter 14 - Cardiovascular Exercise Technique	Chapter Quiz/In Class Assignment
Thu	9/18			Exam #1 - on Chapters 7, 8, 12 – 14 online during designated class time
Tue	9/23	Chapter 9 - Client consultation and Health Appraisal	Chapter 9 - Client consultation and Health Appraisal	In Class Assignment



Thu	9/25	Chapter 10 - Fitness Evaluation, Selection and Administration	Chapter 10 - Fitness Evaluation, Selection and Administration	Chapter Quiz/In Class Assignment
Tue	9/30	Chapter 10 - Fitness Evaluation, Selection and Administration	Chapter 10 - Fitness Evaluation, Selection and Administration	Chapter Quiz/In Class Assignment
Thu	10/2	Chapter 10 - Fitness Evaluation, Selection and Administration	Chapter 10 - Fitness Evaluation, Selection and Administration	Chapter Quiz/In Class Assignment
Tue	10/7	Chapter 11 - Fitness Evaluation, Protocols and Norms	Chapter 11 - Fitness Evaluation, Protocols and Norms	Chapter Quiz/In Class Assignment
Thu	10/9			Exam #2 on Chapters 9 – 11 online during your designated class time
Tue	10/14	Chapter 15 - Resistance Training Program Design	Chapter 15 - Resistance Training Program Design	In Class Assignment
Thu	10/16	Chapter 15 - Resistance Training Program Design	Chapter 15 - Resistance Training Program Design	Chapter Quiz/In Class Assignment
Tue	10/21	Chapter 16 - Aerobic Training Program Design	Chapter 16 - Aerobic Training Program Design	Chapter Quiz/In Class Assignment
Thu	10/23	Chapter 17 - Plyometric and Speed Training Program Design	Chapter 17 - Plyometric and Speed Training Program Design	Chapter Quiz/In Class Assignment
Tue	10/28			Exam #3 on Chapters 15 – 17 online during your designated class time
Thu	10/30	Chapter 18 - Clients Who are Preadolescent, Older or Pregnant	Chapter 18 - Clients Who are Preadolescent, Older or Pregnant	In Class Assignment
Tue	11/4	Chapter 19 - Clients with Nutritional or Metabolic Concerns	Chapter 19 - Clients with Nutritional or Metabolic Concerns	Chapter Quiz/In Class Assignment
Thu	11/6	Chapter 21 - Clients with Orthopedic, Injury, or Rehabilitation Concerns	Chapter 21 - Clients with Orthopedic, Injury, or Rehabilitation Concerns	Chapter Quiz/In Class Assignment
Tue	11/11	Chapter 23 - Resistance Training for Clients Who are Athletes	Chapter 23 - Resistance Training for Clients Who are Athletes	Chapter Quiz/In Class Assignment
Thu	11/13	Chapter 23 - Resistance Training for Clients Who are Athletes	Chapter 23 - Resistance Training for Clients Who are Athletes	Chapter Quiz/In Class Assignment
Tue	11/18	Chapter 24 - Facility and Equipment Layout and Maintenance	Chapter 24 - Facility and Equipment Layout and Maintenance	Chapter Quiz/In Class Assignment
Thu	11/20	Chapter 25 - Professional, Legal, and Ethical Responsibilities of Personal Trainers	Chapter 25 - Professional, Legal, and Ethical Responsibilities of Personal Trainers	Chapter Quiz/In Class Assignment Program Design Due 11/23 by 11:59pm
Tue	11/25			Exam #4 on Chapters 18 – 25 online during your designated class time
Tue	12/2	Review Exam #4 and for Final Exam		
Tue	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)**

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.tamui.edu/handbook/article-04.shtml>)).

### **TAMUI Honor Code: Plagiarism and Cheating**

As a TAMUI student, you are bound by the TAMUI Honor Code to conduct yourself ethically in all your activities as a TAMUI 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.tamui.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.

TAMUI 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>)).

## 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 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.