CRIJ 4325 - Statistics in Criminal Justice

Fall 2026 Syllabus, Section 161, CRN 17984

Instructor Information

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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 do not work for you, please 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

MW 4:25pm-5:45pm in Billy F Cowart Hall 114

Course Description

This course is designed to provide students with an introduction to basic concepts and techniques necessary for a preliminary and proficient understanding of criminal justice research. Emphasis will be placed on analyzing and interpreting research findings using a standard statistical software package that includes descriptive statistics, inferential statistics, and bivariate analysis. Prerequisite: CRIJ 3301 or equivalent, with a grade of "C" or better, MATH 1314, and consent of COAS Advisor
Social Sciences Department, College of Arts & Sciences

Additional Course Information

Course Learning Philosophy

This course emphasizes understanding statistical concepts over rote memorization of formulas or software manipulation; statistical reasoning over button-pushing; interpretation over calculation; critical evaluation of both human- and AI-generated interpretations; and applying statistics to consume research rather than becoming statisticians. Students will identify basic concepts, select appropriate techniques to analyze data, accurately interpret statistical results, and communicate findings responsibly.

Artificial Intelligence (AI) and Statistical Reasoning:

Students will not use AI to complete assignments unless specified otherwise. AI can be used to facilitate understanding and problem-solving statistical methods and procedures. In-class activities and/or take-home assignments may require students to compare AI-generated interpretations with their own analyses and explain differences. 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). However, students are responsible for verifying all statistical procedures and interpretations, as well as 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.

Plagiarism

Plagiarism on any assignment will automatically result in a zero. Additionally, academic misconduct includes not only plagiarism, but also academic dishonesty and falsification. Please review the TAMIU Honor Code at the end of the syllabus for specific definitions, penalties, and reporting procedures.

Late Work Policy
I understand that things may occur during the semester, causing you to miss a test or to submit an assignment late. Late assignments will only be accepted with prior approval from the instructor. Please speak with me during office hours, after class, or via official University email or Blackboard message if you have a conflict with any due dates. Assignments granted an extension will incur a 5% daily deduction. Assignments submitted more than one week after the due date will be given a zero. No assignments will be accepted after the last day of the course (when the last assignment is due). No Incompletes (I) due to a student's inability to meet the required work for this course will be given in this course. The instructor may offer the chance to resubmit an assignment; however, a 20% point deduction will be taken.

Syllabus Subject to Change

While information is provided in this course syllabus, it should be understood that content and schedules may change, and students will be promptly notified of any substantial changes to the syllabus or schedule.

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

Safeguards

It is crucial to back up your work. If work is lost electronically, you are responsible for resubmitting the assignment and will incur the associated late penalties as outlined in the Late Work Policy

E-mail Policy
TAMIU gives each student an email address. All students need to know that the University and the instructor, when sending personal or general information, will use only a student's university address. Therefore, students are responsible for regularly checking their university e-mail. Additionally, students sending an email to the instructor should label it in the subject line as follows: Course, last name, first name (e.g., CRIJ 3310_Doe_John).

Student Learning Outcomes

After completing this course, students should be able to:
1. Explain the Role of Statistics: Describe the functions and importance of descriptive and inferential statistics in criminological and criminal justice research.
2. Differentiate Measurement Levels: Distinguish between nominal, ordinal, interval, and ratio levels of measurement and identify appropriate statistical methods for analyzing variables commonly encountered in criminological research.
3. Construct and Evaluate Data Visualizations: Create, interpret, and assess tables, graphs, and other data visualization methods used to present findings in criminology and criminal justice.
4. Conduct Statistical Analyses: Select, perform, and interpret univariate and bivariate statistical analyses using actual criminological data and research scenarios.
5. Demonstrate SPSS Proficiency: Exhibit foundational skills in data management and statistical analysis using SPSS software, including data entry, manipulation, and output generation.

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	Statistics for Criminology and Criminal Justice	Ronet D. Bachman, Raymond Paternoster, & Raymond Paternoster	9781544375687
Optional	SPSS Survival Manual A Step-by-Step Guide to Data Analysis Using IBM SPSS	Julie Pallant	9781040613375

