



CRIJ 6303 - Advanced Statistics I

Fall 2026 Syllabus, Section 1H1, CRN 18490

Instructor Information

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Assistant Professor
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Office: AIC 347
Office Hours:
TR 1 pm - 4 pm

Times and Location

Sa 9am-11:45am in Bullock Hall 219

Course Description

A course focused on the practical aspects of conducting criminal research that uses quantitative methodologies. Students are introduced to statistical techniques such as multidimensional scaling, factor analysis, correlations, as well as a variety of regression techniques
Social Sciences Department, College of Arts & Sciences

Additional Course Information

Disclosure about doctoral-level expectations

This is a doctoral-level course. You will be held to a higher level of standard. In other words, you are not entitled to an 'A' nor are you guaranteed to pass. This course is rigorous, demanding, and time-consuming. With that in mind, I assume the following:

- Factoring in all your other responsibilities (e.g., work, family, other courses), you are able to put in the time and effort required to succeed in this course. This course has a very heavy workload that requires you to spend a considerable amount of time reading and working on assignments on a weekly basis.
- You recognize that it is your responsibility to keep up with the coursework. This course follows a gradual progression requiring you to become sufficiently familiar with different skills each week. These skills will build upon each other to form the foundation for your success in this course. It is up to you to build this foundation.
- You will meet assignment deadlines. Meeting deadlines are important for two reasons: 1) in cases of group work (e.g., discussions), your group members are relying on you to contribute, and 2) your ability to submit on time enables me to grade sooner, which will provide you with important feedback for future assignments and in your progress in the course.
- You will be able to demonstrate advanced critical thinking and writing skills.
- You are able to complete the coursework independently with minimal supervision.

Email & Email Etiquette

Email is the best way to contact me. I check my email often and should respond to you within 3 business days. Please identify yourself and include a subject and greeting in all email correspondence.

In this class, our official mode of communication is through email. All communication between student and instructor and between student and student should be respectful and professional. Class rosters list TAMIU email addresses rather than external email addresses, and all official class communications will be sent only to the TAMIU email addresses. Students are responsible for checking their TAMIU email accounts regularly.



- Professional email exchanges include an opening salutation (e.g., “Hello Dr. Lee”), an introduction (e.g., “My name is April Chase, and I am in your Advanced Statistics I course”), content/question, and closing salutation (e.g., “Best, April Chase”). Proper grammar and sentence structure are also expected. In addition, I can tell when your phone autocorrects your words, and you send me a messy email. Please review your email prior to hitting “Send.” Lastly, if your email to me sounds like a text message to your friend, do not expect me to respond. Respect is crucial.
- Check Email & Blackboard Course Messages Regularly (at least once a day) for Course Correspondence. Important information regarding the course schedule and grades will be posted to Blackboard and/or messages through the Blackboard Course Messages.
- I will not respond to emails sent through private accounts (e.g., Gmail, Yahoo). Students must use their TAMU email for all class communication.

Late Work Policy

Late assignments will not be accepted without prior approval from the instructor. In the event that late work is accepted, based on the instructor's discretion, 5% of the maximum amount of points available will be deducted for each day that the assignment is late.

Extra Credit Policy

No extra credit will be provided in this course.

Make-Up Exams and Assignments

There are no make-ups for SPSS problem sets or research paper stage submissions (Concept Paper, Draft 1, Draft 2, Final Paper), and a grade of zero will be given. Except in cases of emergency or serious illness, these assignments will not be accepted after the deadline. You must notify me before the assignment's due date for your excuse to be considered, and you must provide documentation supporting your excuse. Please refer to the University policy for acceptable excuses.

Syllabus Subject to Change

While information and assurances are provided in this course syllabus, it should be understood that content may change in keeping with new research and literature and that events beyond the control of the instructor could occur. Students will be informed of any substantive occurrences that will produce syllabus changes.

AI Policies

Generative AI tools such as ChatGPT, Claude, Gemini, Microsoft Copilot, and similar systems may be used in this course only as described below. AI should support your learning, not replace your own thinking, analysis, or writing.

