NURS 4312 - Senior Nursing Seminar

Spring 2026 Syllabus, Section 202, CRN 28817

Instructor Information

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Office Hours:
Monday: 08:00-08:30 (Virtual)
10:30-13:30 (Face-to-Face)
Tuesday: 08:00-08:30 (Virtual)
10:30-13:30 (Face-to-Face)
Also available by appointment
Office Phone: 956-326-3271

Times and Location

T 8:30am-11:30am in Academic Innovation Center 220

Course Description

This course provides an in-depth diagnosis of mastery level and provides reinforcement of all curricular content in baccalaureate nursing knowledge and skills. Critical decision-making is used to apply the nursing process to plan and evaluate culture-specific care for individuals, patients, families, populations and groups across the lifespan experiencing alterations in physical and psychosocial health. Computer-assisted instruction and standardized testing are used to evaluate student readiness for professional licensure and practice. Upon completion of other course requirements, a nationally recognized standardized readiness evaluation instrument is employed to assess readiness to sit for examination. This course has three hours of lecture. Corequisites: NURS 4513 and NURS 4411. Prerequisites: NURS 3411, NURS 4410, and NURS 4614
Nursing Department, College of Nursing&Health Sci

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, history, and environment on nursing care needs.
3. Use critical thinking, clinical judgement/decision making, problem-solving, and the research process in the development of nursing knowledge and practice.
4. Assess, diagnose, plan, implement, and evaluate evidence-based and culturally-appropriate safe nursing car 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 service opportunities.

Student Learning Outcomes

1. Demonstrate application of knowledge from the basic sciences and other disciplines to nursing knowledge.
2. Demonstrate awareness of the effect of health status, developmental processes, values, beliefs, attitudes, history and environment on the need for nursing care.
3. Apply critical decision making and problem solving and the research process to form nursing judgment.
4. Assess, diagnose, plan, implement and evaluate safe, evidenced-based and culture-specific nursing care for individuals, patients, families, populations, and communities in diverse settings.
5. Integrate health promotion strategies in planning nursing care across the life span.
6. Evaluate the differing nursing roles including: member of the profession, provider of patient centered care, patient safety advocate, member of the interdisciplinary health care team, leader/manager, educator, and scholar in diverse health care settings
7. Analyze socioeconomic, demographic, cultural, technological, and political forces affecting nursing and health care in diverse settings.
8. Analyze legal and ethical implications of nursing practice situations.

Teaching Strategies:

Individualized diagnostic testing, tutorials, computer-assisted instruction, practice tests, group study, individual self-study, evidenced-based instruction, student-centered classroom discussion, power point, high fidelity simulations, Elsevier/Evolve/HESI assignments and remediations, case studies, standardized testing, video review, in person review, simulation, and ongoing dialogue with faculty.

Students will be assigned weekly NCLEX style questions as part of their assignments. These questions will help prepare students for the end of course and end of program standardized exams and for NCLEX. These questions will be assigned a percentage of the total weight of the course grade.

All students who score 80% or below on any periodical exam of a nursing course will be given a Learning Contract from faculty. A Learning Contract is created to facilitate student success in the course and in the BSN program. Failure to comply with the requirements listed in the Learning Contract signed both by faculty and student will result in an Incomplete Grade and will prevent a student from progressing to the next academic semester.

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	Saunders Comprehensive Review for NCLEX-RN	Silvestri, L.A.	9780323830331

Other Course Materials

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

1. HESI curriculum support
2. Other computer assisted programs and reviews as assigned.
3. Mandatory HESI AND Hurst NCLEX review

Minimum Technology Requirements:

It is recommended that you meet the technical requirements listed on the Instructional Technology and Distance Education Services' webpage 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 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.

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 at Instructional Technology and Distance Education Services' Student eLearning Tutorial Videos page or by contacting the eLearning team at elearning@tamiu.edu.

Grading Criteria

Grading and Evaluation

College of Nursing and Health Sciences Policies:

CSON Grading and Grade Rounding:

1. The CSON has adopted a grading scale in line with other Texas schools of nursing: A = 90 - 100 B = 80 - 89 C = 75 – 79 F- 74 and below
2. Nursing students must achieve a grade of C or higher in both theory and clinical components of a course to pass that course and progress in the program. A grade of F in either theory or clinical components will constitute a course failure.
3. 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.
4. To pass a nursing course and progress in the program, a nursing student must attain an overall course average of 75% or higher.

