CRIJ 4325 - Statistics in Criminal Justice

Spring 2026 Syllabus, Section 201, CRN 27611

Instructor Information

Narim Lee
Email: narim.lee@tamiu.edu
Office: AIC 347
Office Hours:
MWF 9:00 AM - 11:00 AM

Times and Location

MWF 2:20pm-3:15pm in Academic Innovation Center 204

Course Description

This course is designed to provide students with an introduction to basic concepts and techniques necessary for a preliminary and proficient understanding of criminal justice research. Emphasis will be placed on analyzing and interpreting research findings using a standard statistical software package that includes descriptive statistics, inferential statistics, and bivariate analysis. Prerequisite: CRIJ 3301 or equivalent, with a grade of "C" or better, MATH 1314, and consent of COAS Advisor
Social Sciences Department, College of Arts & Sciences

Additional Course Information

LATE WORK POLICY

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

MAKE-UP EXAMS AND ASSIGNMENTS

I understand that things may occur during the semester causing you to submit an assignment late. Reasons for late submission of assignments may include serious illness, serious family emergencies, and serious weather conditions (e.g., lengthy power outages). Please speak with me during office hours, after class, or through official University email if you have a conflict with any of the due dates and notify me as soon as possible of any emergencies that may affect your work in this course. Documentation may be required to substantiate absences and/or delayed submissions.

SYLLABUS SUBJECT TO CHANGE

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

EMAIL & EMAIL ETIQUETTE

Email is the best way to contact me. I check my email often and should respond to you within 3 business days. Please identify yourself and include a subject and greeting in all email correspondence.
In this class our official mode of communication is through email. All communication between student and instructor and between student and student should be respectful and professional. Class rosters list TAMIU email addresses rather than external email addresses, and all official class communications will be sent only to the TAMIU email addresses. Students are responsible for checking their TAMIU email accounts regularly.

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

Student Learning Outcomes

- Describe how “big” data are used in criminal justice for administrative and research purposes and where to find and access those data
- To provide a basic foundation in the application of data analysis and statistical methods and perform simple quantitative analyses
- To provide the participant with a reasonable grounding in the nuts and bolts of the research process including the ability to Identify threats to the reliability and validity of data analyses
- Explain introductory statistical and quantitative analyses of criminal justice data used in evaluation research
- To increase the student’s understanding of some key issues regarding the way in which research is preformed
- To introduce students to computer based statistical and database management packages
- Create basic statistical summaries
- Create quality graphs, charts, and tables that summarize data and analyses

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	Statistics for Criminology and Criminal Justice	Ronet D. Bachman, Raymond Paternoster, & Theodore H. Wilson	1544375700

Grading Criteria

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

Course Assignments

The **Module Reading Quizzes** contribute 13% of your final grade, with a total of 130 points available. There are 13 quizzes in total, including one syllabus quiz and 12 quizzes based on the module readings, each worth 10 points. These quizzes consist of true/false and multiple-choice questions derived from the textbook chapters corresponding to each module. Due dates for the quizzes are provided in the course schedule, and it is your responsibility to complete them on time, as late submissions will not be accepted.

The **In-Class Lab Assignments (ICLAs)** account for 17% of your final grade, with a total of 170 points available. There are 17 assignments, each worth 10 points, and they will be distributed during class sessions. You will complete the assignments by entering your answers into Blackboard. Collaboration is encouraged, and you are welcome to work together with classmates to complete these assignments. Due dates for the ICLAs are outlined in the course schedule, and it is your responsibility to ensure they are submitted on time, as late submissions will not be accepted.

Exams make up 70% of your final grade, totaling 700 points. There are three exams: Exam 1 and Exam 2 are worth 20% (200 points) each, and the final exam is worth 30% (300 points). The exams will primarily consist of multiple-choice and true/false questions, with the final exam also including a short essay question. All exam content will be derived from materials covered during class, in the textbook, and on the course Blackboard page.

ASSIGNMENT	VALUE
Module Reading Quizzes	13% (130 points)
In-Class Lab Assignments	17% (170 points)
Exam 1	20% (200 points)
Exam 2	20% (200 points)
Final Exam	30% (300 points)

