



SOCI 3301 - Research Methods in Social Sci: Res Methods in Social Sci-WIN

Fall 2026 Syllabus, Section 180, CRN 18213

Instructor Information

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Office Hours:

WR / 1:30-04:30 pm

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Communication: Blackboard Message for Records

Times and Location

Does Not Meet Face-to-Face

Course Description

An introduction to the scientific method as applied to social science research. Topics include research methods, research designs, the analysis of data, and basic computer techniques. This course is interchangeable with CRIJ 3301 and PSCI 3301. Prerequisites: Junior or Senior Standing and consent of COAS Advisor.

Social Sciences Department, College of Arts & Sciences

WIN-Designation

This course is designated as a writing-intensive (WIN) course. In this course, writing will not only be the subject of study, but it will also serve as a method of learning. Students will learn how communication in written, oral, and visual forms change according to purpose and genre. Brainstorming, drafting, revising, and peer-workshopping are integrated into the course curriculum and are the required components of this writing-intensive course. The final Research Paper is the designated assignment for WIN assessment.

Additional Course Information

Course Outline and Expectations

Instructional Method

This course is delivered via Blackboard, enabling students to complete academic work flexibly and entirely online. Each week's module opens on Monday (or Sunday night). Because there is no classroom to report to every other day, it is all too easy to inadvertently fall behind and become discouraged. If you are planning to take this course, you must be self-motivated. To be successful and effectively learn in an online class, you must be willing to communicate effectively with classmates and instructors via course messages and discussion forums. Multiple teaching methods will be used, including PowerPoint slides, readings, and general discussion. Please let me know if you have any questions or difficulties understanding the topics. You can meet me online or in the office on campus. One of the most critical factors in this class is being punctual. Students are responsible for preparing for the online environment.

Online Quizzes:

There will be a quiz on most of the chapters. The purpose of the quizzes is to ensure that students are reading the textbook and to assess their knowledge of basic concepts. Quizzes will be delivered through Blackboard. Each quiz has 10 questions and takes 20 minutes to finish. You can use

your textbook during the quiz. All quizzes are due by the Sunday of the week. **Late submissions will be counted as ZERO and are not allowed.** If you have any technology issues to take the quiz, please contact OIT for assistance.

Discussion Board:

Students are required to engage in discussion forums (DFs) with fellow students and the instructor. **For each chapter, students are required to post their initial response to the discussion questions as well as at least two (2) responses to classmates.** The highest grade of students who fail to meet the basic requirements (one initial post by Thursday of each week and two responses to your classmates by the last day of the week, Sunday) will be **automatically 6 (out of 10)** for that DF. Type your responses in the text box provided or compose them in your Word. Do not submit as an attachment. The Discussion Forum is supposed to simulate class discussion, so do not wait until the last minute to post responses, as your classmates will not have time to interact with your post. Keep in mind that although the deadline is at midnight, do not expect your fellow classmates or the instructor to stay up that late waiting for you to post something. There is no limitation on how long your answer should be for the questions and replies to your fellow classmates. However, it should be at least 150 words, and simple responses, such as agreeing with someone's post, will not be given as much weight as a fully developed and thoughtful response. You are required to monitor the posts throughout the week to respond to any comments and questions from your colleagues and your instructor.

Writing Assignments

Writing Assignment I

In a research paper, a well-organized literature review is usually required. In this class, we will learn how to develop a literature review table to prepare for a research paper (or proposal). At the beginning of the semester, you are required to select a research topic from your major and should submit your research question after Chapter 3 (By Sept. 14 in the Discussion Board). If you do not submit your research question, you will lose some points for Writing Assignment 1. Then, you need to find ten research papers from the peer-reviewed journals in your major and use a table to summarize these ten papers. You will use Microsoft Word to complete this assignment and submit it through Blackboard. Submission through other channels (e.g., email) is not acceptable. **This assignment is due by Oct. 11, 2026.** Some details will be announced and uploaded to Blackboard.

