



SOCI 3301 - Research Methods in Social Sci: Res Methods in Social Sci-WIN

Fall 2025 Syllabus, Section 162, CRN 16297

Instructor Information

Jihoon Jeong

Assistant Professor of Public Administration

Email: jihoon.jeong@tamiu.edu

Office: AIC 371

Office Hours:

Wednesday: 2-5 pm / Thursday: 09:30-11:30 am

Office Phone: 956-326-3734

Times and Location

TR 4:25pm-5:45pm in Bullock Hall 217

Course Description

An introduction to the scientific method as applied to social science research. Topics include research methods, research designs, the analysis of data, and basic computer techniques. This course is interchangeable with CRIJ 3301 and PSCI 3301. Prerequisites: Junior or Senior Standing and consent of COAS Advisor.

Social Sciences Department, College of Arts & Sciences

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

Participation/Attendance

Students must attend this class on time. If you cannot participate in the class on time, you must communicate absences with the professor. Please check your student handbook and the most updated university policy for acceptable reasons for an absence. Please also be aware that you are responsible for providing satisfactory evidence within seven calendar days of your absence and return to class. The university policy is attached at the end of this syllabus. Also, late attendance will be accepted within 15 minutes after the regular class time starts. After 15 minutes, it is not considered as total attendance. Three time of late attendance will be regarded as one absence. In some weeks, we will have in-class exercises. Grades will be offered for this type of activity as well. Based on the university's policy, makeup options are only provided for acceptable reasons. This policy will be implemented strictly during this semester. Please do not forget this class is a face-to-face course, which means that all the lectures will not be recorded or delivered online. If you miss the class, the best way to catch up is by reading the textbook and slides and borrowing notes from classmates. Plus, you can use your electronic devices during the class; if they are not correctly used for the class, they will not be allowed in some cases.

Online Quizzes:

There will be a quiz on most of the chapters. The purpose of the quizzes is to ensure students are reading the textbook and assessing their knowledge of the basic concepts. Quizzes will be delivered through the Blackboard. Each quiz has 10 questions and takes 20 minutes to finish. You can use your

textbook during the quiz. The quiz will be open once we finish a chapter. It will open for 48 hours. Late submissions will be counted as ZERO. If you have any technology issues to take the quiz, please get in touch with OIT for assistance.

Writing Assignments

Writing Assignment I – Literature Review Table

A research paper usually requires a well-organized literature review. This class will teach us how to develop a literature review table to prepare for a research paper. At the beginning of the semester, you must select a research topic from your primary and submit your research question after **Chapter 3 (By Sept. 18 in the Discussion Board)**. Then, you need to find ten research papers from the peer-reviewed journals in your major and use a table to summarize these ten papers. An assignment example and rubric will be provided in separate documents on Blackboard. You will use Microsoft Word to complete this assignment and submit it through Blackboard. Submission through other channels (e.g., email) is not acceptable. This assignment is due on **October 12, 2025**.

Writing Assignment II – Research Proposal

In this course, you will learn how to write a research proposal. This assignment is related to Writing Assignment I. You will use the research topic you select in Writing Assignment I and write the introduction, background information, research questions, literature review, methodology plan, and the significance of the study. This assignment must be processed through the Turnitin system on the Blackboard.

Submission through other channels (e.g., email) is not acceptable. A similarity report will be generated when you submit the assignment through TURNITIN. Only assignments with a less than 30% similarity index will be accepted and graded. Your submission should meet this threshold by the project's due date. Otherwise, your submission will not be graded or calculated as ZERO. Please note that even when your project meets the 30% threshold, it will still be subject to further scrutiny for originality and plagiarism. More instructions and rubrics about this assignment will be provided in separate documents on Blackboard. You will use Microsoft Word to complete this assignment. This assignment is due on **November 12, 2025**.

Examinations

There will be three (3) examinations, two (2) during the semester and a final exam. Since this is a WIN course, there are essay questions on the exam. Exams are open-book. Study guides and exam instructions will be provided before each exam. Please note that make-up examinations will be given only under extreme circumstances (subject to instructor approval). Exams will be taken in the classroom. If you meet an emergency and want to reschedule a make-up exam, you will take it at the testing center at TAMIU. But only exceptional situations will be accepted by documents.

Presentation

There will be individual presentations for each student. Students will have 8 minutes to present the final paper concisely after submitting writing assignment 2. I will give clear instructions before the week.

