SOCI 3336 - Criminology

Spring 2026 Syllabus, Section 203, CRN 28516

Instructor Information

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Email: mohammad.rahman@tamiu.edu
Office: AIC#349
Office Hours:
By Appointment
Mondays and Wednesdays, 12:00 AM-2:00 PM (In Person)
Wednesdays, 6:00-7:00 PM (Virtual)
Office Phone: 9563263451
If my office hours listed above does not work for you, please message me, as I would be happy to find an alternative time that works for both of us. Feel free to email or call me! Please remember to leave your name and the course prefix/title. Response time is about 24 to 48 hours.

Times and Location

MWF 10:50am-11:45am in Academic Innovation Center 220

Course Description

The development of criminological thought; critical evaluation of theories of criminality, the study of criminal organization and socialization; and the extent, type, and sources of crime.
Social Sciences Department, College of Arts & Sciences

Additional Course Information

This course is designed to provide students with a basic understanding of the concepts, types, and theories of crime, as well as the sources of crime and victimization data. It will explore the advantages, limitations, and practical applications of different theories of crime causation. The class will also discuss the key propositions of major criminological theories and the social and historical contexts in which they emerged. By the end of the course, students will be familiarized with explanations for lawmaking, lawbreaking, and law enforcing according to some classical and contemporary approaches to crime.

TEXTBOOK AND MINDTAP

Great news: your course is participating in the TAMIU Books IncludED (https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Furldefense.com%2Fv3%2F__https%3A%2Fwww.tamiu.edu%2Fbooks-included.shtml__%3B!!MXVguWEtGgZw!MRyEODHhZ0mSe4Svb-ql_P_NrLl52gTGicbT1R_7bD4Emf8pk6Yagk0idkF363Y5ssUr9oNzkzWl0146-Er890lXNykorJTw5b4%24&data=05%7C02%7Cmohammad.rahman%40tamiu.edu%7C7eb1cf539c2349d66d7b08de20d594e6%7Ce6e9982505da4869bf49e63a0e04d314%7C0%7C0%7C638984298971678468%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiIwLjAuMDAwMCIsIlAiOiJXaW4zMiIsIkFOIjoiTWFpbCIsIldUIjoyfQ%3D%3D%7C0%7C%7C%7C&sdata=UYGX2sfwgmHt5GS4Htgne4BuTRFjuOFTowsCw5PgImE%3D&reserved=0) program. This means you have immediate access to your course materials in Blackboard. You are not required to purchase an access code from the bookstore or online because the cost is included in your tuition and fees at a reduced price.

Required Course Materials: MindTap for Siegel, *Criminology*, 8th edition

**Do not purchase this text; the MindTap + eBook is included in your course fee and available in Blackboard.*

Note: In addition to assigned readings, MindTap on Blackboard will provide you with several chapter-wise practices and quizzes that might help you absorb the chapter material.

Cengage Team Office Hours

STUDENTS, having Trouble Accessing Your Cengage Course materials? Please join one of Cengage's virtual office hour sessions to get the support you need. These are come-and-go as you please; join at any time during the allotted session times, *and someone will be there to support. Click* Live Student Office Hours & Support Resources (https://www.cengage.com/coursepages/Live_Student_Office_Hours). For more information, click MindTap - Training Resources – Cengage (https://www.cengage.com/training/mindtap/).

AI POLICY

Students should not have another person or AI do the writing of any assignment for them, including AI tools like ChatGPT, or others. Your typed work (e.g., essay, tests) is expected to be original and solely your creation. Your submissions will be through Blackboard Ultra's SafeAssign or Turnitin, which are used to identify and assess both plagiarism and AI use.

Students may use AI tools only for grammar and spelling correction, improving clarity of sentence structure and organization, generating or refining topic sentences, transition sentences, or outlines (as scaffolding, not final content), identifying possible structural improvements in drafts, and limited brainstorming for research questions or ideas to explore (not generating written content for submission). If there is any suspicion of the use of AI to complete an assignment, the assignment will be subject to reporting for academic dishonesty.

If at any time, a student feels as though they need to use AI to complete an assignment, please come talk to me, judgment-free. This allows us to work together to come up with a plan to complete the assignment with academic honesty and integrity.

LATE WORK POLICY

Late assignments will not be accepted without the instructor's prior approval. It is important to keep up with the materials and assignments. Late assignments will only be accepted if accompanied by a university-approved absence. In case of absence from a test without informing the instructor beforehand, students will receive a zero grade for the test. If students need an extension, students will be required to submit a request in writing via email at least 48 hours prior to the deadline. Extensions may be granted at the discretion of 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. If you know in advance that you will be gone when an assignment is due, please plan ahead and submit it early. The instructor reserves the right to modify assignments as needed for make-up work. The only exceptions to this rule are those listed in the College of Arts & Sciences Policies located at the end of this syllabus.

