



NURS 3412 - Psych Mental Hlth Nursing

Fall 2026 Syllabus, Section 102, CRN 18167

Instructor Information

Javier Garcia, MSN, RN, CCRN

Clinical Assistant Professor

Email: javier.garcia@tamiu.edu

Office: CNS 315J

Office Hours:

Tuesday: Virtual 8pm-9pm

Wednesday: Virtual 8pm-10pm

Friday: Face-to-face 10:30am-1:30pm

Book time with Garcia, Javier F.

Office Phone: 956-326-3336

***All forms of communication from student to professor will be via TAMIU email, please refrain from sending courses messages through blackboard.

Dr. Jessie Mena, DNP, APRN, FNP-BC, ACUE

Clinical Assistant Professor

Email: mmena@tamiu.edu

Office: CNS 315F

Office Hours:

Mondays: Virtual 5:30pm-7pm

Tuesdays: Virtual 5:30pm-7pm

Thursdays: face-to-face 4:30-7:30pm

Office Phone: 956-326-3111

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Betsy Diaz, MSN, RN

Clinical Assistant Professor

Email: betsy.diaz@tamiu.edu

Office: 312B

Office Hours:

Monday: Virtual 8pm-9pm

Wednesday: Virtual 5pm-7pm

Friday: Face-to-face 11:30am-2:30pm

Office Phone: Pending to finalize

Times and Location

F 8:30am-10:30am in Academic Innovation Center 220

Course Description

This course focuses on providing culturally competent nursing care for individuals, families and groups experiencing alterations in mental health status. Diverse practice settings are used to develop student competence in therapeutic communication, group process and the counselor role.

This course is 2 hours of theory and 6 hours of clinical per week; 84 hours total practicum are required in this course. Prerequisites: NURS 3200, NURS 3310, NURS 3410, and NURS 3613. Corequisites: NURS 3012, NURS 3614, and NURS 4310.

Nursing Department, College of Nursing&Health Sci



Additional Course Information

CONTENT OUTLINE (Not all inclusive)

- Legal and Ethical Considerations
- Continuum of Treatment
- Foundational Concepts of Mental Health Nursing
- Mental Health Theories & Therapies
- Psychopharmacology
- Abuse and Violence
- Grief and Loss
- Physiological and Psychological Responses to Stress
- Anxiety, Obsessive-Compulsive and Related Disorders
- Disruptive Behavioral Disorders
- Eating Disorders
- Mood Disorders and Suicide
- Neurocognitive Disorders
- Neurodevelopmental Disorders
- Personality Disorder
- Schizophrenia Spectrum Disorders and Psychosis
- Somatic Symptom and Dissociative Disorders
- Substance-Related and Addiction Disorders
- Trauma, Crisis, Disaster and Related Disorder

TEACHING STRATEGIES:

This course is taught in a synchronous method utilizing face-to-face and online instruction: Lectures discussion groups, interactive learning, computer-assisted instruction, self-study or study groups, case studies, assigned readings, simulations, and supervised clinical practice.

Program Learning Outcomes

1. Synthesize knowledge from the arts, humanities, sciences, and other disciplines in developing a framework for nursing knowledge and practice.
2. Explore the effect of variations in health status, developmental processes, values, beliefs and attitudes, culture, history, and environment on nursing care needs.
3. Use critical thinking, clinical judgment/decision making, problem-solving, and the research process in the development of nursing knowledge and practice.
4. Assess, diagnose, plan, implement and evaluate evidenced-based and culturally- appropriate safe nursing care with patient, families, populations and communities.
5. Evaluate utilization of health promotion strategies in the development of nursing practice.



6. Develop professional nursing practice frameworks and roles, including the provider of patient-centered care, health care team member/ collaboration, leader/manager, education, scholar, patient-safety advocate, activist, mentor and entrepreneur.
7. Evaluate the impact of evolving technological, socioeconomic, political and demographic changes on nursing practice and health care systems.
8. Adhere to legal and ethical principles in the development of professional nursing practice.
9. Articulate a commitment to life-long learning.
10. Participate in nursing and health-related service opportunities.

Student Learning Outcomes

During the course of the studies, the student will

1. Apply concepts and principles from the arts, sciences, humanities and nursing when making practice decisions for individuals, families, and groups experiencing alterations in mental health status.
2. Incorporation social, cultural, ethnic, spiritual, psychological, and economic factors when providing nursing care to individuals, families, and groups experiencing alterations in mental health status.
3. Use critical thinking, evidenced-based knowledge, and interdisciplinary collaboration to develop holistic plans of care for individuals, families, and groups experiencing alterations in mental health status.
4. Provide accurate, safe, and holistic nursing care to individuals, families, and groups experiencing alterations in mental health status within ethical, legal and professional nursing boundaries.
5. Incorporate relevant research when providing the delivery of comprehensive nursing care among diverse populations experiencing alteration in mental health status, including individuals, families and communities.

