



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

Fall 2026 Syllabus, Section 101, CRN 18223

Instructor Information

Aziz Rahman, Ph.D.

Assistant Professor, Department of Social Sciences

Email: mohammad.rahman@tamiu.edu

Office: AIC#349

Office Hours:

Mondays and Wednesdays, 10:00 AM-12:00 PM

Virtual Office Hours, Wednesdays, 6:00-7:00 PM By Appointment, via Teams

Office Phone: 956-326-3451

If my office hours listed above does not work for you, please email or message me, as I would be happy to find an alternative time that works for both of us. Feel free to email or call me! Please remember to leave your name and the course prefix/title. Response time is about 24 to 48 hours.

Times and Location

MWF 2:20pm-3:15pm in Academic Innovation Center 221

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. Students must earn a C or higher to pass this course. This course is interchangeable with PSCI 3301 and SOCI 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

SAGE VANTAGE

There is one required textbook, which is available through your campus's TAMIU Books IncludedED Program. I included the Sage Vantage version of the book for this course. Sage Vantage is an intuitive learning platform that integrates textbook content with assignable multimedia activities. Vantage integrates directly with Blackboard, enabling single sign-on for students. Students will carefully read the chapter and complete the activities on Sage Vantage. This will help students to prepare for the discussion responses and other course assignments. For more information, click <https://collegepublishing.sagepub.com/vantage>

RESPONSIBLE USE OF ARTIFICIAL INTELLIGENCE (AI)

Students will not use AI to complete assignments unless specified otherwise. Students may use AI tools for grammar and spelling correction, improving clarity of sentence structure and organization, generating or refining topic sentences, transition sentences, or outlines (as scaffolding, not final content), identifying possible structural improvements in drafts, and limited brainstorming for research questions or ideas to explore (not



generating written content for submission). AI can be used to facilitate understanding and problem-solving for the course topics. However, students are responsible for verifying the accuracy of AI-generated responses. An AI disclosure statement is mandatory on all submissions. Your submissions may be run through Blackboard Ultra's SafeAssign or Turnitin, which are used to identify and assess plagiarism. If at any time a student feels they need to use AI to complete an assignment, please talk to me, judgment-free. This allows us to work together to come up with a plan to complete the assignment with academic honesty and integrity. If AI is not used, a statement reading "No AI tools were used in the preparation of this assignment" must appear at the top of the submission.

Student Learning Outcomes

After completing this course, students should be able to:

1. Identify the basic steps in conducting empirical research, including formulating research questions, conducting literature reviews, selecting methodologies, and analyzing data.
2. Develop clear and focused research questions and hypotheses based on individual research interests in the social sciences.
3. Explain the different research designs (e.g., experimental, correlational, qualitative) used in social research.
4. Describe various research methods commonly applied in social research, including surveys, interviews, and observational studies.
5. Explain probability and non-probability sampling techniques.
6. Explain critical ethical issues in research, including informed consent, confidentiality, and data integrity.
7. Write and present a research proposal that includes an introduction, literature review, methodology, and significance of the study.

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	Fundamentals of Research in Criminology and Criminal Justice (Sage Vantage)	Bachman	9798348809126
Optional	Proposing Empirical Research: A Step-by-Step Guide to the Fundamentals	Melisa C. Galvan	9781032888071

Other Course Materials

The required textbook referenced above is available through your campus's TAMIU Books Included Program. To go to the bookstore, [click here](https://www.bkstr.com/texasaminternationalstore/home) (<https://www.bkstr.com/texasaminternationalstore/home>). For your SPSS practice, I also included an optional reading referenced above.

I may include guest lectures and additional reading materials, which will be available on Blackboard and/or announced in class.

Grading Criteria

GRADE	PERCENTAGE
A	90-100 % (315-350 points)
B	80-89.9% (280-314 points)
C	70-79.9% (245-279 points)
D	60-69.9% (210-244 points)
F	Below 60% (209 points or below)

Open Boilerplate



Due Dates and Times: All due dates and times are in Central Time. Please check the syllabus and class announcements regularly for course updates, due dates, additional readings, and specific instructions related to assignments and activities.

