NURS 3614 - Adult Health Nursing I

Fall 2026 Syllabus, Section 101, CRN 18168

Instructor Information

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Office Hours:
Monday 4 pm - 6 pm
Thursday 3 pm - 6 pm
Friday 11:00 am - 12:00 noon
Available other hours by appointment
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Please send text before calling cell phone

Times and Location

R 8:30am-11:30am in Bullock Hall 101

Course Description

This course provides an introduction to culturally competent nursing care for adult patients experiencing stable illnesses. Clinical decision making utilizing the nursing process, evidence based research applications, and professionalism in diverse practice settings are introduced. This course is 3 hours of theory and 9 hours practicum per week. 126 total clinical hours are required for this course. Prerequisites: NURS 3310, NURS 3410, and NURS 3613. Corequisites: NURS 3412 and NURS 4310.
Nursing Department, College of Nursing&Health Sci

Additional Course Information

In this course, 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. Students must complete and submit all academic and clinical coursework using their own independent work, analysis, and writing.

Allowed: Students may use AI for:

- Brainstorming: Idea generation, questions to consider, themes or angles to explore.
- Outlining: Structuring your own paper, presentation, or project (e.g., headings, subheadings, sequence of points).
- Planning tasks: Milestones, timeliness, checklists for your workflow

Not Allowed: Students may not use AI for:

- Writing or generating any portion of an assignment
- Paraphrasing or rewording content
- Summarizing articles or research
- Producing discussion board posts or responses
- Writing care plans, SOAP notes, or clinical documentation
- Creating PowerPoint slides or poster content

• Submitting AI-produced text (even if "heavily edited") as your own
• Producing reference pages

Source Verification Requirement
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.

COURSE POLICIES:

1. Electronic devices: To minimize interruptions, cellular phones must be turned off (vibration mode is not acceptable), while in the classroom, and or testing rooms for the duration of the class. Students will be asked to leave the classroom if in violation of classroom rules. Cellular phones cannot be out on the desk tops during class nor during tests/exams/quizzes as this will result in an automatic zero (0). Other electronic devices (i.e., iPods, ear pieces/bluetooth, pagers, and smart watches) are not allowed in the classroom or during exams. iPads and laptops may be allowed at the discretion of the faculty.

2. Calculators: Simple calculators may be allowed in class; however must be simple, and unable to save data; no scientific models allowed, and none with a cover. Cell phones will not be used as a calculator during class assignments/quizzes or tests.

3. Attendance: Attendance in class, lab, and clinical arenas is an expectation. One hundred percent (100%) attendance is expected. In case of an absence, the student shall contact the instructor prior to the scheduled class time and assume all responsibility for obtaining class notes and handouts.

4. Class disruptions: Students who participate in social conversations, attempt to sleep in class, or cause disruption of class will be asked to leave the classroom. The instructor reserves the right to dismiss anyone who is disruptive and/or disrespectful.

5. Pop quizzes: Quizzes (which may include calculations) may be given at any time during classroom instruction.

6. All written work becomes the property of the School of Nursing. Written work will not be returned. Written work is considered to be the student's own product and prepared with authorized assistance. Plagiarism is NOT accepted and is grounds for a failing grade "F" in the course. Papers generally will be graded and made available to students no later than two weeks after the due date of the project. Students will be notified of test/exam grade within one week following the test/exam date, barring any unforeseen complications. If the assignment is due in the drop box, watch for the date and time.

CLINICAL POLICIES:
Purpose: The clinical experience is to provide an opportunity to integrate theory into practice. Students will be placed in a variety of settings where they will focus on specific activities as indicated by specific clinical assignments. You are reminded that at all times you are in an assigned clinical area you represent the Canseco School of Nursing at Texas A&M International University to that agency and to the community.

Clinical Evaluation Tool: This is completed by the student and faculty throughout the clinical experience. Based on Clinical Objectives, student will be evaluated as "Satisfactory" or "Unsatisfactory."

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 patients, 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/collaborator, leader/manager, educator, 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 services

Student Learning Outcomes

Upon successful completion of this course, the student will:
1. Apply concepts and principles from the arts, sciences, humanities, and nursing when making practice decisions for stable adults and their families. (1,3,4)
2. Incorporate social, cultural, ethnic, spiritual, psychological, and economic factors when providing nursing care to stable adults. (2,4,7,8)
3. Use critical thinking, evidence-based knowledge, and interdisciplinary collaboration to develop holistic plans of care for stable adults. (1,2,3,4,6,9)
4. Provide accurate, safe, and holistic nursing care to stable adults within ethical, legal, and professional nursing boundaries. (2,3,4,6,8)
5. Incorporate relevant research when discussing the delivery of holistic nursing care among diverse populations with stable illnesses, including individuals, families, and communities. (2,3,4,5,6,9,10)
6. Identify opportunities within the community to provide health teaching and promotion for adults. (2,3,5,6,7,10)