Total Average:

The weighted exam average total for the courses includes all exams and the final exam, and is calculated to two decimal places and rounded mathematically as follows:

- 0.45 or greater: Round up to the next whole number (74.45 rounds up to a 75)
- Less than 0.45 round down to the next whole number (74.44 rounds down to a 74)

Course Average:

The final weighted numeric course grade is calculated to two decimal places and rounded mathematically as follows:

- Less than 0.45 round down to the next whole number (74.44 rounds down to a 74)
- 0.45 or greater: Round up to the next whole number (74.45 rounds up to a 75)

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

Method of Evaluation

CLASSROOM	PERCENT
Assignments/Quizzes	25%

HESI Remediation Assignments	5%
Tests (3 periodic exam; 1 final exam)	60%
Exit HESI (3 attempts. Highest 2 scores will be used to calculate percentage points awarded)	10%
HESI NCLEX Review (Must be present every day of review to receive credit. No partial credit will be given)	Pass/Fail
HURST/or other national NCLEX Review Course (Must be present every day of review to receive credit. No partial credit will be given)	Pass/Fail

* If a 80% or less on any nursing exam, the student will be placed on an individual remediation plan. This plan will be based on student needs. The faculty reserves the right to give a pop quiz at any time during class, no make-up, automatic zero if not present to take the quiz.

1. Participation grade: Comprised of online assignments, case studies, quizzes, and any other assignments as deemed by the lead faculty. Participation grade is designed to enhance student learning and is meant to be worked on throughout the semester; thus, once an assignment period has closed, it WILL NOT be reopened. a. Attendance: See TAMIU policies-section b. On-line assignments: Each week assignments are available on Blackboard (Bb). Students are responsible for completing these assignments/quizzes, etc., prior to the next scheduled exam. These assignments WILL CLOSE the day prior to the scheduled exam. Once these assignments are closed, they WILL NOT be reopened. c. Other Assignments: Assignments will be made available to the student either in the syllabus, in class or online. Assignments are deemed by the lead faculty throughout the semester. All assignments will be submitted using a Bb assignment drop box. d. Feedback for discussions, written assignments, case studies, will be provided within a two-week period. Quiz and exam feedback will be provided in a timely manner.
2. Health Education System, Inc. (HESI) Adaptive Quiz: Students will be assigned weekly NCLEX style questions as part of their assignments. These questions will help prepare students for the end of course and end of program standardized exams and for NCLEX. These questions will be assigned a percentage of the total weight of the course grade. All students who score 80% or below on any periodical exam of a nursing course will be given a Learning Contract from faculty. A Learning Contract is created to facilitate student success in the course and in the BSN program. Failure to comply with the requirements listed in the Learning Contract signed both by faculty and student will result in an Incomplete Grade and will prevent a student from progressing to the next academic semester.
3. Written assignment: All written assignments are submitted via electronic assignment drop boxes on Bb. Evaluation of written work is based on the grading criteria designed for each assignment. All scholarly papers are to follow the APA Manual, 7th edition (2019) guidelines. All papers become the property of the CSON. Each student is responsible for ensuring that their assignment(s) are uploaded into the correct assignment drop box. There are no assignments accepted via email.
4. Late assignments: All assignments have a due date scheduled. Students who are unable to meet the assignment date are expected to contact their instructor prior to the event. Upon approval for a late submission by their instructor, a penalty of one letter grade per day will be assessed for late submission of papers or assignments. No assignment will be accepted later than 2 days and a ZERO (0) will be assigned.
5. Student challenges: Students having questions regarding exams, papers or course grades must make an appointment to see the lead faculty to review the matter no later than 1 week after the grade is received. Student requests for a second evaluator must be made within one week after grade receipt. A second evaluator for exams or papers may be consulted when deemed appropriate by the lead instructor. When a second evaluator for a paper is requested by a student, the grades of the initial evaluator and the second evaluator will be averaged for the grade in question.
6. HESI Exit EXAM: Students will be given three attempts at this exam. On the day of the test please report to the computer lab assigned with a pair of headphones (not wireless), no purse, no phone, no layered clothing, caps/hats, etc. DO NOT BE LATE as doors will be locked once students begin to log in.
    - Scores: A score of 900 on HESI is considered an indicator of readiness to take NCLEX RN exam. Each HESI will be graded using the following scale: #≥ 900: 100 # ≤899: conversion score
    - HESI conversion score: The highest two scores will be calculated into HESI percentage points towards final grades.
    - Remediation: Students will receive review packets based on their performance on the HESI exam. These packets will be counted as an assignment for the course and will count as 5% of the course grade. All students will be required to complete the review packets by the due date assigned by course faculty. All evidence of remediation supporting documents must be submitted in appropriate drop box by dates assigned. Remediations must be completed in order to satisfy requirements to successfully pass the course. Information regarding the Incomplete, Withdraw, and Dismissal process can be found in the TAMIU BSN Handbook CONHS BSN Handbook/.