Writing Assignment II

In this course, you will learn how to write a research proposal. This assignment is related to Writing Assignment I. You will use the same research topic that you selected in Writing Assignment I, and write the introduction, background information, research questions, literature review, methodology plan, and the significance of the study in the APA style. This assignment must be processed through the Turnitin system on the Blackboard. Submission through other channels (e.g., email) is not acceptable. If you submit the assignment through TURNITIN, it will generate a similarity report. Only assignments with a similarity index of less than 30% will be accepted and graded. On the due day of the project, your submission should meet this threshold. Otherwise, your submission will not be graded and will be calculated as ZERO. Please note that even when your project meets the 30% threshold, it will still be subject to further scrutiny for originality and plagiarism. More instructions and information about this assignment will be provided in separate documents on Blackboard. You will use Microsoft Word to complete this assignment. **This assignment is due by November 15, 2026.**

Examinations

There will be three (3) examinations, two (2) during the semester and a final examination. Since this is a WIN course, please expect the essay questions on the exam. The first two exams are open-book, and each student will be given 24 hours on Friday in the week of the exams. You can take the exam any time on Friday within the time frame. Once you open the exam, you must complete it in 1 hour and 30 minutes. **The final exam will be closed-book via LockDown Browser** and will be given for 2 hours and 30 minutes. Study guides and exam instructions will be provided before each exam. Please note that make-up examinations will be given only under extreme circumstances (subject to instructor approval). If you meet an emergency and want to reschedule a make-up exam by the school policy, you will take it at the testing center at TAMIU. Everybody has an equal chance for the exams.

Academic Honesty

Plagiarism and cheating are NOT acceptable in this course. Please check the university's policy, which is attached at the end of this syllabus. Read it carefully. If any questionable behavior occurs, the professor will apply the university's policy to make a fair judgment. You are responsible for the consequences. This class includes several writing assignments. In the writing assignments, please use APA style for the citations to avoid plagiarism. Please use the APA's seventh edition of the manual as guidance. TAMIU's writing center has great resources for the APA style.

Per school policy, the instructor has discretion to require students to use AI tools, and **this course does not fully allow students to use an AI generator (e.g., ChatGPT) for any purpose.** Instructors can see the similarity rate and AI detection rate in Turnitin submissions and other sources, **which can identify AI-generated work.** If AI-generated content is detected at **a rate above 50%**, the submission will be reviewed as a potential case of academic dishonesty. If the review confirms unauthorized AI use, the case will be reported in accordance with the TAMIU Honor Code and applicable University procedures. In today's learning environment, the appropriate and thoughtful use of AI tools is becoming increasingly important. You may use AI tools to refine and improve your original work. However, the core content and writing must be your own. Generating entire assignments using AI without original input is not acceptable.



Late Work Policy

Late submission will only be accepted in the case of documented medical emergency or other extenuating circumstances, as per University Policies. Students are responsible for providing the appropriate evidence if asked for a late submission. In particular, late submissions for the final work, such as the final exam, will not be accepted due to the school's tight grading and reporting schedule. You should contact me at your earliest convenience if you miss the deadline. If you cannot contact me, please have a friend/family member/classmate contact me on your behalf. **20% will be deducted for each 24-hour period, and after 5 days (100% deduction), late submissions will not be accepted.** There will be no exceptions to these rules. Final exam and quizzes will not be allowed for the late submission, basically

Student-Instructor Communication Policy and Response Time

All official communication between you and the professor will take place via the **Blackboard message function for record-keeping purposes**. This is the best way to contact me. Using TAMIU Dustymail is NOT encouraged to communicate with your professor in this class. During workdays (Monday-Friday, 8:00 am to 5:00 pm), I usually reply to your email within 24 hours. During other times, including weekends and holidays, I will reply to you within 48 hours. If I didn't respond to you with the time range above, please send me another email as a reminder.

Student Learning Outcomes

- CO1: Students will be able to demonstrate critical thinking and analytical writing skills involved in social science research methods.
- CO2: Students will be able to develop research questions, variables, and hypotheses based on their own research interests in the social science field.
- CO3: Students will be able to explain and analyze the validity and reliability of measurement and research design in social science.
- CO4: Students will be able to develop literature review tables to critically evaluate research in social science fields.
- CO5: Students will be able to design surveys or other appropriate instruments to collect data for their own research interests.
- CO6: Students will be able to apply the appropriate research methods in practice in the social science field to solve real-world problems.

