EDCI 3301 - Assessment for Instruc Design: Assess for Instruc Design-WIN

Fall 2026 Syllabus, Section 163, CRN 18218

Instructor Information

Sara A Cano Villanueva
Email: sara.villanueva@tamiu.edu
Office Hours:
By Appointment Only
Email me to schedule a time.
Do not send messages via Blackboard messaging.

Times and Location

MW 6pm-7:20pm in Bullock Hall 201

Course Description

This course introduces contemporary evidence-based approaches to assessment-informed instructional design and teaching strategies. Emphasis is placed on developmentally appropriate practices and the differentiation of instruction to meet the needs of diverse and exceptional learners. State mandates and accountability are discussed. Instructional strategies and assessment designs that foster positive learning environments will be emphasized. Candidates engage in a field-based experience. Prerequisites: Must be in good standing with the College of Education requirements. Educational Programs Department, College of Education

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

Relationship to/Alignment with Program Mission: This course is designed to align with the program's mission specific to teacher candidates' areas of certification. As such, the course is intended to prepare highly effective professional educators who can provide effective instruction at the local, state, national, or international levels with specialized knowledge (e.g., literacy, mathematics, social studies, science) and language skills required to teach PK-12 students from culturally and linguistically diverse student backgrounds. When suitable, teacher candidates (KINE) in this course are prepared to address kinesiology and health/wellness to impact the well-being of PK-12 students.

Course Catalog Description: This course introduces contemporary evidence-based approaches to assessment-informed instructional design and teaching strategies. Emphasis is placed on developmentally appropriate practices and the differentiation of instruction to meet the needs of diverse and exceptional learners. State mandates and accountability are discussed. Instructional strategies and assessment designs that foster positive learning environments will be emphasized. Candidates engage in a variety of field-based experiences.

Prerequisite/Corequisite: Must be in good standing with the College of Education and have completed EDCI 1102, EDCI 2210, and EDCI 3224. Possible Co-requisite: EDCI 3302.

Additional Information Needed

- College and Career Readiness Standards

https://www.highered.texas.gov/institutionalresources-programs/public-community-technical-state-colleges/texas-college-andcareer-readiness-standards/

- Educator preparation program information

http://www.tx.nesinc.com/PageView.aspx?f=GEN_FacultyResources.html

- PPR Standards

https://tea.texas.gov/texas-educators/certification/educator-testing/ppr-ec-12-standards.pdf

- TEKS

https://tea.texas.gov/academics/curriculum-standards/teks/texas-essential-knowledge-and-skills

COMMUNICATION

The preferred form of communication is my TAMIU email account (sara.villanueva@tamiu.edu). I can usually reply within 24 to 48 hours, though I try to reply much sooner. Address each email subject with: EDCI 3301 (topic).

DO NOT message me via Blackboard. Blackboard messaging is not as reliable as TAMIU email. Remember, it is your responsibility to check the announcements on Blackboard and your Dusty email regularly.

LATE/MISSING TASKS/ASSIGNMENTS

You are expected to complete all assignments, exams, and other work on time. I will do my best to review your work quickly and provide meaningful feedback. While I sometimes return work within a few days, grading often takes longer than expected because of class sizes, planning, and other responsibilities. You will receive grading updates regularly.

I know that managing your time can be difficult, especially with jobs, family obligations, and other courses. That's why my assignment policy includes some flexibility—I want you to succeed and meet your personal goals. At the same time, part of my teaching philosophy is that you take ownership of your academic journey. As future educators, it's important to recognize that others will depend on you to complete work promptly.

If you need extra time on an assignment, you do not need to ask for permission. You are responsible for deciding what works best for you and your learning, while keeping in mind the guidelines below. Please note that every assignment has a posted due date.

You have three LAST CHANCE deadlines. LAST CHANCE grading will begin at 70% of the total points possible. This does not apply to the Midterm, Final Paper, or Final Exam.

You have three LAST CHANCE deadlines. LAST CHANCE grading will begin at 70% of the total points possible. This does not apply to the Midterm, Final Paper, or Final Exam.

- Sunday, September 27, by 11:59 pm
    - **I will advise which weeks to submit and by when.**
- Sunday, October 25, 2026, by 11:59 pm
    - **I will advise which weeks to submit and by when.**
- Sunday, November 22, 2026, by 11:59 pm
    - **I will advise which weeks to submit and by when.**

ATTENDANCE

TAMIU views class attendance as an individual student responsibility. Students are expected to attend class and complete all assignments. TAMIU's policy on attendance will be used in this course. Please read the policy here: http://www.tamiu.edu/studentaffairs/AppendixFAttendanceRule1.2.shtml.

I do not assign points for attendance, but I will keep track of it. As adults, you are responsible for managing your time and your education. This course is designed for your growth and learning, which are strongly affected by whether you attend class. If you are going to miss class, please let me know. Communication is key in this class, as it is in life.