Schedule of Topics and Assignments

Week of	Agenda/Topic	Reading(s)	Due
1/20	Course Orientation Fundamental Unit	Schedule to take Exit RN HESI #1with Testing Center (01/20-01/27). You MUST on Elsevier at least the day before you would like to take exam. Fundamental Unit Fundamental quizzes	Weekly assignments Due: 01/24 2359
1/27	Cardiovascular System Respiratory System Renal System	Schedule to take Fundamental HESI with Testing Center (01/26-02/02). You MUST register on Elsevier at least the day before you would like to take exam. Respiratory / Cardiovascular/ Renal System Units Respiratory / Cardiovascular/ Renal System quizzes	Exit RN HESI #1 Remediation Due 01/31 2359 Weekly assignments Due: 01/31 2359
2/3	Test 1 (Fundamental, Respiratory, & Cardiovascular Renal topics)	Schedule to take Pharmacology HESI with Testing Center (02/02-02/09). You MUST register on Elsevier at least the day before you would like to take exam.	Fundamental HESI Remediation Due: 02/07 2359
2/10	Endocrine System Gastrointestinal System Musculoskeletal System	GI/Endocrine/Musculoskeletal Units GI/Endocrine/Musculoskeletal quizzes	Pharmacology HESI Remediation Due 2/14 2359 Weekly Assignments due 02/14 2359
2/17	Eyes & Ear Neurosensory System NCLEX Application Bring a debit or credit card to charge the $75.00 fee. Valid government issued ID available so that you can copy the information as it appears on the ID.	Neurosensory, eye, & ear units Neurosensory, eye, & ear quizzes	Weekly Assignment 02/21 2359 NCLEX Registration proof: 02/212359
2/24	Test II (Renal, GI, Endocrine, Neuro, Ear/Ear) Integumentary/Immune/Oncology/ Hematology	Integumentary, Immune/Oncology/ Hematology Units Integumentary, Immune/Oncology/ Hematology quizzes Schedule to take Maternity/Pediatric HESI with Testing Center (02/23-03/02). You MUST register on Elsevier at least the day before you would like to take exam.	Weekly Assignment 02/28 2359
3/3	Maternity Nursing	Maternity Unit Pediatric unit Maternity quizzes Pediatric quizzes	Maternity/Pediatric HESI Remediation Due 03/07 2359
3/10	SPRING BREAK *NO CLASSES		
3/17	Mental Health Nursing	Schedule to take Mental Health HESI with Testing Center (3/16-3/22). You MUST call Testing Center to reserve your spot and register on Elsevier at least the day before you would like to take exam. Mental Health Units Mental Health Quiz	Weekly Assignments 03/21 2359
3/24	Test III (Maternity, Pediatrics, & Mental Health)		Mental Health HESI Remediation Due 03/21 2359
3/31	HESI REVIEW 3/31-4/02 08:00-17:00. MANDATORY Attendance		

4/7	EXIT HESI Attempt #2 0830-12:30 HURST REVIEW 4/08-04/10 08:00-17:00. MANDATORY Attendance	
4/14	Register with PEARSON VUE to take the NCLEX exam; this can only be done online. Bring a debit or credit card that you can charge the $200.00 fee.	Exit HESI II Remediation due 04/18 2359 PearsonVue Proof due: 4/11 2359
4/21	Exit HESI Attempt #3 0830-1230	HURST Specialty videos due 04/25 2359
4/28		Exit HESI III Remediation due: 05/02 2359
5/5	Final Exam TBD 8:30-11:30	
5/12	This week: Pinning & Commencement Ceremonies	

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.