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	Research Methods in the Social Sciences. (8th edition).	Frankfort-Nachmias, Nachmias and DeWaard	13: 978-1-4292-3300-2

Grading Criteria

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

Open Boilerplate

ASSIGNMENT	VALUE
Chapter Quizzes	10%
Discussion Forums	10%
Writing Assignment I	15%
Writing Assignment II	15%
Two Exams	30%



Final Exam	20%
Total	100%

Schedule of Topics and Assignments

Week of	Agenda/Topic	Reading(s)	Due
8/24	Course Overview / Student Responsibilities Blackboard Familiarization Syllabus Quiz and Acknowledgement The Scientific Approach	Chapter 1Chapter 1	Syllabus Acknowledgement due by Sunday, August 27 Syllabus and Chapter 1 Quiz due by Sunday, August 27 Initial Posting for Discussion due by Thursday, August 27 Responses to Classmates due by Sunday, August 30
8/31	Conceptual Foundations of Research	Chapter 2	Initial Posting for Discussion due by Thursday, September 3 Responses to Classmates due by Sunday, September 6 Chapter 2 Quiz due by Sunday, September 6
9/7	Elements of Research	Chapter 3	Initial Posting for Discussion due by Thursday, September 10 Responses to Classmates due by Sunday, September 14 Chapter 3 Quiz due by Sunday, September 13 Research Question due by Sunday, September 13
9/14	Ethics in Social Science Research	Chapter 4	Initial Posting for Discussion due by Thursday, September 17 Responses to Classmates due by Sunday, September 20 Chapter 4 Quiz due by Sunday, September 20
9/21	Ethics in Social Science Research	Chapters 1-4	Exam 1 due by Sunday, September 27
9/28	Research Designs: Experiments	Chapter 5	Initial Posting for Discussion due by Thursday, October 1 Responses to Classmates due by Sunday, October 4 Chapter 5 Quiz due by Sunday, October 4
10/5	Research Designs: Cross-Sectional	Chapter 6	Initial Posting for Discussion due by Thursday, October 8 Responses to Classmates due by Sunday, October 11 Chapter 6 Quiz due by Sunday, October 11 Item Action Menu Writing Assignment 1 due by Sunday, October 11
10/12	Measurement	Chapter 7	Initial Posting for Discussion due by Thursday, October 15 Responses to Classmates due by Sunday, October 15 Chapter 7 Quiz due by Sunday, October 18



10/19	Sampling and Sample Designs	Chapter 8	Initial Posting for Discussion due by Thursday, October 22 Responses to Classmates due by Sunday, October 25 Chapter 8 Quiz due by Sunday, October 25
10/26	Exam 2	Chapters 5-7	Exam 2 due by November 1
11/2	Survey Research *Research Workshop for Literature Review (Additional Sources uploaded)	Chapter 10	Initial Posting for Discussion due by Thursday, November 5 Responses to Classmates due by Sunday, November 8 Chapter 10 Quiz due by Sunday, November 8
11/9	Questionnaire Construction	Chapter 11	Initial Posting for Discussion due by Thursday, November 12 Responses to Classmates due by Sunday, November 15 Chapter 11 Quiz due by Sunday, November 15 Writing Assignment 2 Due by Sunday, November 15
11/16	Secondary Data and Content Analysis	Chapter 13	Initial Posting for Discussion due by Thursday, November 19 Responses to Classmates due by Sunday, November 19 Chapter 13 Quiz due by Sunday, November 22
11/23	Data Preparation and Analysis (Comparative light work will be considered than usual week) Happy Thanksgiving!	Chapter 14	Initial Posting for Discussion due by Wednesday, November 26 Responses to Classmates due by Sunday, November 19 Chapter 13 Quiz due by Sunday, November 22
11/30	Semester Review & Final Exam Final Exam Last Class Day: Tuesday, December 1	Chapter 10-14	Final Exam due by Wednesday, December 2

University/College Policies

Please see the University Policies below.

COVID-19 Related Policies

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

Required Class Attendance

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

- Participation in an authorized University activity.
- Death or major illness in a student's immediate family.
- Illness of a dependent family member.
- Participation in legal proceedings or administrative procedures that require a student's presence.
- Religious holy day.
- Illness that is too severe or contagious for the student to attend class.



- Required participation in military duties.
- Mandatory admission interviews for professional or graduate school which cannot be rescheduled.

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

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

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

TAMU Honor Code: Plagiarism and Cheating

As a TAMU student, you are bound by the TAMU Honor Code to conduct yourself ethically in all your activities as a TAMU student and to report violations of the Honor Code. Please read carefully the Student Handbook Article 7 and Article 10 available at Student Handbook (<https://www.tamtu.edu/handbook/index.shtml>).

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

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

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

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

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

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

TAMU 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.tamiau.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@tamiau.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.tamiau.edu/reportit> (<https://www.tamiau.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@tamiau.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@tamiau.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@tamiau.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@tamiau.edu, 956.326.2857, via the anonymous electronic reporting website, ReportIt (<https://www.tamiau.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.

Distance Education Courses