NURS 4411 - Community Nursing

Spring 2026 Syllabus, Section 201, CRN 27743

Instructor Information

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Office Hours:
Monday 10:30 a.m. to 1:30 p.m.
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Times and Location

M 8:30am-10:30am in Pellegrino Hall 101

Course Description

This course emphasizes the development of epidemiological principles which provide the framework for conducting community assessments. Students will collaborate with community groups to assess their health care status and the resources (folk and traditional) available in order to address its expressed needs. This course is 2 hours of theory and 6 hours of clinical per week; 84 hours total practicum are required in this course. Co-requisites: NURS 4011, NURS 4312, and NURS 4513. Prerequisites: NURS 3200, NURS 3613, NURS 3410, NURS 3310, NURS 3614, NURS 3411, NURS 3412, NURS 4614, NURS 4410,and NURS 4310.
Nursing Department, College of Nursing&Health Sci

Additional Course Information

This class will cover both the theoretical and clinical components in person, either in the classroom, the nursing lab, or the clinical setting, while maintaining social distancing. Face coverings are recommended. **While this course is scheduled to be conducted in person, circumstances beyond the university's control may necessitate that the theoretical content and lab/clinical requirements be delivered in an alternative format. The course schedule may change depending on these circumstances. However, the course content and objectives will remain the same; only the method of instruction may be adjusted.

Program Learning Outcomes

Program Learning Outcomes

1. Develop a framework for nursing knowledge and practice by synthesizing insights from the arts, humanities, sciences, and other disciplines.
2. Examine how variations in health status, developmental processes, values, beliefs, attitudes, culture, history, and environment influence nursing care needs.
3. Utilize critical thinking, clinical judgment, decision-making, problem-solving, and the research process to enhance nursing knowledge and practice.
4. Assess, diagnose, plan, implement, and evaluate evidence-based, culturally sensitive, and safe nursing care for patients, families, populations, and communities.
5. Evaluate the use of health promotion strategies in advancing nursing practice.
6. Develop frameworks and roles for professional nursing practice, including those of a patient-centered care provider, member/collaborator of the healthcare team, leader/manager, educator, scholar, patient safety advocate, activist, mentor, and entrepreneur.

7. Analyze the impact of changing technological, socioeconomic, political, and demographic factors on nursing practice and healthcare systems.
8. Follow legal and ethical principles in developing professional nursing practice.
9. Express a commitment to lifelong learning.
10. Engage in nursing and health-related services.

Student Learning Outcomes

1. Apply concepts and principles from the arts, sciences, humanities, and nursing when making practice decisions for communities and populations. (PLO's 1,3,4,6)

2. Incorporate social, cultural, ethnic, spiritual, psychological, and economic factors when providing nursing care to communities and populations. (PLO's 2,4,6,7,8)

3. Use critical thinking, evidence-based knowledge, and interdisciplinary collaboration to develop holistic plans of care for communities and populations. (PLO's 1,2,3,4,6,9)

4. Provide accurate, safe, and holistic nursing care to communities and populations within ethical, legal, and professional nursing boundaries. (PLO's 2,3,4,6,8)

5. Incorporate relevant research when providing the delivery of comprehensive nursing care, including health promotion, among diverse populations within communities and populations. (PLO's 2,3,4,5,6,9,10)

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	Engage Community & Public Health ATI (Modules Access Card)		9781565332799

Grading Criteria

Grading schema:

1. Exams (3 @ 15% each) 45%
2. Final Exam 15%
3. Community HESI exam 10%
4. Attendance 10%
5. Quizzes, case studies, and misc. 10%
6. Community Project 5%
7. Remediation Packet 5 %
8. Community Clinical P/F

The following scale will be used to determine the HESI score for this course. Conversion scores will be used to determine HESI exam scores. 850 or greater: 100%; conversion scores 849 and below.

In community nursing, reliability and an active presence are essential. Patients and colleagues depend on you, and in this course, so do your classmates. Being present and prepared to learn is not just a classroom expectation; it is a professional standard.

Participation includes:

- Attending all scheduled class sessions, simulations, site visits, or clinical discussions.
- Being on time and communicating in advance about any tardies or absences.

- Contributing to group work, case study analysis, and peer feedback.

If you receive more than **two tardies, it will be counted as an unexcused absence.** For every excused absence beyond two, one point will be deducted from your final overall grade for each day you are absent. Excessive tardiness and absences may result in a formal academic warning and could impact your eligibility for clinical placement or your progress in the program.

If you need to miss class due to illness, family emergencies, or other significant reasons, please inform the instructor in advance—just as you would notify your nursing supervisor.

GRADE	PERCENTAGE
A	89.45-100
B	79.45-89.44
C	74.45-79.44
F	Below 74.44

Required Clinical Course Work and Hours

PER 211 Medical Management of Chemical, Biological, Radiological, Nuclear, Explosive (CBRNE) Events Description:

This course features facilitated discussions, small-group exercises, hands-on scenarios with human patient simulators, and traditional classroom lectures. Training occurs in a CBRNE (Chemical, Biological, Radiological, Nuclear, and Explosive) scenario and incorporates both adult and pediatric human patient simulators to reinforce the concepts taught in the classroom. The course emphasizes critical thinking skills as it applies the RAPID-Care concept.