Grading Components:

1. Class Participation and Discussion Board Assignments (50 points)

- **Class Attendance (10 points):** Attendance is mandatory, as each class builds on the previous one. Attendance will be taken via Top Hat and/or a paper sign-in sheet. Students are expected to arrive on time, stay for the entire class, and actively participate in discussions and other in-class activities. Several sessions will focus on problem-solving workshops to enhance collaboration and skill development in research activities such as selecting a topic, formulating research questions, conducting literature searches, and applying ethical AI practices. Attendance will be calculated and converted into a grade out of 10 points. There are no make-up opportunities for participation points except in documented emergencies. Points will be awarded based on the number of sessions attended:

- Participated in 34–37 sessions: 10 points
- Participated in 30–33 sessions: 9 points
- Participated in 27–29 sessions: 8 points
- Participated in 24–26 sessions: 7 points
- Participated in 20–23 sessions: 6 points
- Participated in fewer than 20 sessions: 4 points

- **Discussion Board Assignments (40 points):** Students must read assigned chapters and additional materials to participate in both in-class and online discussions. There will be four online discussion board assignments, each worth 10 points. To earn full points, you must submit:

- One Initial Post (5 points): Provide an educated opinion on the readings, and pose a discussion question for peers. Cite relevant sections to support your argument, and ensure your post is at least one paragraph (3-5 sentences).
- One Response Post (5 points): Engage with a classmate's post by providing substantive comments that reflect your understanding. Your response must also be at least one full paragraph (minimum 7 sentences).

Posts submitted on the Discussion Board will be graded only. Make-up opportunities for missed discussion assignments are not available unless there is documented evidence of an emergency.

2. Readings Quizzes (50 points)

To help you review class readings and prepare for exams, there will be 12 quizzes (the 2 lowest scores will be dropped). Each quiz is worth 5 points and may include multiple-choice, true/false, or short-answer questions. Quizzes will be administered online via Sage Vantage. Late submissions will receive a score of zero. If you do not complete more than half of the quizzes on time, you will receive zero points for this grading component.

3. In-Class Assignments (50 points)

These activities can take various formats, including paper-based, Blackboard, or Sage Vantage assignments over 12 class days (the 2 lowest scores will be dropped). Each in-class assignment will be worth 5 points, and may include quizzes, problem-solving exercises, or reflection papers on topics such as research topic development, research design, methodology planning, and data analysis.

4. Examinations (100 points)

Three examinations will be administered in class via Blackboard or Sage Vantage. Each exam will consist of various question types, including multiple-choice, true/false, fill-in-the-blank, and essay questions. Make-up exams are only permitted for excused absences, with prior notification to the instructor at least 48 hours before the exam. Documentation will be required for excused absences.

5. Scholarly Article Review (25 points)

You will critically review a quantitative or qualitative journal article on a social science topic, focusing on research questions, design, and methodological issues. Instructions and rubrics will be provided on Blackboard.

6. Research Proposal (75 points)

This assignment involves several components:

- Research Proposal Topic and Research Design (10 points)
- Literature Synthesis Draft (20 points)
- Final Research Proposal (25 points)
- Presentation (20 points)

You will develop a research proposal for a quantitative or qualitative study on a chosen topic that addresses a gap in the literature. The proposal must include an introduction, research questions, a literature review, a methodology plan, and the significance of the study, all adhering to APA style. Presentations will be held on the scheduled dates for 20 minutes and will be followed by a Q&A session.



7. Extra Credit Activities

Several extra credit activities may be offered throughout the semester, such as quizzes or projects. Total extra credit points will not exceed 10. Additional guidelines will be provided on Blackboard.

Late Work Policy

Late assignments will only be accepted with prior approval. If accepted, a 5% deduction will apply for each day late. Notify the instructor by email or Blackboard message of any delays in submission, either before or on the due date. Assignments submitted more than one week late will receive a zero.

Make-Up Exams and Assignments

If you miss a test or have a late submission, contact the instructor as soon as possible. Documentation may be required to support absences or delays.