Students who miss class often learn less, struggle with assignments and exams, and miss out on building connections with their peers. If the textbook were enough, there would be no need for us to meet in person—class time provides important discussions, activities, and opportunities that the book alone cannot offer. Missing class can also increase stress, create more work to catch up, and limit the respect you earn from classmates.

Regular attendance almost always leads to higher grades (A's and B's). For this reason, I expect you to attend class unless you have a valid reason to miss.

Lastly, please do not begin packing up before the end of class, as it distracts others in the class and is disrespectful to your colleagues.

CLASS PARTICIPATION

Active participation is expected in this class. That includes joining discussions, asking questions, and staying engaged in activities. As future teachers, I expect you to be proactive, curious, and motivated learners. Please arrive on time, stay for the full class, and contribute to our work together whenever possible.

While cell phones and other devices are usually discouraged, we might use them at times for activities or assignments. Participation does not mean you have to speak in every full-class discussion, and I don't want you to feel pressured to talk just for the sake of it. We all participate in different ways - by taking notes, working well in small groups, helping others, or contributing ideas when you feel ready.

If you are shy, know that you are not viewed negatively for speaking less often. Over time, I hope you will feel comfortable sharing your thoughts and questions because your experiences and insights matter. When everyone is engaged in their own way, we all learn more together.

SYLLABUS ACKNOWLEDGEMENT

Teacher candidates are required to acknowledge receipt, understanding of, and acceptance of the policies in the syllabus before receiving any grades for assignments for this class. In my courses, I use a short ten-point syllabus quiz in Blackboard.

Note: The instructor reserves the right to modify the syllabus throughout the semester based on course and student needs. If changes are needed, they will all be posted, and it is the student's (YOUR) responsibility to view changes.

CLASSROOM & ONLINE ETIQUETTE

The College of Education values open classroom discussion and academic debate as an important part of learning. As future educators, you must learn to express and defend your ideas while also listening respectfully to the ideas of others—even when you disagree. Diverse, unusual, and even unpopular viewpoints are always welcome, but disrespectful, insulting, or condescending remarks are not acceptable.

When students ridicule, intimidate, or verbally attack others, they undermine the free exchange of ideas that a university classroom or online discussion should have. Always use positive and professional communication skills in person and online. Be mindful of the language, tone, and style you use in emails or discussion posts to classmates and professors. Never send a message when you are upset—once you send it, you cannot take it back.

Remember that your behavior online should reflect the same respect and professionalism expected in a face-to-face classroom. All postings in this course are considered formal academic communication, so they should remain polite, respectful, and professional. If your behavior in class or online is disruptive or inappropriate, disciplinary action may be taken. This could include being removed from the course and reported to the Academic Honor Council.

USE OF GENERATIVE AI

You are welcome to use generative AI tools (like ChatGPT, DALL-E, etc.) in this course. These tools can help you learn, generate ideas, complete assignments more efficiently, or serve as a personalized learning aid.

However, your ethical responsibilities as a student do not change. You must follow TAMIU's academic integrity policy. This policy applies to all work, whether created by humans alone or with AI assistance. If you use AI for an assignment, you must clearly cite the tool's contribution. Copying or paraphrasing AI content without citation is considered plagiarism, just like using content from any other source without proper credit.

Here are some specific expectations for using AI tools in this course:

- You may include AI-generated text verbatim in your assignment if you use quotation marks and cite it properly in APA format.
- You may paraphrase AI-generated text, but you must include a proper APA citation.
- You may include AI-generated images, videos, code, or other non-text content only when the assignment allows it, and you must cite it appropriately.
- You are responsible for conducting your own research and creating bibliographies yourself.
- You may not present AI-generated content as entirely your own work.

It is important to remember that AI tools are not always accurate. They may give incorrect information, fake citations, contradictory statements, biased or offensive content, or even copyrighted material without proper attribution. Image and code generators may also produce misleading or incorrect outputs.

Ultimately, you are responsible for all work you submit. Any content that is inaccurate, plagiarized, biased, unethical, or offensive will be treated accordingly during grading.

- Text Generated by AI (e.g., ChatGPT)
    - If you use AI-generated text in your writing, you should cite it like a personal communication because the content is not retrievable by others. Include it in-text only, not in your reference list:
    - Format:
      (AI Tool, personal communication, Month Day, Year)
    - Example: According to ChatGPT, "AI tools can help students brainstorm ideas quickly" (ChatGPT, personal communication, August 19, 2025).