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	ATI-Engage Mental Health	Assessment Technologies Institute	
Required	Nurse's pocket guide: Diagnoses, prioritized interventions, and rationales	Doenges, M. et al	
Optional	Varcarolis' Foundations of Psychiatric Mental Health Nursing: A Clinical Approach	Halter, M	978-0-323-69707-1
Optional	Any psychotropic drug book		
Optional	APA 7th edition		

Grading Criteria

GRADE	PERCENTAGE
A	90-100
B	80-89
C	75-79
F	74 and below

Grading Scale and Grade Rounding Policy



POLICY:

The CSON has adopted a grading scale in line with other Texas schools of nursing:

A-90-100

B- 80-89

C- 75-79 *F- 74 and below

PROCEDURE:

1. Nursing students must achieve a grade of C or higher in both theory and clinical components of a course in order to pass that course and progress in the program. A grade of F in either theory or clinical components will constitute a course failure.
2. To pass a nursing course and progress in the program, a nursing student must attain an exam average (including tests and the final) of 75% or higher. For the WIN courses (NURS 3311, NURS 3312, and NURS 4310), the nursing students must obtain a 70% or higher exam average to progress in the program.
3. To pass a nursing course and progress in the program, a nursing student must attain an overall average of 75% or higher in every nursing course.

Grade Rounding

1. All grade assignments and assessments (exams, quizzes, etc.) will be calculated to the hundredth (i.e. 2 decimal points). No mathematical rounding is to occur.
2. The exam average total for the course includes all exams and the final exam, and is calculated to two decimal places and rounded mathematically as follows:
 - a. Less than 0.45: Round down to next whole number (i.e. 89.44 would be rounded down to 89).
 - b. 0.45 or greater: Round up to next whole number (i.e. 89.45 would be rounded up to 90).
3. The final weighted numeric course grade is calculated to two decimal places and rounded mathematically as follows:
 - c. Less than 0.45: Round down to next whole number (i.e. 89.44 would be rounded down to 89).

Examination Policy and Guidelines

POLICY:

Accurate assessment of knowledge and competencies is crucial to ensure that students process the necessary information for safe practice in clinical settings. Accurate and valid test data are also necessary to provide students with practice prior to the licensure examination; most nursing course examinations use an NCLEX format, which is different from other methods of testing. Test items assess the student's ability to apply and analyze knowledge learned in the course.

The purpose of this policy is to ensure fair, consistent, and secure testing practices for all nursing students during examinations. The policy promotes academic integrity, professional conduct, and an environment conducive to accurate assessment of knowledge, skills, and critical thinking required for safe nursing practice.

PROCEDURE:

1. All face-to-face class examinations are proctored in a designated, supervised testing area. All Exam dates and formats will be communicated in the course syllabus.
 - a. Students must sit in assigned or randomized seats as directed by the instructor or proctor.
 - b. All personal belongings, including bags, watches, and phones, must be stored in a designated area away from the testing computer site.
 - c. Students are expected to arrive at least 15 minutes before the scheduled start time. Late arrivals of more than 15 minutes without notice may not be admitted and will be considered a missed exam.



- d. All materials brought into an exam must be left in an area designated by the proctor. The faculty or designated proctor will provide students with a pencil and sheet of paper, if allowed.
 - e. Students may wear coats or jackets during the examination period at the discretion of the proctor. All long sleeves should be rolled up to the forearms. The lead faculty will determine what additional aids will be allowed or used during the examination.
 - f. No food or drinks are allowed during the examination period.
 - g. Restroom use during testing will be documented and allowed at the faculty's discretion.
 - h. Prohibited behaviors include:
 - i. Copying, sharing, or discussing the exam before, during, or after an exam.
 - ii. Using unauthorized aids (e.g., notes, devices, online resources)
 - iii. Impersonating another student or allowing someone else to take an examination.
 - iv. Recording or photographing test materials.
 - v. Talking, note sharing, or any form of collaboration.
 - i. Students must complete required computer system checks before the test. The use of a secure testing platform (Lockdown Browser) is mandatory. Once logged in, the student will no longer be able to leave the testing site without notifying the faculty or the proctor. Any form of communication with other students during this time will constitute a violation of the Academic Conduct of the TAMU Honor Code Rules.
 - j. If the proctor suspects any sharing of information during an examination, all students involved will receive a ZERO (0) on the examination or quiz and are subject to Article 7 Violations of Academic Conduct of the TAMU Honor Code Rules. This includes:
 - i. Students in possession of cell phones or any other electronic device during an examination (i.e., mobile phones, smartwatches, earbuds, or tablets).
 - ii. Students found obtaining or suspected of obtaining information from sources other than what has been allowed by the faculty or proctor.
2. Professional conduct during testing.
- a. Students are expected to:
 - i. Demonstrate honesty, integrity, and respect.
 - ii. Follow all directions given by faculty or proctors.
 - iii. Maintain a quiet and orderly testing environment.
 - iv. Adhere to conduct and professional standards during testing.
3. All exam materials are the property of the Dr. F. M. Canseco School of Nursing.
4. A student who is removed from a quiz or examination for suspected sharing of information may be asked to leave the examination area and will receive a Zero (0).
5. Any student who must be absent from an examination must notify the lead faculty PRIOR to the examination. The lead faculty shall be notified in a written format, preferably via Blackboard Email, that includes a date and time. Students are responsible for providing satisfactory evidence to faculty members of their absence. The faculty member will decide if the excuse is valid and may provide the following option.
- a. The weight of the missed exam may be added to the student's final examination, ONLY upon lead faculty approval. Students who fail to notify the lead faculty before the examination period will not be allowed to carry the weight of the missed exam to their final exam; thus, they will receive a Zero (0) for the missed exam.
6. Only one exam can be missed and allowed to count toward the final exam weight. Any other missed exam(s) will be assigned a grade of ZERO (0).
7. Students who need to leave the examination area prior to completion will be requested to leave all testing materials with the proctor, and the examination is considered completed. Students may not leave the examination area without the proctors' acknowledgement.
8. After the examination period, all examination materials (exam, additional work paper) shall be submitted to the proctor. Students who leave the exam room with any examination material, as a result of their actions, will earn a grade of zero (0) for the exam.