REQUIRED

1. **Register**: Please register for the PER-211 course before the course date. The registration link will be emailed to each student. The course will take place on **Wednesday and Thursday, April 15 and 16, 2026, from 7:45 a.m. to 5:00 p.m.**

Students must provide proof of registration for the CBRNE course by Sunday, January 25, 2026, at 11:59 p.m.

1. **Online Modules:** To enroll in these courses, please visit the TEEX online Domestic Preparedness Campus at *www.teex.org/nerrtc.* a) Choose **NERRTC Online Training.**
2. **Select Local Government, Public Health, and Education when prompted upon registration.**
3. **Complete the PER211 Internet-Basic Emergency Medical Services (EMS) Concepts for Chemical, Biological, Radiological, Nuclear, and Explosive (CBRNE) Events module.**
4. ****Notice for International Students registering for the CBRNE Course:****

   International students who wish to enroll in the CBRNE course must permit the Department of Homeland Security (DHS) to review their application for clearance. When prompted, please send an email to initiate the clearance process. Note that this process takes at least 45 days to complete.

5. **Notice Regarding CBRNE Completion: If a student is unable to complete the scheduled CBRNE course, they must enroll in an alternative CBRNE course. If the alternate course takes place after the semester ends, the student will receive an Incomplete grade for the original course until all requirements are met. Please be aware that this option may incur additional expenses, as the alternate course could be offered in a different city. For further details or clarification, please reach out to the course coordinator.**

Clinical Hours Breakdown: 84 hours per semester

Clinical Experience	Hours	Description
Direct Community hours	56	
Community clinical presentations	3	Project presentations
HESI case studies- low fidelity	5	Online case studies
Poverty simulation-low fidelity	1	Online simulation
Video/discussion posts- low fidelity	3	Students will view videos and discuss

CBRNE- 8hr high fidelity, 8hr low fidelity 16 TEEX will provide a two-day session on the identification and management of chemical, biological, radiological, nuclear, and explosive materials. Hands-on simulation.

Clinical hours are subject to change.

Clinical Activities: Required clinical paperwork will be graded pass/fail. To pass the course, a student must complete the clinical component.

1. Clinical Hours: To complete the clinical requirements for NURS 4411, a total of 84 clinical hours is required. These hours will encompass various community and practice-based experiences, which must be documented in a specific format. Some clinical experiences will involve independent activities in the community, while others will include participation in organized public and community health initiatives throughout Laredo and its surrounding areas.

a. Not completing the required 84 clinical hours will result in clinical failure for the course.

b. It is essential to honor appointments with clients or community members.

c.Clinical days and times are scheduled on Wednesdays, Thursdays, and Fridays, with each day consisting of approximately 8 hours of work. The specific clinical hours may vary by clinical group. The assigned clinical faculty must approve any changes to the clinical schedule before they are implemented.

d. Students who are not present, leave their assignment early, or fail to report to their assignment as specified in their weekly agenda will be marked as clinically absent and will be considered to have abandoned their clinical area. This will be counted as a clinical "F" day.

e. Clinical group members must be informed of each other's whereabouts during the clinical period.

2. **Clinical Group Participation:** Each member of a clinical group has a responsibility to contribute to the group's assignments. Group members have the right to request the removal of a member who fails to meet the group's expectations or assignments. Students who are removed from their group may fail both the course and clinical components. Clinical journal entries will be utilized to support the group's decisions.

3. All students must follow the dress code policies outlined in the CONHS BSN Handbook.

4. **Clinical "F" Day Policy:** Unacceptable nursing practices in the clinical setting or unexcused clinical absences may lead to a clinical fail day, commonly referred to as an "F" Day. A clinical setting includes any activity for which the student earns clinical hours. If a student accumulates three (3) clinical "F" days in any clinical course, they will receive an F grade for that course. (Source: CONHS BSN Handbook)

a. The course lead instructor is responsible for scheduling clinical assignments for the student(s).

b. The clinical instructor may dismiss any student not following policies, resulting in a failing grade for that clinical day.

c.If you are unable to attend clinical for any reason, you must notify your clinical faculty as soon as possible, preferably 24 hours in advance. You may leave a message, but please continue trying to reach the instructor until you are sure they have received your notification. It is your responsibility to inform the clinical faculty of your absence.

d. After coordinating with your clinical faculty and reaching a consensus, you will inform your client(s) or individual(s) about any missed or rescheduled appointments. It is your responsibility to notify the client(s) or individuals that the appointment will not take place.