Syllabus Subject to Change

This syllabus may be updated throughout the semester. Students will be informed of any significant changes.

Plagiarism

Plagiarism may result in a failing grade in the course. Academic misconduct includes not only plagiarism but also dishonesty and falsification. Refer to the TAMU Honor Code for definitions and penalties.

Email Policy

Students must regularly check their university email, as all communications will be sent to that address. When emailing the instructor, please label the subject line: Course_Last Name_First Name (e.g., CRIJ 3310_Doe_John).

File Format

All assignments should be submitted as Microsoft Word documents (.doc or .docx) via Blackboard.

Safeguards

Back up your work. If an assignment is lost electronically, you are responsible for resubmitting it and accepting any associated late penalties.

ASSIGNMENT	VALUE
Class Participation & Discussion	50 points
Readings Quizzes	50 points
In-Class Assignments	50 points
Term Tests	100 points
Scholarly Journal Article Review	25 points
Research Proposal	75 points
Total	350 points

Schedule of Tentative Topics and Assignments

Day	Date	Agenda/Topic	Reading(s)	Due
Mon	8/24	Introductions and Course Overview	Course Syllabus	Syllabus Quiz due 8/24 2 PM Syllabus Acknowledgement due 8/24 2 PM Pre Course Survey due 8/25 11:59 PM
Wed	8/26	Module 1: Science, Society, and Research Related to Criminal Justice and Criminology	Chapter 1 Textbook	Reading Quiz #1 due 8/26 2 PM
Fri	8/28	Module 1: Science, Society, and Research Related to Criminal Justice and Criminology In-Class Assignment #1	Chapter 1 Textbook Chapter 1 Textbook	Discussion Board #1 Initial Post due 8/30 11:59 PM
Mon	8/31	Module 2: The Process and Problems of Research	Chapter 2 Textbook	Reading Quiz #2 due 8/31 2 PM
Wed	9/2	Module 2: The Process and Problems of Research	Chapter 2 Textbook	Discussion Board #1 Response Post due 9/3 11:59 PM
Fri	9/4	Mini Class Workshop In-Class Assignment #2	Chapters 1 & 2 Textbook Chapters 2 Textbook	