Schedule of Topics and Assignments

Day	Date	Agenda/Topic	Reading(s)	Due
Wed	1/21	Module 1. Course Introduction & Importance of Stats	Syllabus	Syllabus quiz by Sunday, Jan 25, 2026 at 11:59 pm
Fri	1/23	Module 1. Course Introduction & Importance of Stats	Chapter 1	In-Class Lab Assignment 1 (ICLA 1) by Friday, Jan 23, 2026 at 3:15 pm Module 1 Reading Quiz by Sunday, Jan 25, 2026 at 11:59 pm
Mon	1/26	Module 2. Level of Measurement	Chapter 2	
Wed	1/28	Module 2. Level of Measurement	Chapter 2	In-Class Lab Assignment 2 (ICLA 2) by Wednesday, Jan 28, 2026 at 3:15 pm Module 2 Reading Quiz by Sunday, Feb 1, 2026 at 11:59 pm
Fri	1/30	Module 3. Intro to SPSS and Excel		In-Class Lab Assignment 3 (ICLA 3) by Friday, Jan 30, 2026 at 3:15 pm
Mon	2/2	Module 3. Intro to SPSS and Excel		In-Class Lab Assignment 4 (ICLA 4) by Monday, Feb 2, 2026 at 3:15 pm
Wed	2/4	Module 4. Distribution	Chapter 3	
Fri	2/6	Module 4. Distribution	Chapter 3	In-Class Lab Assignment 5 (ICLA 5) by Friday, Feb 6, 2026 at 3:15 pm Module 4 Reading Quiz by Sunday, Feb 8, 2026 at 11:59 pm
Mon	2/9	Module 5. Central Tendency	Chapter 4	
Wed	2/11	Module 5. Central Tendency	Chapter 4	In-Class Lab Assignment 6 (ICLA 6) by Wednesday, Feb 11, 2026 at 3:15 pm Module 5 Reading Quiz by Sunday, Feb 15, 2026 at 11:59 pm
Fri	2/13	Exam 1 Practice Session	Module 1 - 5	
Mon	2/16	Exam 1	Module 1 - 5	
Wed	2/18	Module 6. Dispersion	Chapter 5	
Fri	2/20	Module 6. Dispersion	Chapter 5	In-Class Lab Assignment 7 (ICLA 7) by Friday, Feb 20, 2026 at 3:15 pm Module 6 Reading Quiz by Sunday, Feb 22, 2026 at 11:59 pm
Mon	2/23	Module 7. Inferential Stats	Chapter 6	
Wed	2/25	Module 7. Inferential Stats	Chapter 6	In-Class Lab Assignment 8 (ICLA 8) by Wednesday, Feb 25, 2026 at 3:15 pm Module 7 Reading Quiz by Sunday, Mar 1, 2026 at 11:59 pm
Fri	2/27	Module 8. Point Estimate & Cis	Chapter 7	
Mon	3/2	No Class - Conference		

Wed	3/4	No Class - Conference		
Fri	3/6	No Class - Conference		
Mon	3/9	No Class - Spring Break		
Wed	3/11	No Class - Spring Break		
Fri	3/13	No Class - Spring Break		
Mon	3/16	Module 8. Point Estimate & Cis	Chapter 7	
Wed	3/18	Module 8. Point Estimate & Cis	Chapter 7	In-Class Lab Assignment 9 (ICLA 9) by Wednesday, Mar 18, 2026 at 3:15 pm Module 8 Reading Quiz by Sunday, Mar 22, 2026 at 11:59 pm
Fri	3/20	Module 9. Hypothesis Testing	Chapter 8	
Mon	3/23	Module 9. Hypothesis Testing	Chapter 8	
Wed	3/25	Module 9. Hypothesis Testing	Chapter 8	In-Class Lab Assignment 10 (ICLA 10) by Wednesday, Mar 25, 2026 at 3:15 pm Module 9 Reading Quiz by Sunday, Mar 29, 2026 at 11:59 pm
Fri	3/27	Exam 2 Practice Session	Module 6 - 9	
Mon	3/30	Exam 2	Module 6 - 9	
Wed	4/1	Module 10. Chi-square	Chapter 9	
Fri	4/3	No Class - Easter Holidays		
Mon	4/6	Module 10. Chi-square	Chapter 9	
Wed	4/8	Module 10. Chi-square	Chapter 9	In-Class Lab Assignment 11 (ICLA 11) by Wednesday, Apr 8, 2026 at 3:15 pm Module 10 Reading Quiz by Sunday, Apr 12, 2026 at 11:59 pm
Fri	4/10	Module 11. T-test	Chapter 10	
Mon	4/13	Module 11. T-test	Chapter 10	In-Class Lab Assignment 12 (ICLA 12) by Monday, Apr 13, 2026 at 3:15 pm
Wed	4/15	Module 11. T-test	Chapter 10	In-Class Lab Assignment 13 (ICLA 13) by Wednesday, Apr 15, 2026 at 3:15 pm Module 11 Reading Quiz by Sunday, Apr 19, 2026 at 11:59 pm
Fri	4/17	Module 12. ANOVA	Chapter 11	
Mon	4/20	Module 12. ANOVA	Chapter 11	In-Class Lab Assignment 14 (ICLA 14) by Monday, Apr 20, 2026 at 3:15 pm
Wed	4/22	Module 12. ANOVA	Chapter 11	In-Class Lab Assignment 15 (ICLA 15) by Wednesday, Apr 22, 2026 at 3:15 pm Module 12 Reading Quiz by Sunday, Apr 26, 2026 at 11:59 pm
Fri	4/24	Module 13. Correlation	Chapter 12	In-Class Lab Assignment 16 (ICLA 16) by Monday, Apr 24, 2026 at 3:15 pm
Mon	4/27	Module 13. Correlation	Chapter 12	In-Class Lab Assignment 17 (ICLA 17) by Wednesday, Apr 27, 2026 at 3:15 pm
Wed	4/29	Final Exam Review	Module 10 - 13	Module 13 Reading Quiz by Sunday, May 3, 2026 at 11:59 pm
Fri	5/1	Final Exam Practice Session	Module 10 - 13	
Mon	5/4	No Class - Reading Day		
Wed	5/6	No Class		
Fri	5/8	Final Exam	Module 10 - 13	
Mon	5/11	No Class		
Wed	5/13	No Class		

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.