Other Course Materials

Readings

There is one required textbook referenced above, which is available through your campus's TAMIU Books IncludED Program. You will need to go to the bookstore, **click here (https://www.bkstr.com/texasaminternationalstore/home)**. This is in e-book format. You can download resources available on

https://edge.sagepub.com/bachmansccj5e/student-resources

If you are not participating in TAMIU's inclusive access program, you can receive a discount on the eBook version of the text by purchasing directly from Sage. *Statistics for Criminology and Criminal Justice, Fifth Edition*
Ronet D. Bachman| Raymond Paternoster| Theodore H. Wilson
https://collegepublishing.sagepub.com/addebook?isbn=9781544375687 (https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Femail.sagepub.com%2Foptiext%2Foptiextension.dll%3FID%3D2nPqdaVFQvFZqCmNdCEHFQLTMJFgVfDomzZnVHZxaY8GEAxmjdtHYVGV8ZONmxX3gvCZPqeDXXO3qaNmePY&data=05%7C02%7Cmohammad.rahman%40tamiu.edu%7Cbc7b748994fc426c8e5008def70961ff%7Ce6e9982505da4869bf49e63a0e04d314%7C0%7C0%7C639219816887417869%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiIwLjAuMDAwMCIsIlAiOiJXaW4zMiIsIkFOIjoiTWFpbCIsIldUIjoyfQ%3D%3D%7C0%7C%7C%7C&sdata=JfRuTVPC4uXS%2BSEtR3rWuK3juxJFfy2sQRQ4pqq7d6c%3D&reserved=0)

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

Computer Statistical Program

Apart from having a computer, internet access, and a calculator, you will need to have access to SPSS software. Students can access the Statistical Package for the Social Sciences (SPSS) via the University on computers in designated classrooms or labs where SPSS is installed for student use. Please check the following link for more information or contact OIT (Office of Information Technology).

https://www.tamiu.edu/distance/mediaservices/Computer%20Labs%20Support.shtml

For more information, click https://www.tamiu.edu/distance/technology/personal-software-resources.shtml

Required Respondus Monitor Lockdown Browser

Grading Criteria

GRADE	PERCENTAGE (POINTS)
A	90-100% (900-1000 Pts.)
B	80-89.9% (800-899 Pts.)
C	70-79.9% (700-799 Pts.)
D	60-69.9% (600-699 Pts.)
F	Below 60% (Below 600 Pts.)

Open Boilerplate

Course Requirements and Grading Criteria
Due Dates and Times: All due dates and times are in Central Time. Regularly check the syllabus and class announcements for due dates, updates, and specific instructions related to assignments and activities.

Grading Components:
1. **Class Participation and Discussion (150 points, 15% of total grade)**
Class Attendance (50 points): Attendance is mandatory. Each class builds on the previous one, and we will develop statistical knowledge and software skills step by step. Attendance will be taken via Top Hat and/or a paper sign-in sheet each class day. Students are expected to arrive on time, stay for the entire class, and actively participate in discussions and demonstrations.
- Participation Points Breakdown:
- Participated in 23–26 sessions: 50 points
- Participated in 20–22 sessions: 40 points
- Participated in 18–19 sessions: 35 points
- Participated in 15–17 sessions: 30 points
- Participated in 13–14 sessions: 25 points
- Participated in fewer than 13 sessions: 20 points

- Note: There are no make-up opportunities for participation points except in cases of documented emergencies.

Discussion Board Assignments (100 points)
There will be five online discussion board assignments, with topics provided one week in advance. Students must submit an initial post and respond to one classmate's post by the deadlines.
- Requirements:
- Each post must be at least one full paragraph (minimum of 7 sentences).
- Originality is crucial; simple responses (e.g., "I agree") will receive a zero.
- Grading: Each discussion is worth 20 points and will assess both initial (10 points) and response posts (10 points). Instructions and rubrics will be provided on Blackboard.

2. In-Class Assignments (100 points, 10% of total grade)
- In-class activities may include readings, quizzes, problem-solving exercises (using SPSS or Excel), and reflection papers.
- There will be 12 in-class assignments, each worth 10 points (the two lowest scores will be dropped). Instructions and rubrics will be provided on Blackboard.
- Quizzes: Administered online via Blackboard, consisting of 5 to 10 questions from assigned readings.
- SPSS/Excel Assignments: In-class assignments will involve analyzing data and interpreting results.

- Hand Calculation Assignments: In-class assignments will involve hand calculations for some statistical measures. Partial marks may be awarded even if the answer is incorrect.

3. Take-Home Assignments (300 points, 30% of total grade)
- These group projects may include a scholarly article review and a data analysis project, submitted via Blackboard and presented in class.
One or more of these assignments may integrate an AI framework with five levels: "No AI", "AI Planning", "AI Collaboration", "Full AI", and "AI Exploration". Instructions and rubrics will be provided.
Assignment Breakdown:
- Assignment #1: Scholarly Article Review (50 points): Evaluate a quantitative, peer-reviewed journal article.
- Data Analysis Project (250 points): This includes multiple take-home assignments focusing on data analysis using SPSS.
- Assignment #2: Levels of Measurement and Variable Selection (50 points): Develop research questions and hypotheses based on a dataset.
- Assignment #3: Descriptive Analysis (100 points): Focus on descriptive statistics and compare AI-generated outputs with human interpretations.
- Assignment #4: Inferential Analysis (100 points): Focus on inferential statistics, similar to Assignment #3.