Clinical Objectives:

Student will:

1. Perform a comprehensive, systems-based physical assessment on assigned patients (SLO 1)

2. Develop an individualized plan of care that reflects evidence-based practice (SLO 2,3,5)

3. Administer medications and treatments applying the rights of medication administration and relevant pharmacologic principles (SLO 4)

4. Communicate patient status using SBAR with staff, instructor, and interprofessional team members (SLO 4,5)

5. Practice within legal, ethical, and professional standards of nursing, including maintaining patient safety and confidentiality. (SLO 4)

Clinical Hour Breakdown: This course has a total of 126 hours of clinical. This course has both a theory and clinical components. Throughout the semester the clinical sites, dates and times are subject to change; this is based on faculty/preceptor/ agency availability as well as to provide students with optimal clinical experiences.

44 hours: Nursing Skills Lab (including low- and medium-fidelity situations that include skill sets, task training, and return demonstration, and may mimic the clinical environment)

12 hours: Simulation Lab experiences (high-fidelity simulated clinical situations that include orientation, learning objectives, and simulation experiences in a realistic patient scenario guided by trained faculty and followed by a debriefing and evaluation of student performance.

70 hours: Direct Patient Care

Total Hours: 126

New Skills introduced in this course:
1. Advanced health assessment on patients in the acute setting.
2. Advanced oxygenation (tracheostomy stoma care/suctioning)
3. Total parenteral nutrition
4. Observation of pre-operative, intra-operative and post-operative patients and care of post-surgical patients

5. Observation and care of patients with wounds

Clinical Activities: Students will be required to pass drug calculation quiz and perform medication administration skill before being permitted to perform clinical rotations in the hospital. Required clinical paperwork will be graded as pass/fail. A student must pass the clinical component of a course in order to pass the course.

Written assignments:

Care plans: Students will complete a care plan for 3 patients during the course of the semester.

Care Plan and Assessment. Assignments should be done by each student individually, not as a group. All assignments are important. All assignments must be submitted through designated Drop Boxes, not via email. No late assignments will be accepted. These assignments are due as scheduled by the lead instructor/and clinical instructors. Written assignments will be graded with comments and available to students within one week.
The student must obtain a grade of satisfactory on at least 2 of the 3 physical assessments and care plans/critical thinking maps that will be assigned. In the event that the student does not achieve at least 2 satisfactory care plans/critical thinking map, the student will receive a clinical failure. Specialty rotation written assignments will count as clinical assignments. In the event that the student does not achieve a minimum of 1 satisfactory grade, the student will receive a clinical failure. Expectations of these assignments are included on Blackboard.

Simulation Activities: All students will actively participate in Simulation activities and these hours will count towards clinical hours. Students will be required to complete an assignment prior, during and post the simulation activity and are expected to be prepared on the day of simulation. These assignments may be worked on as a group; however, each student will be required to include their name on the section that the student completed. Students will not be allowed to participate in simulation activities if the required assignment is not completed. Any Simulation missed by the student will need to be made up in order to receive proper clinical hours for the course. Simulation attire is according to the faculty; however, proper uniform attire must be worn which includes proper name tag. Simulation Surveys will be required to be completed prior to being dismissed for the clinical day and to earn credit for simulation hours.

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	RN Engage Adult Medical-Surgical	ATI	MTC: 67356778

Other Course Materials

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

Caputi, Linda, (2022). Think Like a Nurse: The Caputi Method for Learning Clinical Judgment(First ed.). Chicago, IL: Windy City Publishers. ISBN:978-1-953294-20-3. Gulanick, M., Myers, J. L. (2017). Nursing Care Plans: Diagnoses, Interventions, & Outcomes (9th ed.). St. Louis, MO; Elsevier, Inc. ISBN:9780323428187

Nursing drug reference (current hard copy or electronic resource)

Medical dictionary

Simple calculator

Nursing Research Guide URL: http://tamiu.libguides.com/nursing (http://tamiu.libguides.com/nursing%20/) is a comprehensive resource to aid nursing students and faculty on use of library resources in nursing, medicine and health. It includes links to databases, books, videos and other online resources and also includes some tutorial material. A new subscription to UpToDate, the evidence-based clinical decision resource, is featured on the home page of the Nursing Research Guide. There students will find a link to this resource and to online video tutorials to get them

Teaching Strategies: Lecture, Active classroom discussion, PowerPoint, Adaptive quizzing, questions, text book assignments, self-study, study groups, observation, demonstration, computer-assisted instruction, independent reading, group experiences, case studies, evidence-based article reviews, video case presentations, simulation, and supervised clinical practice. Note: TOP HAT will NOT be used this semester for this course.

