



# NURS 4310 - Nursing Research - WIN

## Fall 2025 Syllabus, Section 103, CRN 17495

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### Instructor Information

**Belva Gonzalez, PhD RN**

Adjunct Nursing Faculty

Email: [belva.gonzalez@tamiu.edu](mailto:belva.gonzalez@tamiu.edu)

Office: None

Office Hours:

As an adjunct I have no assigned office. However I am available to meet in person or virtually by appointment. Please contact me via TAMIU email to make an appointment

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### Times and Location

F 1:15pm-4:15pm in Bullock Hall 202

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### Course Description

This course focuses on the introductory use of the research process in the development of nursing knowledge and practice. The student will critically appraise research studies and determine their value in improving client outcomes across the lifespan. The steps of the research process will be explored. This course is 3 hours of theory per week. Prerequisites: NURS 3200, NURS 3310, NURS 3410, and NURS 3613. Corequisites: NURS 3412 and NURS 3614.

Nursing Department, College of Nursing&Health Sci

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### WIN-Designation

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

### Additional Course Information

NURS 4310 Undergraduate Research is a 3 hour lecture/theory course with a focus on the introductory use of the research process in nursing. The course will meet once a week and during that time there will be lectures, in-class activities, and quizzes. In addition to assigned weekly textbook readings the faculty will provide links to research articles and videos to enhance student learning.

This is considered a Writing Intensive Course (WIN) and required written assignments will include short written assignments, critical appraisals of research articles, as well as one major written assignment (Review of Literature). Some of the written assignments will be group assignments and others individual assignments, instructions will be provided with each assignment. No late work will be accepted and failure to turn in work by the due date will result in an automatic zero.

All written assignments must follow APA 7<sup>th</sup> edition guidelines. A link to APA resources will be provided by faculty and can be found within the course under the "APA Resources" tab in BlackBoard.

Except for the in-class quiz no electronic devices (phones, laptops, tablets, recording devices, etc.) are to be used during class. Students are encouraged to take hand written notes during the lecture and in class activities.



There will be two unit exams and one comprehensive final exam. All exams will be proctored, the content of exams will cover content from class sessions, text-book readings, and any other assigned readings for the course. Location of testing site will be provided by faculty. There will be no exam reviews.

#### **METHODS OF TEACHING:**

- Lecture and discussion
- Student readings, including text book and assigned research articles.
- Audiovisual materials
- In-class group work
- Individual and Group written projects

#### **Evaluation Methods**

- 2 unit exams and a comprehensive final exam
- Quizzes
- In-Class assignments
- Homework assignments
- 2 Written research critical appraisal
- Ethics paper
- Group review of literature with in class presentation

#### **Student Groups**

This course requires both individual and group work. The student groups will be randomly assigned by the faculty the first day of class. Once assigned to a group students may not change groups.

#### **Course Assignments**

For this course assignments will include readings from textbooks and research articles, in-class quizzes, written homework assignments, an ethics paper, two critical appraisals of research articles, literature review with an in class presentation, two unit exams and one comprehensive final exam.

Some assignments are individual and some are group assignments. For group assignments the name of all group members participating in the assignment must be included on the title page, if a group member(s) did not participate leave their name(s) off the title sheet and communicate this to the faculty via TAMU email or BlackBoard course messenger prior to the submission due date. Students who do not participate will not get credit for the assignment.

#### **Course Assignments will include:**

**Weekly Written Homework** assignments (some are group assignments and some are individual). Information about each homework assignment can be found in BlackBoard on the weekly/module folder of assignments. Please provide a title page on all written assignments (using APA format) with the name of the student (or students for group assignments) who completed the homework assignment.

**Weekly in-class quizzes** will be given sometime during the class period (time of quizzes will vary and will be determined by faculty). The quizzes will cover content that has been covered during the class period. Students not present for the quiz will receive an automatic zero.

**Two Critical Appraisals** of research articles (one quantitative and one qualitative). A word document to complete each appraisal will be provided by faculty. It is an individual project and a link to the full article (not the abstract) must be provided. No duplicate articles accepted. Guidelines for the article and grading criteria/rubric will be provided.

**Ethics Paper:** Individual short paper related to ethics and development of ethical guidelines in nursing research. Links to research articles to be used for reference will be provided by faculty. Grading guidelines/rubric will be provided. This paper is not to exceed 6 pages, including the cover sheet and reference page. Please use APA guidelines 7<sup>th</sup> ed. for a "student paper" when formatting this paper. Link to APA resources PURDUE OWL APA resources ([https://owl.purdue.edu/owl/research\\_and\\_citation/apa\\_style/apa\\_formatting\\_and\\_style\\_guide/](https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/))

**Review of Literature:** Group written review of literature paper that includes an in class presentation. From a list provided by faculty, student groups will select an subject of interest in nursing and work together to develop and write a review of literature related to the subject. Instructions and the grading rubric for this assignment will be provided. The last of the regular class for the semester the students will present their work to the class.