4. Examinations (450 points, 45% of total grade)
- Three exams (each worth 150 points, 15% of total grade) will be administered via Blackboard. While not strictly cumulative, earlier concepts will be necessary for understanding later material.
- Exam Format: May include multiple-choice, True/False, fill-in-the-blank, matching, short-answer, and essay questions.
- Make-Up Exams: If you cannot attend an exam, notify the instructor within 48 hours. Make-up exams are allowed only for documented emergencies and will be in essay format.

5. Extra Credit Activities

- Extra credit activities may be offered throughout the semester (e.g., annotated bibliography or data analysis plan). Total extra credit points will not exceed 20.

ASSIGNMENT	VALUE
Class Participation & Discussion	15 percent or 150 points
In-Class Assignments	10 percent or 100 points
Take-Home Assignments	30 percent or 300 points
Examinations	45 percent or 450 points

Schedule of Tentative Topics and Assignments

Day	Date	Agenda/Topic	Reading(s)	Due
Mon	8/24	Course Overview Module 1 Statistics, Research, Sampling, and Key Statistical Terms Statistical Software Introduction	Course Syllabus Chapter 1 of Textbook Additional Readings	Syllabus Quiz due 8/24 4:00 PM Acknowledgement of Syllabus due 8/24 4:00 PM Pre-Survey due 8/25 11:59 PM

Wed	8/26	Module 1 Statistics, Research, Sampling, and Key Statistical Terms In-Class Assignment #1	Chapter 1 of Textbook	Take-Home Assignment#1 Draft due 8/30 11:59 PM Discussion Board #1 Initial Post due 8/31 11:59 PM and Response Post due 9/7 11:59 PM
Mon	8/31	Module 2 Types of Data and Levels of Measurement	Chapter 2 of Textbook	Take-Home Assignment #2 due 9/13 11:59 PM
Wed	9/2	Module 2 Types of Data and Levels of Measurement In-Class Assignment #2	Chapter 2 of Textbook	
Mon	9/7	No Class		
Wed	9/9	Mini Class Workshop	Chapters 1 and 2 of Textbook, & Additional Readings	
Mon	9/14	Module 3 Data Distributions and Simple Descriptions of Data In-Class Assignment #3	Chapter 3 of Textbook	Discussion Board #2 Initial Post due 9/23 11:59 PM & Response Post due 9/29 11:59 PM Take-Home Assignment #3 due 10/4 11:59 PM
Wed	9/16	Module 3 Graphical Presentation of Data In-Class Assignment #4	Chapters 3 of Textbook	
Mon	9/21	Module 4 Measures of Central Tendency	Chapter 4 of Textbook	
Wed	9/23	Module 5 Measures of Dispersion In-Class Assignment #5 TERM TEST I Exam Review	Chapter 5 of Textbook Chapters 1 to 4 of Textbook	
Mon	9/28	TERM TEST I	Chapters 1 to 4 of Textbook	
Wed	9/30	Mini Class Workshop	Chapters 3, 4 and 5 of Textbook & Additional Readings	
Mon	10/5	Module 6 Introduction to Probability and Inferential Statistics In-Class Assignment #6	Chapter 6 of Textbook	Discussion Board #3 Initial Post due 10/20 11:59 PM & Response Post due 10/25 11:59 PM Take-Home Assignment #4 due 11/19 11:59 PM
Wed	10/7	Module 7: Point Estimation and Confidence Intervals In-Class Assignment #7	Chapter 7 of Textbook Chapter 7 of Textbook	
Mon	10/12	Module 8: Hypothesis Testing with Population Mean and Proportion	Chapter 8 of Textbook	
Wed	10/14	Module 8: Hypothesis Testing with Population Mean and Proportion TERM TEST II Exam Review	Chapter 8 of Textbook Chapters 5 to 8 of Textbook	
Mon	10/19	TERM TEST II	Chapters 5 to 8 of Textbook	
Wed	10/21	Mini Class Workshop In-Class Assignment #8	Chapters 6, 7 & 8 of Textbook & Additional Readings Chapter 8 of Textbook	
Mon	10/26	Module 9 Hypothesis Testing with Categorical Data In-Class Assignment #9	Chapter 9 of Textbook Chapter 9 of Textbook	Discussion Board #4 Initial Post due 10/28 11:59 PM & Response Post due 11/3 11:59 PM
Wed	10/28	Module 10 Hypothesis Testing involving Two Population Means or Proportions In-Class Assignment #10	Chapter 10 of Textbook Chapter 10 of Textbook	
Mon	11/2	Module 11 Hypothesis Testing involving Three Population Means	Chapter 11 of Textbook	
Wed	11/4	Mini Class Workshop	Chapters 9, 10 & 11 of Textbook & Additional Readings	