9. Examination grades will be posted per the TAMIU student handbook or course syllabus.
10. Students requiring accommodations must contact the Office of Disability Services.
11. Course faculty may elect to establish other requirements at their discretion, but in no case will these requirements be less stringent than those in this policy.
12. No exam grade shall be dropped when determining the overall course grade.
13. Pop quizzes may be given at the discretion of the lead faculty.
14. The final exam must be taken at the time specified in the course syllabus. If a student is unable to attend the final exam, the student must notify the lead faculty BEFORE the exam takes place. This notification should be submitted in writing, ideally through Blackboard Email, and must include the date and time of the absence. If a student misses the final exam, the lead faculty may, at their discretion, arrange a makeup exam with similar content on a designated date and time.
15. Any student with a conflict in exam schedule due to University business (e.g., UIL, athletics) must refer to the TAMIU catalog.

Exam Review Policy

To maintain the integrity and security of course examinations, students will not be permitted to review, inspect, copy, photograph, or discuss specific exam questions, answer choices, or exam content after an examination has been administered.

Students who wish to improve their performance may schedule an appointment with the course faculty to review the concepts, content areas, and learning objectives on which they did not perform well. Faculty will provide guidance and clarification of course material; however, review of specific exam questions, answers, or examination materials will not be permitted under any circumstances.

Remediation Contract

All students who score below 75% on any periodical exam of a nursing course will be given a remediation contract by the faculty. A remediation contract is created to facilitate student success in the course and in the BSN program. Failure to comply with the requirements listed in the remediation Contract signed both by faculty and student will result to an Incomplete Grade and will prevent a student from progressing to the next academic semester.

Standardized Exam

At the end of the semester students will be required to take the Proctored standardized course exams. The score on this exam will count as a grade and will count for 10% of the course grade. Grading for this exam will be as follows: Level 2 or higher will receive 100%. ***Students scoring below the benchmark of level 2 will receive the conversion score that is assigned by ATI as the grade of record on the grade book.***

Students will receive review packets based on their performance on the ATI exam. These packets will be counted as an assignment for the course and will count as 5% of the course grade. All students will be required to complete the review packets by the due date assigned by the course faculty. Failure to complete the review packets will result in the student receiving an Incomplete Grade for the course. Information regarding the Incomplete, Withdraw, and Dismissal process can be found in the TAMIU BSN Handbook
<https://www.tamtu.edu/conhs/documents/handbooks/bsnhandbook.pdf>

ATI Module Tests or Exam Statement

Assigned ATI module tests and/or examinations MUST be accessed and completed via the designated ATI assignment link on Blackboard. Students are responsible for using the Blackboard-connected link to ensure their assessment and grade properly sync with the course gradebook. Failure to follow the required access procedure may prevent the grade from syncing properly, which may result in a zero (0) or an incomplete.

Class attendance: It is the student's responsibility to attend class as scheduled and to be on time. To minimize distraction, students who arrive late to class or leave the classroom during class time will be asked to wait until the next class break before they are allowed back into the classroom. Failure to complete or submit a class quiz or complete an exam due to arriving late or leaving class time early counts as a class absence and will not be offered at any other time, other than their original time administered or scheduled date.

Electronic devices: To minimize interruptions, cellular phones and smart watches must be turned off (vibration mode is not acceptable) when in the classroom. Faculty reserves the right to dismiss students who are disruptive in the class. This will constitute a class absence and any in-class assignment or quiz for that day will receive a zero (0).

Written assignment: All written assignments are computer generated and are submitted via electronic assignment drop boxes in Bb. Evaluation of written work is based on the grading criteria designed for each assignment. All scholarly papers are to follow the APA Manual, 7th editions (2020) guidelines. All papers become the property of the School of Nursing. Each student is responsible for ensuring that their assignment(s) are uploaded



into the correct assignment drop box following the instructions and time frames provided to them. No assignments accepted via email. Contact OIT 326-2310 if have submission issues.