Minimum Computer/Technology Requirements:

It is recommended that you meet the technical requirements listed on the Instructional Technology and Distance Education Services' webpage (http://www.tamiu.edu/distance/students/technology-requirements.shtml/) when using the learning management system (LMS) of the University.

Additional Hardware. For this class, you will need the following additional hardware: a webcam and microphone for VoiceThread (http://www.tamiu.edu/distance/technology/voicethread.shtml/) discussions. Recently purchased laptops may have these built-in web cameras. If you do not have this equipment, it is recommended to purchase a stand-alone webcam, microphone or a webcam with a built-in microphone from your local electronic store or any online store.

Additional Software. You will need the following additional software: Microsoft PowerPoint for viewing lesson presentations and Microsoft Word for viewing course files and submitting assignments. TAMIU Students may access online versions of this software through their Dusty Office 365 account at https://dusty.tamiu.edu/. This site also provides students access to download the Microsoft suite for educational use. See instructions for downloading the Microsoft Office suite (http://www.tamiu.edu/distance/documents/Microsoft-Office-2016-Download-Instructions.pdf).

Note: Students if you do not own the required hardware, software or do not have access to internet, it will be highly challenging for you to make any progress in this class. However, my goal is to assist you to find solutions and guide you appropriately most of the required materials can either be found free of charge at TAMIU's library, computer labs, and classrooms. In addition, you may also purchase any of these items at any electronic store.

Learning Management System (Blackboard). Students are provided with guides on how to use the Blackboard LMS. Guides may be available atInstructional Technology and Distance Education Services' Student eLearning Tutorial Videos page (http://www.tamiu.edu/distance/students/elearning-orientation.shtml/) or by contacting the eLearning team at elearning@tamiu.edu.

Grading Criteria

Grading Scale and Grade Rounding Policy

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

Method of Evaluation and Course Requirements

ASSIGNMENT	VALUE
Module Exams (4 exams, each 11.25%)	45%
Final Exam	15%
Case Studies/Quizzes	40%

Learning Contract

Policy:

The student Learning Contract establishes a guide that designs effective learning. It is the responsibility of the faculty to provide students with constructive feedback to facilitate the successful completion of course requirements.

Procedure:

1. The Learning Contract will be initiated in every course where the student must take a standardized national exam.

2. The Learning Contract is immediately initiated when the student scores a 75 or below on a periodical course examination in order to remediate students early during the academic semester.

3. During a meeting, faculty and students will identify areas where a student is not meeting standardized goals. The student will be required to complete a total of 1,000 NCLEX-style questions to meet the standardized quizzing goal. For specialty courses (e.g., Health Assessment, Pharmacology, Community Health), the lead faculty will determine the total number of NCLEX-style questions to ensure students effectively meet the standardized goals. The lead faculty will include this set of reflective questions in the course syllabus.

4. The faculty, along with the student, will create a Performance Improvement Plan (PIP) to address weaknesses and meet the standardized quizzing goal.

5. A Counseling Form will be completed to document such a meeting and will be placed in the student's electronic file.

Schedule of Topics and Assignments

Day	Date	Agenda/Topic	Reading(s)	Due
Thu	8/27	Professional Nursing Wellness to Illness Continuum Illness Alterations in Gas Exchange	Modules 1,2,3,4,6	Please see Bb for due dates
Thu	9/3	Alterations in Gas Exchange Disrupted Homeostasis	Modules 6,10	
Thu	9/10	Exam 1	Modules 1,2,3,4,6,10	
Thu	9/17	Disrupted Homeostasis Alterations in Cardiovascular Function and Perfusion Caring for the Surgical Client	Modules 10,18,21	
Thu	9/24	Alterations in Endocrine Function Alterations in Immunity and Inflammatory Process Caring for the Surgical Client	Modules 5,11,21	
Thu	10/1	Exam 2	Modules 5,10,11,18,21	
Thu	10/8	Alterations in Hematologic Function Cancer Alterations in Cognition Alterations in Neurologic Function Alterations in Spinal Cord Function	Modules 9,12,14,15,16	
Thu	10/15	Alterations in Mobility Alterations in Sensory Perception Alterations in Tissue Integrity	Modules 13, 17, 20	
Thu	10/22	Exam 3	Modules 9,12,13,14,15,16,17,20	
Thu	10/29	Alterations in Digestion and Bowel Elimination	Module 7	
Thu	11/5	Alterations in Kidney Function and Elimination	Modules 8	
Thu	11/12	Alterations in Sexual Function	Modules 19	
Thu	11/19	Last Day to Drop Exam 4	Module 7, 8, 19	
Thu	11/26	Thanksgiving Break		
Thu	12/3	Final Exam Week		
Thu	12/10	End of Fall Semester		

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.