Mon	9/7	No Class		
Wed	9/9	Module 3: Ethical Guidelines for Research	Chapter 3 Textbook	Reading Quiz #3 due 9/9 2 PM
Fri	9/11	Module 3: Ethical Guidelines for Research In-Class Assignment #3	Chapter 3 Textbook Chapter 3 Textbook	
Mon	9/14	Module 4: Conceptualization and Measurement	Chapter 4 Textbook	Reading Quiz #4 due 9/14 2 PM
Wed	9/16	Module 4: Conceptualization and Measurement In-Class Assignment #4	Chapter 4 Textbook Chapter 4 Textbook	Discussion Board #2 Initial Post due 9/17 11:59 PM
Fri	9/18	Mini Class Workshop Term Test I Exam Review	Chapters 3 & 4 Textbook Chapters 1, 2, 3 & 4 Textbook	Scholarly Article Review due 9/20 11:59 PM
Mon	9/21	Term Test I	Chapters 1, 2, 3 & 4 Textbook	
Wed	9/23	Module 5: Sampling	Chapter 5 Textbook	Reading Quiz #5 due 2 PM Discussion Board #2 Response Post due 9/24 11:59 PM
Fri	9/25	Module 5: Sampling In-Class Assignment #5	Chapter 5 Textbook	
Mon	9/28	Module 6: Causation and Experimentation	Chapter 6 Textbook	Reading Quiz #6 due 2 PM
Wed	9/30	Module 6: Causation and Experimentation In-Class Assignment #6	Chapter 6 Textbook	
Fri	10/2	NO CLASS; Instructor in Conference		Discussion Board #3 Initial Post due 10/4 11:59 PM
Mon	10/5	Module 7: Survey Research	Chapter 7 Textbook	
Wed	10/7	Module 7: Survey Research In-Class Assignment #7	Chapter 7 Textbook Chapter 7 Textbook	Reading Quiz #7 due 2 PM Discussion Board #3 Response Post due 10/8 11:59 PM
Fri	10/9	Mini Class Workshop	Chapters 5, 6, & 7 Textbook	Research Topic and Research Design due 10/10 by midnight 11:59 PM
Mon	10/12	Module 8: Qualitative Methods and Data Analysis	Chapter 8 Textbook	Reading Quiz #8 due 2 PM
Wed	10/14	Module 8: Qualitative Methods and Data Analysis In-Class Assignment #8	Chapter 8 Textbook	Discussion Board #4 Initial Post due 10/15 11:59 PM
Fri	10/16	Mini Class Workshop Term Test II Exam Review	Chapter 8 Textbook Chapter 8 Textbook Chapters 5, 6, 7 & 8 Textbook	Discussion Board #4 Response Post due 10/18 11:59 PM
Mon	10/19	Term Test II	Chapters 5, 6, 7 & 8 Textbook	
Wed	10/21	Module 9: Analyzing Content and Police Data	Chapter 9 Textbook	Reading Quiz #9 due 2 PM
Fri	10/23	Module 9: Analyzing Content and Police Data In-Class Assignment #9	Chapter 9 Textbook	Literature Synthesis Draft due 10/25 11:59 PM
Mon	10/26	Module 10: Evaluation and Policy Analysis	Chapter 9 Textbook	Term Test I In-Class
Wed	10/28	Module 10: Evaluation and Policy Analysis	Chapter 10 Textbook	Reading Quiz #10 due 2 PM
Fri	10/30	Module 11: Mixed Methods and Assessing Findings Across Studies	Chapter 11 Textbook	Reading Quiz #11 due 2 PM
Mon	11/2	Module 11: Mixed Methods and Assessing Findings Across Studies In-Class Assignment #11	Chapter 11 Textbook	
Wed	11/4	Module 12: Summarizing and Reporting Research	Chapter 11 Textbook	
Fri	11/6	Module 12: Summarizing and Reporting Research In-Class Assignment #12	Chapter 12 Textbook	Reading Quiz #12 due 2 PM



Mon	11/9	Mini Class Workshop Term Test III Exam Review	Chapter 9, 10, 11 & 12 Textbook Chapters 9, 10, 11 & 12 Textbook	
Wed	11/11	Term Test III Exam	Chapters 9, 10, 11 & 12 Textbook	Research Proposal Final due 11/12 11:59 PM
Fri	11/13	Research Proposal and Student Presentation		Presentation in class
Mon	11/16	Research Proposal and Student Presentation		Presentation in class
Wed	11/18	NO CLASS Instructor in Conference		
Fri	11/20	NO CLASS Instructor in Conference		
Mon	11/23	Research Proposal and Student Presentation		Presentation in class
Wed	11/25	No Class		
Fri	11/27	No Class		
Mon	11/30	Research Proposal and Student Presentation Closing Reflection LAST DAY OF CLASS		Presentation in class Post Course Survey due 11/30 11:59 PM
Wed	12/2	No Class		
Fri	12/4	No Class		
Mon	12/7	No Class		
Wed	12/9	No Class		

University/College Policies

Please see the University Policies below.

COVID-19 Related Policies

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

Required Class Attendance

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

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

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

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

In the classroom, students are expected to listen attentively, participate respectfully, and adhere to established rules. Behavior that interferes with the class lecture may result in disciplinary action, ensuring a productive and respectful learning environment for everyone. Any disputes over academic

matters should be addressed calmly and constructively, ideally during designated times such as office hours or after class. If a student does not agree with a decision, they can request a meeting with the instructor to discuss their concerns in more detail. Should further resolution be needed, the student may escalate the matter to the department head or use formal grievance procedures as outlined in the sections below. (please refer to Student Handbook Article 4 (<https://www.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, 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, 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.tamiau.edu/reportit> (<https://www.tamiau.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@tamiau.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@tamiau.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@tamiau.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@tamiau.edu, 956.326.2857, via the anonymous electronic reporting website, 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.