**Major Exams:** There will be two Unit exams and one comprehensive final exam. All exams will be proctored and students will be advised of testing site prior to the exam. All exams will be given at the assigned date and time. Students are not allowed to wear any smart watches or similar devices to the exam. When reporting to the testing site do not bring anything other than your cell phone. If scratch paper is required it will be provided by the



faculty. bring anything into the testing center except their cell phone, after logging into the exam cell phones will be turned into a central location. For more information on testing guidelines please refer to the testing policy found in the student handbook. There will be no test reviews.

### Communication with Faculty

Please contact faculty via TAMU email or course messenger if there are any questions about assignments or any other issues. (faculty will not respond to personal emails)

Please allow 24 hours for turn around time Monday through Thursday. If any email or message is received after 5:00 PM CT it will not be responded to until the following day. Any message received after 5:00 PM CT Friday will not be responded to until the following Monday.

No late work accepted, if there is an issue with turning in an assignment contact the faculty prior to the due date.

### Policy on the use of generative artificial intelligence (AI) tools in NURS 4310

While use of AI can be powerful it has many disadvantages and limitations. It lacks the ability to critically think and reason, it has inherent bias based on which AI tool is being used. All output should be considered incorrect unless you cross check responses with reliable sources. Be aware that many of the references provided by AI are false and for all written work that requires references the faculty does a search to ensure that the sources cited actually exist. Work created by AI tools may not be considered original work and instead, considered automated plagiarism.

When using AI-content generators such as ChatGPT or Copilot to complete an assignment requires that **proper attribution is provided, failure to do so will be considered plagiarism**. Credit should be given even if it was used only for generation of ideas or wording of phrases and not for actual written text. The university policy for plagiarism will be followed if proper attribution is not provided.

### Attribution Requirements:

Full disclosure for use of AI should be acknowledged, please follow the following instructions for attribution requirements. :

- 1) When using AI tools on assignments add an appendix showing the following
- 2) the entire exchange, highlighting the most important sections
- 3) describe which AI tools were used
- 4) explanation of how the AI was used (example generate ideas, wording of phrases, elements of text, lines of arguments, evidence sources, concepts, etc.)
- 5) explain why you needed to use AI (stimulate thinking, clarify thoughts or phrases, etc.)

### Approved uses for AI in this course include:

- Fine tune your research questions
- Brainstorm and fine tune your ideas: use AI to draft an outline to clarify your thoughts.
- Check spelling, grammar, rigor, and style to help with expressing yourself.

### Inappropriate use

- You may not use AI to write a draft (either rough or final) of an assignment
- Do not use AI tools during in-class examinations, or assignments, unless explicitly permitted and instructed.
- Completing group work that your group has assigned to you..
- Writing entire sentences, paragraphs or papers to complete class assignments.

## Program Learning Outcomes

1. Synthesize knowledge from the arts, humanities, sciences, and other disciplines in developing a framework for nursing knowledge and practice.
2. Explore the effect of variations in health status, developmental processes, values, beliefs and attitudes, culture, history, and environment on nursing care needs.
3. Use critical thinking, clinical judgment/decision making, problem-solving, and the research process in the development of nursing knowledge and practice.



4. Assess, diagnose, plan, implement, and evaluate evidenced-based and culturally appropriate safe nursing care with patients, families, populations and communities.
5. Evaluate utilization of health promotion strategies in the development of nursing practice.
6. Develop professional nursing practice frameworks and roles, including the provider of patient-centered care, health care team member/collaborator, leader/manager, educator, scholar, patient-safety advocate, activist, mentor, and entrepreneur.
7. Evaluate the impact of evolving technological, socioeconomic, political and demographic changes on nursing practice and health care systems.
8. Adhere to legal and ethical principles in the development of professional nursing practice.
9. Articulate a commitment to life-long learning.
10. Participate in nursing- and health-related service opportunities.

## Student Learning Outcomes

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

## Important Dates

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

## Textbooks

Group	Title	Author	ISBN
Required	Understanding Nursing Research Building an Evidence Based Practice 8th ed.	Susan K. Grove & Jennifer R. Gray	ISBN: 978-0-323-82641-9

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## Other Course Materials

All written work must follow APA 7th edition guidelines.

Links to online APA resources will be provided in class.

## Grading Criteria

### *NURS 4310 Grading Criteria.*

In the F.M. Canseco School of Nursing to pass a WIN course the student must achieve a test average of 70 or greater and an overall course grade of 75 or greater. Failure to meet either the required test average or the overall course grade will result in a course failure. In the school of nursing any grade less than a C is consider failing, no course can be taken more than twice without making a C or better.