Permitted Uses:

You may use AI for the following purposes:

- **Brainstorming and idea generation:**
 - You may use AI to generate preliminary ideas, such as possible research questions, conceptual angles for a literature review, topics to consider, or possible ways to organize an assignment.
- **Organization and structure:**
 - You may use AI to help organize or restructure your own work. For example, you may ask AI to convert your notes or rough draft into an outline, suggest a clearer order for sections, or identify places where the organization could be improved. The underlying ideas, arguments, and substantive content must come from you.
- **Language polishing:**
 - You may use AI to improve grammar, sentence structure, readability, style, or formatting. This use is particularly appropriate for students who are non-native English speakers or who would like assistance improving the clarity of their writing. AI should revise your writing rather than create the substantive content for you.
- **Translation:**
 - You may use AI for translation when appropriate. You remain responsible for checking the accuracy of the translation and ensuring that the final submission accurately represents your own ideas.
- **Learning and troubleshooting:**
 - You may use AI to help explain concepts, statistical procedures, computer code, or errors that you do not understand. For example, you may ask AI to explain why R code produces an error or to explain the difference between two statistical tests. You should use these explanations to learn how to complete the work yourself rather than asking AI to complete the assignment for you.

Regardless of how AI is used, **you remain fully responsible for the accuracy of everything you submit.** You must independently verify facts, citations, calculations, code, interpretations, and other information generated or suggested by AI.

Required AI Disclosure and Chat History

- If you use any generative AI tool while completing an assignment, you must disclose that use.
- Your disclosure must identify:



1. The AI tool or tools you used.
 2. The purpose for which you used AI.
 3. The approximate extent of AI assistance.
 4. What portions of the submitted work were affected by the AI assistance.
- **In addition, you must submit the complete AI conversation history associated with the assignment.** This requirement applies even when AI was used only for brainstorming, editing, translation, coding assistance, or troubleshooting.
 - The submitted history must include your prompts and the AI's responses so that I can see how the tool was used and how the submitted work developed. You should submit the conversation as a PDF, exported conversation, shareable transcript, or screenshots, depending on the platform and assignment submission options.
 - Do not submit only selected prompts or responses. The submission should include the **complete assignment-related conversation history** used in preparing the work. If you used multiple AI conversations or multiple AI tools, you must provide the relevant history from each of them.
 - You may remove or redact unrelated personal information that has no connection to the assignment. However, you may not delete, omit, alter, or selectively exclude portions of an AI conversation that contributed to the assignment.
 - **Failure to disclose AI use or failure to provide the required AI interaction history may be treated as a violation of this course AI policy.**

Prohibited Uses:

The following uses of AI are prohibited unless I specifically authorize them for an assignment:

- **Having AI complete the assignment for you:**
 - You may not ask AI to generate a completed assignment, paper, response, statistical analysis, literature review, research report, or other work and submit that output as your own.
- **Using AI to generate substantial portions of academic writing:**
 - AI may not write entire sections, arguments, literature reviews, results sections, discussions, interpretations, or other substantial portions of a paper or assignment unless I explicitly permit such use.
- **Using AI to perform intellectual work that the assignment is designed to assess:**
 - For example, if an assignment asks you to interpret statistical results, develop an argument, compare theories, evaluate evidence, or explain findings, you must perform that reasoning yourself. Asking AI to produce the answer defeats the purpose of the assignment even when you subsequently edit the wording.
- **Using AI during restricted assessments:**
 - AI may not be used during closed-book exams, quizzes, or other supervised or restricted assessments unless the instructions for that assessment explicitly permit it.
- **Submitting unverified AI-generated information:**
 - You may not rely on AI-generated facts, calculations, statistical interpretations, code, quotations, citations, or references without checking them independently.
- **Using fabricated or nonexistent sources:**
 - Including invented citations, nonexistent journal articles, fabricated quotations, false data, or other AI-generated information that cannot be verified will be treated seriously. Students are responsible for confirming that every source they cite actually exists and accurately supports the claim for which it is cited.