Method of Evaluation and Course Requirements

GRADING	VALUE
Course Exams (3 at 20% each)	60%
Final Exam (Comprehensive)	15%
ATI Standardized Exam	10%
ATI Remediation Packet	5%
Participation (quizzes, case studies, etc...)	10%
Clinical Assignments	P/F

COURSE POLICIES

1. Students must meet the standards for minimal performance and progression established by Texas A&M International University and the College of Nursing and Health Sciences.
2. Participation grade: Comprised of online quizzes, and other assignments, i.e., case studies. Participation grade is designed to enhance student learning and is meant to be worked on throughout the semester; thus, once an assignment period has closed it WILL NOT be reopened. These grades will count toward one's overall participation grade.
 - a. Weekly Bb Modules: Each Bb module is available under the content folder in Bb. Learning objectives for each chapter are found in these modules. These assignments are meant to be completed by their respective assigned due date.
 - b. Blackboard (Bb) multimedia: These assignments require students to view videos as assigned on Bb from one's personal computer. The multimedia formats complement the weekly lecture presentations. Multimedia or video assignments will vary weekly.
 - c. End of Module Quizzes: Students will be assigned NCLEX style questions as part of their assignments. These questions will help prepare students for the end of course and end of program standardized exams and for NCLEX. These questions will be assigned a percentage of the total weight of the course grade.
 - d. Other Assignments: Assignments are made available either in the syllabus, in the class or online. The lead faculty throughout the semester deems assignments. All assignments will be submitted using an online assignment drop box in Black board by their respective assigned due date.
 - e. Using generative artificial intelligence (AI) tools such as ChatGPT will not be allowed to be used in any assignment. Students are expected to complete each assignment without assistance from others, including automated writing tools. Any student who is seen using AI will be reported to the Honors Council Committee and will follow University and CSON policies per protocol.
3. Case studies/ Online Assignments: Students enrolled in this course must participate in the case studies & online assignments. All students shall be enrolled by the second week for this does not affect one's participation grade. Participation in these online modules is designed to enhance student learning. These assignments should be completed by their respective assigned due date.

Artificial Intelligence (AI) Tools

Purpose

The purpose of this policy is to preserve academic integrity, ethical scholarship, clinical safety, and professional accountability within nursing education. Because nursing students must demonstrate independent critical thinking, professional judgment, ethical reasoning, and clinical decision-making, the use of Artificial Intelligence (AI) tools to generate academic or clinical work compromises the development of these essential competencies.

This policy ensures that all submitted coursework reflects the student's original intellectual effort and supports compliance with professional nursing standards, accreditation requirements, and ethical expectations of the nursing profession.

Policy:

The use of Artificial Intelligence (AI) tools—including but not limited to ChatGPT, Grammarly (GO/PRO)AI, Quillbot, Bard, Copilot, Jasper, or any other text-generating, paraphrasing, or content-creation software—is strictly prohibited in all nursing coursework unless **explicitly authorized in writing by the course faculty**.

1. Students must complete and submit all academic and clinical coursework using their own independent work, analysis, and writing.
2. Use of AI to generate, rewrite, summarize, paraphrase, or organize content for assignments, discussions, papers, clinical documentation, care plans, or scholarly work constitutes academic misconduct.
3. It applies to all forms of coursework, including but not limited to:



- a. Written assignments
 - b. Discussion board posts
 - c. Research papers
 - d. Care plans
 - e. Clinical paperwork
 - f. Case studies
 - g. Posters and presentations
 - h. Capstone and practicum projects
 - i. Reference pages
 - j. Exams and quizzes
4. Prohibited Uses of AI - Students may not use AI for:
- a. Writing or generating any portion of an assignment
 - b. Paraphrasing or rewording content
 - c. Summarizing articles or research
 - d. Producing discussion board posts or responses
 - e. Writing care plans, SOAP notes, or clinical documentation
 - f. Creating PowerPoint slides or poster content
 - g. Producing reference pages
5. Source Verification Requirement- Students are required to include direct and clearly accessible links to all sources referenced in their written assignments.
- a. The use of automated reference or citation generators (e.g., Zotero, MyBib, Citation Machine) is not recommended and highly discouraged/prohibited to be used due to producing incorrect citations.
 - b. Citations are to be formatted according to the American Psychological Association manual, following the edition specified in the course syllabus.
 - c. Students are to take the time to double-check their links to guarantee that they lead directly to the content cited, thereby enhancing the overall quality and trustworthiness of their work.
 - d. This requirement encompasses a diverse range of materials, including but not limited to journal articles, peer-reviewed studies, credible websites, professional reports, and videos.
 - e. The links should be formatted in a way that directs faculty and instructors straight to the original source, allowing for convenient verification of citations.
 - f. Any assignments with broken or non-functional links will receive point deductions, impacting the overall grade as dictated by the lead faculty.
 - g. References that cannot be verified due to missing or incorrect links, screenshots, or lack of URLs/DOIs will not be counted toward the assignment's reference requirements.
 - h. Improperly formatting citations and failing to provide verifiable sources may negatively impact the assessment of a student's work and their demonstration of academic rigor. Such issues will be referred to the TAMU Honor Code for formal review.
 - i. This includes, but is not limited to, submission of unverifiable sources, falsified or fabricated references, persistent use of broken or misleading links, or failure to correct issues after written notice.
6. Permitted Uses- The only permitted use of AI is:
- a. Brainstorming: Idea generation, questions to consider, themes or angles to explore.