*Please refer the College of Nursing and Health Science BSN handbook for further information on grading criteria specific to the school of nursing.*

GRADE	PERCENTAGE
A	89.45-100



B	79.45-89.44
C	74.45-79.44
F	Below 74.44

## Due Dates Major Assignments

### Grading criteria per course assignment

ASSIGNMENT	VALUE
Ethics paper	5%
Homework group/individual written assignments and weekly quizzes	10%
Two article critical appraisal (Individual written assignment)	30% (15% each)
Group Written Review of Literature and oral presentation	25%
Two unit exams and a comprehensive final exam	30% (10% per exam)

## Schedule of Topics and Assignments

Day	Date	Agenda/Topic	Reading(s)	Due
Fri	8/29	Week/Module 1 Introduction of syllabus Introduction to Nursing Research and EBP In class discussions Group assignments Phenomenon of interest selection	Grove and Gray 8th ed (2023) Chapter 1	In class quiz After watching the assigned video related to this week's readings write 1-2 paragraphs to answer the associated question. Due Sept 4th
Fri	9/5	Week/Module 2 Ethics in research & Theory and Frameworks in Nursing research	Textbook: Chap. 4 & 7 Assigned research articles	In class weekly exam Short written assignment on ethics in research, use the assigned articles as references, due Sept 11
Fri	9/12	Week/Module 3 Research problems, purposes and hypotheses	Textbook: Chap. 5	Group Assignment: One member is to turn in developed: Problem, significance, purpose of research, and research question due Sept 18th Weekly in class quiz Individual assignment: research article appraisal (Use Word Document) due Sept 18
Fri	9/19	Week/Module 4 How to critically review research studies	Textbook: Chap. 6	Weekly in class quiz
Fri	9/26	Week/Module 5 Building Evidence Based Practice	Textbook: Chap. 13	Weekly in class quiz Groups work together on project during class
Fri	10/3	Week/Module 6 Quantitative research	Textbook: Chap 2 & 8	Individual Written Assignment: Quantitative article appraisal Due Oct. 16th
Fri	10/10	Exam 1 Chapters 1, 4,5,6,7,13 (Reading from week 6 are not on the exam.)	None	None
Fri	10/17	Week/Module 8 Qualitative Research	Textbook: Chap. 3	Weekly in class quiz Written Individual Assignment: Quantitative article appraisal Due Oct 23
Fri	10/24	Week/Module 9 Populations and Samples	Textbook: Chap. 9	Weekly class quiz Written Individual Assignment: Group sampling plan due Oct 30.
Fri	10/31	Week/Module 10 Quantitative research measurement and data collection	Textbook: Chap. 10 Research article, link to be provided	Weekly class quiz Individual Written Assignment: Critically appraise a data collection for a published report. due Nov 6th



Fri	11/7	Week/Module 11 Critical Appraisal of Quantitative and Qualitative research	Textbook: Chap. 12	Weekly class quiz If final paper turned in by November 7th will grade and give comments, may resubmit by 13th for higher grade or stay with current grade. Final Group Paper Due Nov 18
Fri	11/14	Exam 2 Chap 2, 3, 8, 9, 10, 12	None	Final group paper due Nov 18
Fri	11/21	Last Class Day Group Presentations		
Fri	11/28	No class Thanksgiving Holiday		
Fri	12/5	Tentative date for Comprehensive date for final exam is Wed. Nov. 3 time and place to be determined		

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

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



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

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

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

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

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

TAMIU has penalties for plagiarism and cheating.

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

## Use of Work in Two or More Courses

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





## AI Policies

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

## TAMU E-Mail and SafeZone

Personal Announcements sent to students through TAMU 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 TAMU e-mail accounts regularly, if not daily. Not having seen an important TAMU 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, TAMU 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 TAMU Student Handbook (URL: <http://www.tamiu.edu/studentaffairs/StudentHandbook1.shtml> (<http://www.tamiu.edu/studentaffairs/StudentHandbook1.shtml/>)).

## Pregnant and Parenting Students

Under Title IX of the Education Amendments of 1972, harassment based on sex, including harassment because of pregnancy or related conditions, is prohibited. A pregnant/parenting student must be granted an absence for as long as the student's physician deems the absence medically necessary. It is a violation of Title IX to ask for documentation relative to the pregnant/parenting student's status beyond what would be required for other medical conditions. If a student would like to file a complaint for discrimination due to his or her pregnant/parenting status, please contact the TAMU 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 TAMU's anonymous electronic reporting site: <https://www.tamiu.edu/reportit> (<https://www.tamiu.edu/reportit/>).

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



## Anti-Discrimination/Title IX

TAMU 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 TAMU Director of Equal Opportunity and Diversity/Title IX Coordinator, Lorissa M. Cortez, 5201 University Boulevard, Killam Library 159B, Laredo, TX 78041, TitleIX@tamiu.edu, 956.326.2857, via the anonymous electronic reporting website, ReportIt, at <https://www.tamiu.edu/reportit> (<https://www.tamiu.edu/reportit/>), and/or the Office of Civil Rights (Dallas Office), U.S. Department of Education, 1999 Bryan Street, Suite 1620, Dallas, TX 75201-6810, 214.661.9600.

## Incompletes

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

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

## WIN Contracts

The Department of Biology and Chemistry does not permit WIN contracts. For other departments within the college, WIN Contracts are offered only under exceptional circumstances and are limited to graduating seniors. Only courses offered by full-time 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.