Mon	11/9	Module 12: Correlation Analysis In-Class Assignment #11	Chapter 12 of Textbook Chapter 11 of Textbook	Discussion Board #5 Initial Post due 11/15 11:59 PM & Response Post due 11/22 11:59 PM
Wed	11/11	Module 12 Simple Linear Regression Analysis In-Class Assignment #12	Chapter 12 of Textbook	
Mon	11/16	Mini Class Workshop	Chapter 12 of Textbook & Additional Readings	
Wed	11/18	NO CLASS; Instructor in Conference	Review Articles	Take-Home Assignment#1 Final due 11/22 11:59 PM
Mon	11/23	Group Presentations TERM TEST III Exam Review	Chapters 9 to 12 of Textbook	
Wed	11/25	No Class		
Mon	11/30	TERM TEST III Course Reflection LAST DAY OF CLASS	Chapters 9 to 12 of Textbook	Post-Survey
Wed	12/2	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.tamiu.edu/handbook/article-04.shtml)).

TAMIU Honor Code: Plagiarism and Cheating

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

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 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.tamiu.edu/reportit (https://www.tamiu.edu/reportit/index.shtml).

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

For parenting-related rights, accommodations, and resources, contact the Parenting Liaison, Mayra Hernandez, at mghernandez@tamiu.edu, call 956.326.2265, or visit Student Center 226.

For pregnancy-related rights, accommodations, and resources, contact the TIX Coordinator, Lorissa Cortez, at lorissaM.cortez@tamiu.edu, call 956.326.2857, or visit Killam Library 159.

Anti-Discrimination/Title IX

TAMIU does not discriminate or permit harassment against any individual on the basis of race, color, sex, religion, national origin, age, disability, genetic information, veteran status, educational programs, or employment. If you would like to file a complaint relative to Title IX or any civil rights violation, please contact the TAMIU Director of Equal Opportunity and Diversity/Title IX Coordinator, Lorissa M. Cortez, 5201 University Boulevard, Killam Library 159B, Laredo, TX 78041, TitleIX@tamiu.edu, 956.326.2857, via the anonymous electronic reporting website, ReportIt (https://www.tamiu.edu/reportit) and/or the Office of Civil Rights (Dallas Office), U.S. Department of Education, 1999 Bryan Street, Suite 1620, Dallas, TX 75201-6810, 214.661.9600.

Incompletes

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

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

WIN Contracts

The Department of Biology and Chemistry does not permit WIN contracts. For other departments within the college, WIN Contracts are offered only under exceptional circumstances and are limited to graduating seniors. Only courses offered by full-time TAMIU faculty or TAMIU instructors are eligible to be contracted for the WIN requirement. However, a WIN contract for a course taught by an adjunct may be approved, with special permission from the department chair and dean. Students must seek approval before beginning any work for the WIN Contract. No student will contract more than one course per semester. Summer WIN Contracts must continue through both summer sessions.

Student Responsibility for Dropping a Course

It is the responsibility of the student to drop the course before the final date for withdrawal from a course. Faculty members, in fact, may not drop a student from a course without getting the approval of their department chair and dean.

Independent Study Course

Independent Study (IS) courses are offered only under exceptional circumstances. Required courses intended to build academic skills may not be taken as IS (e.g., clinical supervision and internships). No student will take more than one IS course per semester. Moreover, IS courses are limited to seniors and graduate students. Summer IS course must continue through both summer sessions.

Grade Changes & Appeals

Faculty are authorized to change final grades only when they have committed a computational error or an error in recording a grade, and they must receive the approval of their department chairs and the dean to change the grade. As part of that approval, they must attach a detailed explanation of the reason for the mistake. Only in rare cases would another reason be entertained as legitimate for a grade change. A student who is unhappy with

his or her grade on an assignment must discuss the situation with the faculty member teaching the course. If students believe that they have been graded unfairly, they have the right to appeal the grade using a grade appeal process in the Student Handbook and in the Faculty Handbook.

Final Examination

All courses in all colleges must include a comprehensive exam or performance and be given on the date and time specified by the Academic Calendar and the Final Exam schedule published by the Registrar's Office. In the College of Arts & Sciences all final exams must contain a written component. The written component should comprise at least 20% of the final exam grade. Exceptions to this policy must receive the approval of the department chair and the dean at the beginning of the semester.

Mental Health and Well-Being

The university aims to provide students with essential knowledge and tools to understand and support mental health. As part of our commitment to your well-being, we offer access to Telus Health, a service available 24/7/365 via chat, phone, or webinar. Scan the QR code to download the app and explore the resources available to you for guidance and support whenever you need it. The Telus app is available to download directly from TELUS (tamiu.edu) (https://www.tamiu.edu/counseling/telus/) or from the Apple App Store and Google Play.