- b. Outlining: Structuring your own paper, presentation, or project (e.g., headings, subheadings, sequence of points).
 - c. Planning tasks: Milestones, timeliness, checklists for your workflow.
7. Instructors have the ability to utilize various methods for assessing the authenticity of submitted work, including but not limited to:
- a. Employing AI-detection software to analyze the text for signs of machine-generated content.
 - b. Conduct writing pattern analysis to identify inconsistencies in style or voice.
 - c. Document version histories that can provide insights into the evolution of the work as it was developed.
 - d. In-class writing samples provide a valuable contrast to the materials that have been submitted for evaluation.
 - e. Oral defense to assess if students can demonstrate their understanding and ability to explain the content that was submitted.
8. Assignments suspected of AI use will be reviewed and investigated by lead faculty.
9. Violations and Consequences - Use of AI in violation of this policy constitutes academic dishonesty and will result in:
- a. First offense – Reporting to TAMIU Honors Code, formal writing, student counseling with faculty and program coordinator/director, and a zero (0) in the assignment.
 - b. Second offense - Reporting to TAMIU Honors Code, formal writing, student counseling with faculty and program coordinator/director, a zero (0) in the assignment, and failure of the course.
 - c. For a third offense or any serious violations, the matter may be escalated to the Nursing Chair and the Dean.

The use of automated reference or citation generators (e.g., Zotero, MyBib, Citation Machine) is not recommended and highly discouraged/prohibited to be used due to producing incorrect citations. Citations are to be formatted according to the American Psychological Association manual, following the edition specified in the course syllabus.

Students are required to include direct and clearly accessible links to all sources referenced in their written assignments. This requirement encompasses a diverse range of materials, including but not limited to journal articles, peer-reviewed studies, credible websites, and professional reports. The links should be formatted in a way that directs faculty and instructors straight to the original source, allowing for convenient verification of citations. It is essential that students take the time to double-check their links to guarantee that they lead directly to the content cited, thereby enhancing the overall quality and trustworthiness of their work.

Failure to adhere to the above policy will result in the following consequences:

Point Deductions

- Any assignments with broken or non-functional links will receive point deductions, impacting the overall grade as dictated by the lead faculty.

Exclusion of References

- References that cannot be verified due to missing or incorrect links, screenshots, or lack of URLs/DOIs will not be counted toward the assignment's reference requirements.

Reduced Academic Integrity

- Failure to properly format citations and provide verifiable sources may negatively affect the assessment of the student's work and their ability to demonstrate academic rigor.
- Repeated or serious violations of the policy will be referred to the TAMIU Honor Code for formal review. This includes, but is not limited to, submission of unverifiable sources, falsified or fabricated references, persistent use of broken or misleading links, or failure to correct issues after written notice.
- Such referrals may result in institutional sanctions in accordance with university policy, which may include a formal warning, assignment failure, course failure, or additional disciplinary actions as determined by the committee. These measures are implemented to protect the integrity of academic work and uphold professional and ethical standards expected in nursing education.

CLINICAL POLICIES



1. Purpose: The clinical experience is to provide an opportunity to integrate theory into practice. Students are assigned to a variety of settings where they will focus on specific activities as indicated by specific clinical assignments. Reminder: At all times, you represent the Canseco School of Nursing and Texas A&M International University to that agency and to the community you are working with. **Professionalism is required.**

2. **Clinical Hour:** This course has a total of 84 hours of clinical. Clinical hours will be a combination of face to face clinical experience, case studies, and simulation. See breakdown below

CLINICAL HOUR BREAKDOWN	HOURS
Mental Health clinicals (various sites including presentation)	66 hour
Low fidelity simulation (case studies, skills, orientation)	10 hours
High fidelity simulation	8 hours

3. **Mandatory orientation:** Students will be required to attend a mandatory orientation prior to commencing their clinical rotation. Students who do not complete the orientation requirements for their agencies will not be allowed to continue with the clinical experience they are assigned to and may be subject to a course failure

4. New Skills introduced in this course:

- Therapeutic communication
- Psychosocial assessment
- Mental status assessment
- Group talk session
- Mental health promotion
- Motivational Interviewing
- Self-reflection/awareness

5. Special requirement related to student dress/appearance: All students must follow the dress code policies. Professional attire: For this clinical rotation, you will utilize a burgundy nurse's uniform. Please see dress code policy below:

Student Professional Dress & Appearance Policy

POLICY:

Student Clinical Role

All students will adhere to the dress code for clinical rotations. The lead or clinical instructor can dismiss any student for not complying with the required dress code, resulting in the student receiving a clinical F for the day.