Academic Integrity

Using AI is not automatically a violation of academic integrity. The issue is **how the tool is used and whether its use is disclosed**.

AI may assist your learning, but the final work must demonstrate your own understanding, reasoning, and ability to complete the course requirements.

Submitting AI-generated work as your own, concealing AI use, providing an incomplete or altered AI conversation history, fabricating sources, or otherwise using AI in violation of this policy may be handled under the university's standard academic-integrity procedures.

When in doubt, disclose your AI use and include the conversation history.

Student Learning Outcomes

Upon satisfactory completion of this course, students will have obtained:

- Identify basic concepts of univariate, bivariate, and multivariate analysis
- Develop the ability to conduct data screening and data transformation
- Develop the ability to conduct multiple and logistic regressions



- Interpret statistical results and apply quantitative methodologies in empirical research

Important Dates

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

Textbooks

Group	Title	Author	ISBN
Required	Statistics for People Who (Think They) Hate Statistics (8th ed)	Salkind, N. J., & Frey, B. B.	9781071914557
Required	Statistics for Criminology and Criminal Justice (Fifth Edition)	Bachman, R., Paternoster, R., & Wilson, H. T.	9781544375687

Other Course Materials

To go to the bookstore, [click here \(https://www.bkstr.com/texasaminternationalstore/home\)](https://www.bkstr.com/texasaminternationalstore/home).

There are two required textbooks for this course. However, your instructor will reference other materials, such as web resources, journal articles, research monographs, and training manuals. When appropriate, these materials will be available through the Internet, and links will be provided. Students are also encouraged to do additional readings and/or incorporate information from other classes into their studying and preparation routine whenever possible.

Grading Criteria

GRADE	PERCENTAGE
A	91-100
B	80-90.9
C	70-79.9
D	60-69.9
F	Below 60

Course Assignments

Your course grade will be based on performance on five problem sets and a research paper write-up.

Problem Sets

There will be five problem sets based on the topics covered in the course. Each problem set will primarily involve applied SPSS work discussed in lectures and readings. These assignments are designed to enhance your practical knowledge of the course materials and your ability to apply this knowledge to your research. You are encouraged to discuss the material with other students, but you must conduct your own analysis and submit independent work.

Final Research Paper Write-Up

This component of the course requires you to prepare what could reasonably lead to a publishable manuscript. All students will complete a research paper that incorporates appropriate theoretical or empirical grounds and discusses the application of policy analysis to answer an original research question. The research paper is intended to describe the basis and empirical analysis of a research question.

Given that this course emphasizes statistical analysis techniques, it is essential for the student to represent an appropriate analytical framework and a correct interpretation of statistical evidence. The basis for the research paper should be concisely described (citing published research where appropriate), and the remainder of the paper should discuss key research questions/hypotheses, analytical techniques, interpretation of results, limitations, and implications from the study.

You are encouraged to discuss your topic with the professor throughout the semester, especially prior to the writing of your concept paper (discussed below), all drafts, and final version of your manuscript. The final paper should follow APA format (12-point Times New Roman, 1-inch margins, double-spaced, numbered pages), and will be original work specifically written for this course. You will submit your paper through Blackboard.



You can find data on ICPSR (<https://www.icpsr.umich.edu/web/pages/ICPSR/>) (<https://www.icpsr.umich.edu/web/pages/ICPSR/index.html>) or use any other accessible data source.

The research paper is developed in four staged submissions:

- **Concept Paper (100 pts, due Week 4):** a written outline of the manuscript: the topic, a brief summary of relevant literature, the gap your study addresses, and your proposed research purpose, questions, and (if applicable) hypotheses.
- **Draft 1 - Introduction through Current Study (150 pts, due Week 8):** the full front-end of the manuscript: Introduction, Literature Review, and the Current Study section (why the study matters, research questions, and justified hypotheses).
- **Draft 2 - Methodology through Discussion (200 pts, due Week 12):** the analytical core: Methodology, Results (descriptive and main analyses), and Discussion, submitted once all statistical techniques have been covered in class.
- **Final Paper (250 pts, due Week 15):** the complete, revised manuscript integrating feedback from all three prior stages into a single coherent paper.