- When Paraphrasing AI Ideas
    - **Even when paraphrasing, you still cite it in-text**
    - **Example: ChatGPT (personal communication, August 19, 2025) suggested that AI tools can support idea generation for students.**

SPECIAL NOTE FROM MRS. VILLANUEVA: Even though I allow room for AI use in my class, you must strive to create/compose from scratch and use AI as a support tool. AI is there to support you, not the other way around. REMINDER: Blackboard and TurnItIn scans for AI.

Student Learning Outcomes

Teacher Candidate will be able to...

- Design instruction appropriate for all students that reflects an understanding of relevant content and is based on continuous, developmentally appropriate assessment (STANDARD I)
- Engage in class experiences with respect, build rapport, and help foster a positive climate for learning, equity, and excellence. (STANDARD II)
- Promote student learning by providing responsive instruction, effective communication techniques, and engaging instructional strategies. (STANDARD III)
- Fulfill professional roles and responsibilities and adhere to legal and ethical requirements of the profession under the Texas Education Agency's Educator Code of Ethics Chapter 247. (STANDARD IV)
- Set significant, challenging, varied, and appropriate lesson objectives (Action, condition, criteria) based on the Texas Essential Knowledge and Skills (TEKS). (STANDARD I)
- Utilize evidence-based research, TEKS, STAAR, knowledge of the learning-teaching context, individual student differences, and developmentally appropriate assessment strategies to write objectives, plan and differentiate instruction, and improve PK-12 student learning. (STANDARD 1)
- Reflect on course materials, readings, and assignments to write about the profession by completing two reflection papers. (STANDARDS I & IV)

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	Modern classroom assessment	Frey, B. B.	13 978-1071882030

Grading Criteria

The College of Education has adopted the following grading scale policy:

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

Open Boilerplate

ASSIGNMENT	POINTS
Syllabus Acknowledgement	10
Six (6) Reading Checks (x20 pts)	120
Lesson Planning Assignment #1	25
Writing Assignment 1	50
MIDTERM EXAM	50
Lesson Plan Assignment #2	50
Lesson Plan Assignment #3	50
Writing Assignment #2	50
Lesson Plan Assignment #4	100
Final Paper	100
FINAL EXAM	100
TOTAL POINTS	705

Tentative Course and Reading Schedule

Week of	Agenda/Topic	Reading(s)	Due
8/24	Syllabus Syllabus & Modern Classroom Assessment	Syllabus Frey, Chapter 1	DUE: Syllabus Acknowledgement Quiz on BB 8/30 by 11:59 pm
8/31	Modern Classroom Assessment The Language of Classroom Assessment	Frey, Chapter 1 Supplemental Reading #1	
9/7	The Language of Classroom Assessment (A Look at Summative Assessments) **No Class on 9/7 University closed for Labor Day	Frey, Chapter 2 Supplemental Reading #2	DUE: Lesson Planning Assignment #1 by 11:59 pm on 9/13 Due: Reading Check #1 by 11:59 pm on 9/13
9/14	Formative Assessment	Frey, Chapter 3 Supplemental Reading #3	
9/21	Formative Assessment	Frey, Ch. 4	DUE: Reading Check 2 by 11:59 pm on 9/27 DUE: Writing Assignment #1 by 11:59 pm on 9/27 Last Chance Drop Box Closes by 11:59 pm on 9/27
9/28	MIDTERM EXAM (9/30)	No readings (Study for Midterm)	
10/5	Instructional Strategy & Assessments	Frey, Chapter 5	DUE: Reading Check 3 by 11:59 pm on 10/11 DUE: Lesson Planning Assignment #2 by 11:59 pm on 10/11
10/12	Constructed Response Items & Scoring Rubrics	Frey, Chapter 6	
10/19	Performance Based Assessments	Frey, Chapter 7 Supplemental Reading #5	Last Chance Drop Box Closes by 11:59 pm on 10/25
10/26	Performance Based Assessments Authentic Assessment	Frey, Chapter 8	DUE: Lesson Planning Assignment #3 by 11:59 pm on 11/1 DUE: Reading Check 4 by 11:59 pm on 11/1
11/2	Authentic Assessment Universal Design Assessment	Frey, Chapter 9 Supplemental Reading #6	DUE: Reading Check 5 by 11:59 pm on 11/8
11/9	Classroom Assessment Online Keeping Score	Frey, Chapter 10 Frey, Chapter 11	DUE: Writing Assignment 2 by 11:59 pm on 11/15
11/16	Meaningful Feedback and Grading	Frey, Chapter 12	DUE: Reading Check 6 by 11:59 pm on 11/22 Last Chance Drop Box Closes by 11:59 pm on 11/22
11/23	Standardized Testing	Frey, Chapter 13	DUE: Lesson Planning Assignment #4 (Completed LP) by 11:59 pm due 11/29
11/30	Reading Day - NO CLASS		DUE: FINAL PAPER by 11:59 on 12/6
12/7	Final Exam TBA		

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.