PROCEDURE:

1. Professional attire for the hospital clinical experience or assignments requires students to wear a neat, clean, burgundy nurse's uniform of appropriate size. The pants cuff should rest on the top of the shoe. No capri, leggings, or spandex pants are permitted. The school of nursing has approved the following uniform style:

A. Women's Scrub Top:

I. Women's Mandala Style 6 Pocket Top <https://mandalascrubs.com/collections/all-womens-scrubs/products/6-pocket-top-wine>

II. Women's FIGS Casma Three-Pocket Scrub Top Women's Casma Three-Pocket Scrub Top™ - Burgundy · FIGS (<https://www.wearfigs.com/collections/burgundy-scrubs-womens/products/womens-casma-scrub-top?color=Burgundy>)

III. Women's JAANUU Cesi Slim UltraSOFT Scrub Top Cesi Slim UltraSOFT Scrub Top - Burgundy – Jaanuu (<https://www.jaanuu.com/products/womens-cesi-slim-ultrasoft-scrub-top-burgundy?variant=50305171816737>)

IV. Women's JAANUU Kass Slim 4-Pocket UltraSOFT Scrub Top Kass Slim 4-Pocket UltraSOFT Scrub Top - Burgundy – Jaanuu (<https://www.jaanuu.com/products/womens-kass-slim-4-pocket-ultrasoft-scrub-top-burgundy?variant=50578291065121>)

B. Women's Scrub Pant:

I. Women's Mandala Style 9 Pocket Bottom <https://mandalascrubs.com/collections/all-womens-scrubs/products/9-pocket-cargo-pants-wine>

II. Women's FIGS Kade Cargo Scrub Pants Women's Kade Cargo Scrub Pants™ - Burgundy · FIGS (<https://www.wearfigs.com/collections/burgundy-scrubs-womens/products/womens-kade-cargo-scrub-pants?color=Burgundy>)

III. Women's JAANUU Xenos UltraLITE Knit Waist Scrub Pant Xenos UltraLITE™ Knit-Waist Scrub Pant - Burgundy – Jaanuu

IV. Women's JAANUU Xenos Essential Knit-Waist Scrub Pant Xenos Essential Knit-Waist Scrub Pant - Burgundy – Jaanuu (<https://www.jaanuu.com/products/womens-xenos-ultralite-5-pocket-classic-scrub-pant-burgundy?variant=50377540895009>)

C. Men's Scrub Top:

I. Men's Mandala Style 3 Pocket Top <https://mandalascrubs.com/collections/mens/products/mens-three-pocket-top-wine>

II. Men's FIGS Leon Three Pocket Scrub Top <https://www.wearfigs.com/collections/burgundy-scrubs-mens/products/mens-leon-scrub-top?color=Burgundy>

III. Men's FIGS Chisec Three Pocket Scrub Top Men's Chisec Three-Pocket Scrub Top™ - Burgundy · FIGS (<https://www.wearfigs.com/collections/burgundy-scrubs-mens/products/mens-chisec-scrub-top?color=Burgundy>)

IV. Men's JAANUU Platt 3-Pocket Scrub Top Platt 3-Pocket Scrub Top - Burgundy – Jaanuu (<https://www.jaanuu.com/products/mens-platt-3-pocket-scrub-top-burgundy?variant=50305082032417>)

D. Men's Scrub Pant:

I. Men's Mandala Style 7 Pocket Bottom <https://mandalascrubs.com/collections/mens/products/mens-7-pocket-cargos-wine?country=US>

II. Men's FIGS Axim Cargo Scrub Pants Men's Axim Cargo Scrub Pants™ - Burgundy · FIGS (<https://www.wearfigs.com/collections/burgundy-scrubs-mens/products/mens-axim-scrub-pants?color=Burgundy>)

III. Men's FIGS Pisco Basic Scrub Pants Men's Pisco™ Basic Scrub Pants - Burgundy · FIGS (<https://www.wearfigs.com/collections/burgundy-scrubs-mens/products/mens-pisco-scrub-pants?color=Burgundy>)

IV. Men's JAANUU Rhodes UltraLITE Straight-Leg Scrub Pant Men's Pisco™ Basic Scrub Pants - Burgundy · FIGS (<https://www.jaanuu.com/products/mens-rhodes-ultralite-7-pocket-straight-scrub-pant-burgundy>)

V. Men's JAANUU Rhodes Everyday Straight-Leg Scrub Pant Rhodes Everyday Straight-Leg Scrub Pant - Burgundy – Jaanuu (<https://www.jaanuu.com/products/mens-rhodes-everyday-straight-leg-scrub-pant-burgundy?variant=50305094713633>)

2. Uniform tops must have the approved school logo embroidered on the left upper chest of the top.

3. Professional attire for out-of-hospital clinical experience or assignments requires a solid maroon polo shirt, black hemmed slacks, and clean neutral color (no bright or neon) shoes. The slacks should rest on the top of the shoe. No cargo, capris, leggings, or spandex pants are permitted.

4. The student may wear a short-sleeved or three-quarter white undergarment or undershirt with their burgundy uniform. Black short-sleeved or three-quarter undergarments or undershirts will be permitted only with the maroon polo shirt (i.e., out-of-hospital clinical experiences). Long-sleeved garments are not permitted.

5. Select out-of-hospital clinical experiences that may require casual attire. A TAMIU (maroon, grey, or white) T-shirt and knee-length khaki walking shorts or khaki slacks are permitted. Canvas tennis shoes are allowed for these clinical experiences. No jeans are allowed. The lead faculty for the course will determine attire for these selected clinical experiences.