Detailed instructions and grading rubrics for the SPSS Problem Sets and each Research Paper stage are posted on Blackboard

ASSIGNMENT	VALUE
Problem Sets (5 sets X 60 points)	300 points (30%)
Research Paper - Concept Paper	100 points (10%)
Research Paper - Draft 1 (Introduction through Current Study)	150 points (15%)
Research Paper - Draft 2 (Method through Discussion)	200 points (20%)
Research Paper - Final Paper	250 points (25%)

Schedule of Topics and Assignments

Day	Date	Agenda/Topic	Reading(s)	Due
Sat	8/29	*In-person* Course overview, syllabus, introduction to SPSS	S&F Ch 1 B&P Ch 1, 2	
Sat	9/5	*Virtual* Descriptive Statistics: Distributions, Central Tendency, Dispersion & Correlation Coefficients	S&F Ch 2, 3 B&P Ch 3 - 5	
Sat	9/12	*In-person* SPSS Lab: Descriptive Statistics: Distributions, Central Tendency, Dispersion & Correlation Coefficients	S&F Ch 2, 3 B&P Ch 3 - 5	Problem Set 1 by Sep 12, 2026, at noon
Sat	9/19	*Virtual* Probability, the Normal Curve & z-Scores; Reliability & Validity	S&F Ch. 4 - 5 B&P Ch. 6	Concept Paper by Sep 19, 2026, at 9:00 am
Sat	9/26	*In-person* SPSS Lab: Normal Curve, z-Score & Probability Procedures	S&F Ch. 4 - 5 B&P Ch. 6	Problem Set 2 by Sep 26, 2026, at noon
Sat	10/3	*Virtual* Point Estimation & CI; Hypothesis-Testing Logic & Significance; One- & Two-Sample Tests	S&F Ch. 6 - 9 B&P Ch. 7, 8, 10	
Sat	10/10	*In-person* SPSS Lab: Point Estimation & CI; Hypothesis-Testing Logic & Significance; One- & Two-Sample Tests	S&F Ch. 6 - 9 B&P Ch. 7, 8, 10	Problem Set 3 by Oct 10, 2026, at noon
Sat	10/17	*Virtual* ANOVA, Factorial ANOVA, Chi-Square & Nonparametric	S&F Ch. 10, 11, 13 B&P Ch. 9, 11	Draft 1 (Intro through Current Study) by Oct 17, 2026, at 9:00 am
Sat	10/24	*In-person* SPSS Lab: ANOVA, Factorial ANOVA, Chi-Square & Nonparametric	S&F Ch. 10, 11, 13 B&P Ch. 9, 11	Problem Set 4 by Oct 24, 2026, at noon



Sat	10/31	*Virtual* Correlation & Regression — Bivariate, Multiple OLS, and Logistic	S&F Ch. 12, 14 B&P Ch. 12, 13, 14	
Sat	11/7	*In-person* SPSS Lab: Correlation & Regression — Bivariate, Multiple OLS, and Logistic	S&F Ch. 12, 14 B&P Ch. 12, 13, 14	Problem Set 5 by Nov 7, 2026, at noon
Sat	11/14	*Virtual* Work on research paper		Draft 2 (Methodology through Discussion) by Nov 14, 2026, at 9:00 am
Sat	11/21	No Class - Conference Week		
Sat	11/28	No Class - Happy Thanksgiving!		
Sat	12/5	No Class - Final Research Paper Due		Final Paper by Dec 5, 2026, at noon

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

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 Student Handbook (<https://www.tamtu.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 \(https://www.tamiu.edu/handbook/index.shtml\)](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.