Academic Honesty

Plagiarism and cheating are NOT acceptable in this course. Please check the university's policy, which is attached at the end of this syllabus. Please read it carefully. If any specious behaviors happen, the professor will use the university's policy to make a fair judgment. You are responsible for the consequences.

In this class, there are several writing assignments. Please use APA citation style to avoid plagiarism in the writing assignments. Please use the APA's seventh edition of the manual as guidance. TAMIU writing center has excellent resources for the APA style.

Based on school policy, this course does not fully allow students to use an AI generator (i.e., ChatGPT) for anything, mainly writing work. Asking good questions is necessary, but not for this class with AI. I will give the instructions, and out of that, this will be considered Plagiarism. Since many AI detectors can identify AI-generating works, if they detect students, they should meet the instructions, which would be reported to the School Council as academic dishonesty and critically influence the record under the school policy. No excuses will accommodate it. Please do all the work yourself, and you can read the school policy in the last section of the syllabus.

Course Structure

This course is a face-to-face class. Students are expected to read the relevant chapters and take the assignments on time after each class. In addition, please check the class participation section above, and understand that you are expected to interact with your professor in each lecture.

Students can bring electronic devices, such as laptops or tablets, for class-related activities during this semester. No electronic devices during the exam time, though. It is your responsibility to pay attention during the class. If you are doing other unrelated activities, such as texting, using social media, watching unrelated videos, etc., please be ready to take the consequences, such as low grades on exams, without gaining knowledge and wasting your own tuition/time/energies. This is a WIN course, which requires an intensive writing project. This project will be divided into two parts. Each part is due on a specific date during this semester.



Minimum Technical Skills Expected

When participating in distance education courses, it is vital to consider the technology involved in order to have a successful course. Students in distance education should have knowledge of basic computer and Internet skills, as mentioned on the Instructional Technology and Distance Education Services' (<http://www.tamiau.edu/distance/students/knowledge-and-skills.shtml>) webpage. (<http://www.tamiau.edu/distance/students/knowledge-and-skills.shtml>)

Accommodations/Accessibility Policy

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 to provide reasonable accommodations as required to afford equal education opportunities. It is the student's responsibility to register with the Director of Student Counseling and to contact the faculty member in a timely fashion to arrange for suitable accommodations. For more information, contact the online Office of Disability Services for Students (DSS) via phone at 956-326-2230 or by visiting the staff at the Senator Judith Zaffirini Student Success Center, room 138. A link to the Disabilities Services for Students site has also been included under the "Resources" tab inside the course.

Student Support Resources

The University wishes to have all students succeed in their courses. To provide support to our students, an array of services in the areas of technology support, academic support, student support, and accessibility support may be found at the University. For more information, visit Instructional Technology and Distance Education Services' page on University Resources and Support Services. (<http://www.tamiau.edu/distance/students/university-resources-and-services.shtml>)

Student-Instructor Communication Policy and Response Time

Course Messages/Emails

All official communication between you and the professor will take place via the **Blackboard message function** for record-keeping purposes. This is the best way to contact me. Using TAMIU Dustymail is NOT encouraged to communicate with your professor in this class.

During workdays (Monday-Friday, 8:00 am to 5:00 pm), I usually reply to your email within 24 hours. During other times, including weekends and holidays, I will reply you within 48 hours. If I didn't respond to you within the time range above, please send me another email as a reminder.

Technology Requirements

This class utilizes Blackboard to facilitate instruction. The course shell contains the slides for the lectures, additional class materials, online quizzes and exams, online discussion, and other assignments.

*In this semester, please check your blackboard daily for announcements, messages from your professor, and other updates.

Additional Software

You will need the following additional software: Microsoft PowerPoint for viewing lesson presentations and Microsoft Word for viewing course files and submitting assignments. TAMIU Students may access online versions of this software through their Dusty Office 365 account at <https://dusty.tamiau.edu/>. This site also provides students access to download the Microsoft suite for educational use. See instructions for downloading the Microsoft (<http://www.tamiau.edu/distance/documents/Microsoft-Office-2016-Download-Instructions.pdf>) Office suite. (<http://www.tamiau.edu/distance/documents/Microsoft-Office-2016-Download-Instructions.pdf>) Students, if you do not own the required hardware, software, or do not have access to the internet, it will be highly challenging for you to make any progress in this class. Try to take advantages of school services, such as TAMIU's library, computer labs, and testing center. In addition, you may also purchase any of these items at any electronic store.