6. Student ID: In the student role, you must dress professionally and display your TAMIU student name tag with a clear picture and name fully visible above chest level. Student IDs are to be clipped to one's uniform. ID strings or cords are considered unsafe and are not permitted.

7. Hair must be tied back and up from the face. Extreme hairstyles, exotic colors, or materials distracting from the professional image are unacceptable. Braids, hair buns, and a secure ponytail that does not touch the collar or fall toward the face are acceptable. Bangs must be pinned back at all times. Plain barrettes or hair clips are accepted. No ribbons, flowers, or ornate headbands are permitted. Men shall be cleanly shaven. Beards and mustaches must be neatly trimmed, not touching the student's uniform.

8. Fingernails: Nails must be clean, trimmed, and short length so as not to injure clients. Nail polish and artificial nails are prohibited.

9. Shoes: Clean, stain-resistant material shoes must be worn with the burgundy uniform. White socks or hosiery are required with shoes. Black shoes are to be worn with black slacks. Black socks or dark hosiery are required with black shoes. Low-heeled shoes are required to allow for quick movement.

A. Shoes that cover the top of the foot are required.

B. No canvas shoes, clogs, crocs, open-heel, slip-on shoes, or open-toe shoes are permitted. Canvas tennis shoes are allowed, as noted in No. 5 above.

C. Shoelaces must be clean and the same color as the shoe, and not drag on the floor.

10. Jewelry: No rings except a plain band should be worn during client contact. No necklaces or bracelets with stones are permitted. One pair of small stud earrings may be worn if the ears are pierced. A watch with a second hand must be worn.

11. Tattoo/skin piercing: All tattoos, skin piercings, and ear gauges MUST be covered or removed. Other visible piercings, including tongue studs, are not permitted.

12. Personal/Cosmetics: Students must exercise good personal hygiene. Avoid perfume, aftershave, or cologne because this provokes allergic reactions in patients.

13. Accessories:

A. Bandage scissors, penlight, 6-inch hemostat (Kelly forceps), pen with black ink, pill cutter, pill crusher, and a stethoscope (bell and diaphragm) are standard equipment and should be taken to each hospital clinical experience or designated assignments.

B. Bring only items necessary to the clinical setting (paper, pen, guidelines, etc.). Leave purses and all valuables or bulky items at home. No sunglasses, baseball caps, or headgear are permitted.

14. Gum: No gum chewing is allowed while in uniform.

15. Electronic equipment is not permitted in the clinical setting. This includes cell phones, smartphones, smartwatches, laptops, and tablets. Electronic equipment is not allowed on your person during the clinical experience. Lock valuables in your car during clinical. **The only exception to #15 is taking your laptops to Laredo Rehabilitation Hospital and your cell phones to Border Region.**

16. Tobacco Use: No tobacco products should be used immediately before or during clinical times. The smell of smoke lingers in hair and clothing, which may provoke breathing problems for patients and colleagues

17. The Policy and Procedure committee will assess and approve those students who may need accommodations in uniform appearance related to religious/cultural rituals. These students may request accommodation in writing upon admission into the nursing program and abide by the Policy and Procedure Committee's recommendations throughout their nursing program.

6. Student Health Requirements: Memorandums of understanding have been established between the Texas A&M International University, CONHS and clinical practice facilities. As part of our agreement the CONHS will abide by the practicum facilities policies and procedures. These policies and procedures may include immunization or health guidelines, which may be more stringent than what is defined in the Undergraduate Student Handbook. Students must meet the clinical health and CPR requirements prior to going to the clinical setting. Failure to meet these requirements will result in the inability to attend clinical and receive a Clinical F day. Students are responsible for submitting these requirements in Verified Credentials. See CONHS BSN Handbook.

7. Clinical and simulation schedule: we will utilize Mondays, Tuesdays, Wednesdays, Saturdays and Sundays for clinical and simulations. A clinical schedule will be given before the start of clinical. ***All schedules are subject to change and students will be notified either in-person or via electronic communication (via email or Blackboard) of any changes.**

8. Simulation/Lab: All students will be assigned a lab and a simulation. You will be assigned a pre-simulation preparation assignment (format provided on BB in the content area) that must be submitted before the simulation. Ensure that you follow all instructions for each assignment. If a student group arrives unprepared (i.e., fails to submit the pre-simulation assignment), they will not be permitted to participate in the simulation activity. This will count as a clinical F day. Makeups are subject to faculty availability. Immediately after the simulation activity, students must log in to Typhon, complete the simulation evaluation, and submit the evaluation confirmation via Blackboard by the due date. Failure to complete these requirements will prevent students from receiving credit for this simulation activity and may result in a clinical F day. Makeup will be required.