Artificial Intelligence (AI) Tools

Purpose

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

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

Policy:

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

1. Students must complete and submit all academic and clinical coursework independently, with their own analysis and writing.
2. Use of AI to generate, rewrite, summarize, paraphrase, or organize content for assignments, discussions, papers, clinical documentation, care plans, or scholarly work constitutes academic misconduct.
3. It applies to all forms of coursework, including but not limited to:
    a. Written assignments
    b. Discussion board posts
    c. Research papers
    d. Care plans
    e. Clinical paperwork
    f. Case studies
    g. Posters and presentations
    h. Capstone and practicum projects
    i. Reference pages
    j. Exams and quizzes
4. Prohibited Uses of AI - Students **may not use AI** for:
    a. Writing or generating any portion of an assignment
    b. Paraphrasing or rewording content
    c. Summarizing articles or research
    d. Producing discussion board posts or responses
    e. Writing care plans, SOAP notes, or clinical documentation
    f. Creating PowerPoint slides or poster content
    g. Producing reference pages
5. Source Verification Requirement: Students are required to include direct, clearly accessible links to all sources referenced in their written assignments.
    a. The use of automated reference or citation generators (e.g., Zotero, MyBib, Citation Machine) is not recommended and highly discouraged/ prohibited to be used due to producing incorrect citations.
    b. Citations are to be formatted according to the American Psychological Association manual, following the edition specified in the course syllabus.
    c. Students should take the time to double-check their links to ensure they lead directly to the cited content, thereby enhancing the overall quality and trustworthiness of their work.
    d. This requirement encompasses a diverse range of materials, including but not limited to journal articles, peer-reviewed studies, credible websites, professional reports, and videos.
    e. The links should be formatted to direct faculty and instructors straight to the original source, making citations easy to verify.
    f. Any assignments with broken or non-functional links will incur point deductions, affecting the overall grade as determined by the lead faculty.
    g. References that cannot be verified due to missing or incorrect links, screenshots, or lack of URLs/DOIs will not be counted toward the assignment's reference requirements.
    h. Improperly formatting citations and failing to provide verifiable sources may negatively impact the assessment of a student's work and their demonstration of academic rigor. Such issues will be referred to the TAMIU Honor Code for formal review.
        i. This includes, but is not limited to, submission of unverifiable sources, falsified or fabricated references, persistent use of broken or misleading links, or failure to correct issues after written notice.
6. Permitted Uses- The **only permitted use of AI** is:
    a. Brainstorming: Idea generation, questions to consider, themes or angles to explore.
    b. Outlining: Structuring your own paper, presentation, or project (e.g., headings, subheadings, sequence of points).
    c. Planning tasks: Milestones, timeliness, checklists for your workflow.
7. Instructors have the ability to utilize various methods for assessing the authenticity of submitted work, including but not limited to:
    a. Employing AI-detection software to analyze the text for signs of machine-generated content.
    b. Conduct writing pattern analysis to identify inconsistencies in style or voice.
    c. Document version histories that can provide insights into the evolution of the work as it was developed.
    d. In-class writing samples provide a valuable contrast to the materials submitted for evaluation.
    e. Oral defense to assess if students can demonstrate their understanding and ability to explain the content that was submitted.
8. Assignments suspected of AI use will be reviewed and investigated by the lead faculty.
9. Violations and Consequences - Use of AI in **violation of this policy** constitutes academic dishonesty and will result in:

a. **First offense** – Reporting to TAMIU Honors Code, formal writing, student counseling with faculty and program coordinator/director, and a zero (0) in the assignment.
b. **Second offense** - Reporting to TAMIU Honors Code, formal writing, student counseling with faculty and program coordinator/director, a zero (0) in the assignment, and failure of the course.
c. For a t*hird offense or any serious violations*, the matter may be escalated to the Nursing Chair and the Dean.

Schedule of Topics and Assignments

Day	Date	Agenda/Topic	Reading(s)	Due
Mon	1/26	Module 1: Historical Influences on Community and Public Health; Nursing Module 2: Introduction to Community, Population, Public, and Global Health		
Mon	2/2	Module 3: Principles in Community and Public Health; Nursing Module 4: Economic Influences		
Mon	2/9	Module 5: Environmental Influences; Module 6: Individual Influences; Module 7: Social Influences		
Mon	2/16	EXAM 1		
Mon	2/23	Module 8: Epidemiology; Module 10: Prevention and Control of Diseases and Illnesses		
Mon	3/2	Module 11: Community Program Planning, Implementation and Evaluation; Module 12: Emergency Preparedness and Management; Module 13: Health Education		
Mon	3/9	SPRING BREAK		
Mon	3/16	EXAM 2 March 17-20 Community Clinical		
Mon	3/23	Module 14: Adults; Module 15: Children; Module 16: Family March 25-27 Communtiy Clinical		
Mon	3/30	Module 17: At-Risk and Vulnerable Populations and Related Effects on Health; Module 18: Violence and Abuse		
Mon	4/6	EXAM 3		
Mon	4/13	Community Presentations April 15-16 CBRNE		
Mon	4/20	Community Presentations, Course evaluations, Clinical Journal Log		
Mon	4/27	COMMUNITY HESI		
Mon	5/4	READING DAY; Community Final between MAY 5 -11, to be announced		
Mon	5/11	Community Final between MAY 5 -11, to be announced		

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.