Technical Support Services

Because of the nature of distance education courses, the Office of Information Technology (OIT) computing and information services are vital to the success of online students. This webpage covers contact information for Distance Education Services (Blackboard Support), the OIT Help Desk, and E-mail support: Technical (<http://www.tamiau.edu/distance/technical-support-services.shtml>) Support Services (<http://www.tamiau.edu/distance/technical-support-services.shtml>)

Late Work Policy

Late submission will only be accepted in the case of a documented medical emergency or other extenuating circumstances as per University Policies. Students have the responsibility to provide the appropriate evidence if asking for a late submission. The university policy is attached at the end of this syllabus. You should contact me at your earliest convenience for the reason of missing the deadline. There will be no exceptions to these rules.



Student Learning Outcomes

- **C01:** Students will be able to demonstrate critical thinking and analytical writing skills involved in social science research methods.
- **C02:** Students will be able to develop research questions, variables, and hypotheses based on their own research interests in the social science field.
- **C03:** Students will be able to explain and analyze the validity and reliability in measurement and research design in social science.
- **C04:** Students will be able to develop literature review table to critically evaluate research in social science fields.
- **C05:** Students will be able to design surveys or other appropriate instruments to collect data for their own research interests.
- **C06:** Students will be able to apply the appropriate research methods in practices in social science field to solve real-world problems.

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	Research Methods in the Social Sciences. (8th edition)	Frankfort-Nachmias, Nachmias and DeWaard	13: 978-1-4292-3300-2.

Grading Criteria

[Final Grade Breakdown]

1. Exams (2): 25%
2. Final Exam: 20%
3. Writing Assignment 1: 15%
4. Writing Assignment 2: 15%
5. Chapter Quizzes (2 lowest will be dropped): 10%
6. In-Class Activities & Professionalism: 10%
7. Individual Presentation for Final Paper: 5%

Total: 100%

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

Schedule of Topics and Assignments

Day	Date	Agenda/Topic	Reading(s)	Due
Tue	8/26	Course Overview / Student Responsibilities / Blackboard Familiarization / Acknowledgement The Scientific Approach	Chapter 1	* Syllabus Acknowledgement due by Thursday Aug. 29 (5 points will be deducted if failed to submit on time)



Thu	8/28	The Scientific Approach	Chapter 1	
Tue	9/2	Conceptual Foundations of Research	Chapter 2	
Thu	9/4	Conceptual Foundations of Research	Chapter 2	
Tue	9/9	Elements of Research	Chapter 3	
Thu	9/11	Elements of Research	Chapter 3	
Tue	9/16	Ethics in Social Science Research	Chapter 4	
Thu	9/18	Research Designs: Experiments Research Workshop - Literature Review	Chapter 5	Research Question (Sept. 19)
Tue	9/23	Research Designs: Experiments Exam 1 Review	Chapter 5	
Thu	9/25	Exam 1 (Chapters 1-4)		
Tue	9/30	Research Designs: Cross-Sectional	Chapter 6	
Thu	10/2	Research Designs: Cross-Sectional	Chapter 6	
Tue	10/7	Measurement	Chapter 7	
Thu	10/9	Measurement	Chapter 7	Writing Assignment I – Lit. Review Table Due (Oct. 10)
Tue	10/14	Sampling and Sample Designs	Chapter 8	
Thu	10/16	Sampling and Sample Designs	Chapter 8	
Tue	10/21	Survey Research	Chapter 10	
Thu	10/23	Survey Research Exam 2 Review (Chapters 5-8)	Chapter 10	
Tue	10/28	Exam 2 (Chapters 5-8)		
Thu	10/30	Questionnaire Construction Research Workshop - Writing a Proposal	Chapter 11	
Tue	11/4	Questionnaire Construction	Chapter 11	
Thu	11/6	Secondary Data and Content Analysis	Chapter 13	
Tue	11/11	Secondary Data and Content Analysis Data Preparation and Analysis	Chapter 13 Chapter 14	Writing Assignment II – Research Proposal Due (Nov. 13)
Thu	11/13	Research Presentation		
Tue	11/18	Research Presentation		
Thu	11/20	Data Preparation and Analysis Univariate Distribution	Chapter 14 Chapter 15	
Tue	11/25	Univariate Distribution Research Presentation	Chapter 15	
Thu	11/27	Happy Thanksgiving day! - No Class		
Tue	12/2	Univariate Distribution Final Exam Review Last Class Day	Chapter 15	
Thu	12/4	Final Exam (Required day by school)		
Tue	12/9	No Class		
Thu	12/11	No Class		

University/College Policies

Please see the University Policies below.

COVID-19 Related Policies

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

Required Class Attendance

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

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

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

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

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.

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.