All students enrolled in NURS 3412.102 are subject to rules and regulations set forth in the BSN Student Handbook. For up-to-date policies, please visit: <https://www.tamui.edu/conhs/bsn-handbook/section7.shtml>

Schedule of Topics and Assignments

Day	Date	Reading(s)	Due
Fri	8/28	ATI Modules Foundations, Legal, Therapies&Theories, and Psychopharmacology ATI End of Module Test Questions	Due 08/30 11:59pm



Fri	9/4	ATI Modules Continuum of treatment and Mood disorders/Suicide ATI End of Module Test Questions	Due 09/06 11:59pm
Fri	9/11	ATI Modules Building therapeutic relationships and Neurocognitive Disorders ATI End of Module Test Questions	Due 09/13 11:59pm
Fri	9/18	Exam I	
Fri	9/25	ATI Modules Grief/Loss and Schizophrenia ATI End of Module Test Questions	Due 09/27 11:59pm
Fri	10/2	ATI Modules Physiological and Psychological Response to stress and Substance/Addiction disorders ATI End of Module Test Questions	Due 10/04 11:59pm
Fri	10/9	ATI Modules Somatic/Dissociative Disorders ATI End of Module Test Questions	Due 10/11 11:59pm
Fri	10/16	EXAM II	
Fri	10/23	ATI Modules Abuse/Aggression/violence and Trauma/Crisis/Disaster ATI End of Module Test Questions	Due 10/25 11:59pm
Fri	10/30	ATI Modules Eating and Personality Disorders ATI End of Module Test Questions Wicked Wellness Presentations 10/28	Due 11/01 11:59pm
Fri	11/6	ATI Modules Disruptive behavioral and Anxiety/Obsessive-Compulsive Disorders ATI End of Module Test Questions ATI Practice A Exam due on Sunday November 8th 11:59pm	Due 11/08 11:59pm
Fri	11/13	EXAM III	
Fri	11/20	ATI Practice B Exam due on Sunday November 22nd 11:59pm	
Fri	11/27	Psych ATI Standardized Exam will be on Monday 11/30/2026	
Fri	12/4	Psych Final Exam will be on Wednesday 12/02/2026!	

University/College Policies

Please see the University Policies below.

COVID-19 Related Policies

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

Required Class Attendance

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

- Participation in an authorized University activity.
- Death or major illness in a student's immediate family.
- Illness of a dependent family member.
- Participation in legal proceedings or administrative procedures that require a student's presence.

- Religious holy day.
- Illness that is too severe or contagious for the student to attend class.
- Required participation in military duties.
- Mandatory admission interviews for professional or graduate school which cannot be rescheduled.

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

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

In the classroom, students are expected to listen attentively, participate respectfully, and adhere to established rules. Behavior that interferes with the class lecture may result in disciplinary action, ensuring a productive and respectful learning environment for everyone. Any disputes over academic matters should be addressed calmly and constructively, ideally during designated times such as office hours or after class. If a student does not agree with a decision, they can request a meeting with the instructor to discuss their concerns in more detail. Should further resolution be needed, the student may escalate the matter to the department head or use formal grievance procedures as outlined in the sections below. (please refer to Student Handbook Article 4 (<https://www.tamui.edu/handbook/article-04.shtml>)).

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.tamui.edu/handbook/index.shtml>).

We are committed to strict enforcement of the Honor Code. Violations of the Honor Code tend to involve claiming work that is not one's own, most commonly plagiarism in written assignments and any form of cheating on exams and other types of assignments.

Plagiarism is the presentation of someone else's work as your own. It occurs when you:

1. Borrow someone else's facts, ideas, or opinions and put them entirely in your own words. You must acknowledge that these thoughts are not your own by immediately citing the source in your paper. Failure to do this is plagiarism.
2. Borrow someone else's words (short phrases, clauses, or sentences), you must enclose the copied words in quotation marks as well as citing the source. Failure to do this is plagiarism.
3. Present someone else's paper or exam (stolen, borrowed, or bought) as your own. You have committed a clearly intentional form of intellectual theft and have put your academic future in jeopardy. This is the worst form of plagiarism.

Here is another explanation from the 2020, seventh edition of the Manual of The American Psychological Association (APA):

"Plagiarism is the act of presenting the words, idea, or images of another as your own; it denies authors or creators of content the credit they are due. Whether deliberate or unintentional, plagiarism violates ethical standards in scholarship" (p. 254). This same principle applies to the illicit use of AI.

Plagiarism: Researchers do not claim the words and ideas of another as their own; they give credit where credit is due. Quotations marks should be used to indicate the exact words of another. Each time you paraphrase another author (i.e., summarize a passage or rearrange the order of a sentence and change some of the words), you need to credit the source in the text. The key element of this principle is that authors do not present the work of another as if it were their own words. This can extend to ideas as well as written words. If authors model a study after one done by someone else, the originating author should be given credit. If the rationale for a study was suggested in the discussion section of someone else's article, the person should be given credit. Given the free exchange of ideas, which is very important for the health of intellectual discourse, authors may not know where an idea for a study originated. If authors do know, however, they should acknowledge the source; this includes personal communications (p. 11). For guidance on proper documentation, consult the Academic Success Center or a recommended guide to documentation and research such as the Manual of the APA or the MLA Handbook for Writers of Research Papers. If you still have doubts concerning proper documentation, seek advice from your instructor prior to submitting a final draft.

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.