SYLLABUS SUBJECT TO CHANGE
While information and assurances are provided in this course syllabus, it should be understood that the content may change in line with new research and literature, and/or that events beyond the instructor's control may occur. Students will be informed of any substantive occurrences that may result in syllabus changes.

EMAIL & EMAIL ETIQUETTE
Email is the best way to contact me. I check my email often and should respond to you within 24 to 48 hours on weekdays. Please identify yourself and include a subject and greeting in all email correspondence. Please use your TAMIU email address, and include [course code/course name] in the subject line. All communication between student and instructor and between student and student should be respectful and professional.

Professional email exchanges include an opening salutation (e.g., "Hello Dr. Rahman"), 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 are also expected. 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 and Announcements regularly (at least once a day) for Course Correspondence. Important information regarding the course schedule and grades may be posted to Blackboard and/or messages through the Blackboard Course Messages. If it is necessary to cancel a class due to exceptional circumstances, the instructor will inform students via TAMIU email. Students must use TAMIU email for all class communication. Appointments to consult with the instructor (in-person or virtual) should be made via email. I may not respond to emails sent through private accounts (e.g. gmail, yahoo).

Student Learning Outcomes

Upon successful completion of this course, each student will be able to:

CO1: Define the concepts of crime, law, victimization, and criminology.

CO2: Identify the advantages and disadvantages of different sources of crime and victimization data.

CO3: Describe different theories of crime causation.

CO4: Identify key propositions of major criminological theories.

CO5: Evaluate criminological theories based on their strengths and weaknesses.

CO6: Describe different types of criminal activity, offenders, and victims.

CO7: Identify the policy implications that stem from different theories of crime.

CO8: Apply theories to explain specific criminal behavior and trends in criminal activity.

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	Mindtap for Siegel's Criminology	Larry J. Siegel	9780357624791

Other Course Materials

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

*[Any additional course materials can be added here. If there aren't any additional materials, you may REMOVE this section by clicking on the eyeball. **Please don't forget to remove these instructions.**]*

Grading Criteria

GRADE	PERCENTAGE (POINTS)
A	91-100% (910-1000 points)
B	80-90.9% (800-909 points)
C	70-79.9% (700-799 points)
D	60-69.9% (600-699 points)
F	Below 60% (600 points)

Open Boilerplate

ASSIGNMENT	VALUE
In Class Participation	100 points (10% of the Final Grade)
Writing Assignment - Article Review	200 points (20% of the Final Grade)
Reading Quizzes	100 points (10% of the Final Grade)
Test I	150 points (15% of the Final Grade)
Test II	150 points (15% of the Final Grade)
Test III	150 points (15% of the Final Grade)
Test IV	150 points (15% of the Final Grade)

DESCRIPTION OF ASSIGNMENTS

In Class Participation 10% (100 points)

Students are expected to attend every class in person to support their learning and engagement with course materials. A daily attendance roll or alternative class attendance tool may be taken. Active participation during lectures, discussions, and in-class activities will be essential to your success in this course. It is acceptable to be wrong, misinterpret, or ask clarifying questions, but it is unacceptable to be unprepared. There are no make-up opportunities for participation points, except in documented emergencies. If you cannot attend class, it is your responsibility to notify your professors of your absence. According to TAMIU policy, acceptable reasons for an absence cannot affect a student's grade. Please consult with policy later in this syllabus.

Class sessions, scheduled for 55 minutes, will begin and end promptly as scheduled. Please arrive on time and remain engaged throughout the class period, as the material covered during lectures and discussions will appear on assignments and exams. Repeatedly arriving late, leaving early, or missing class will result in a reduction to your final grade. Those arriving more than 15 minutes late to class will be considered absent.

Over the Spring 2026 Semester, we expect to have 39 class sessions. Each student will be allowed THREE (3) ABSENCES for any reason. Any absence beyond those 3 absences will result in deductions from your participation grade, unless the absence is confirmed to be a university excused absence. 100 points will be allocated for the total number of classes, excluding 3 days. Documentation of excused absences must be submitted to me within two days of the missed class.

Term Tests 60% (600 points)

Four (4) tests will be administered IN CLASS on scheduled dates via Blackboard. Each exam consists of multiple-choice and short-answer questions from the assigned modules. The questions cover all materials (e.g., textbook chapters, class discussion) that you have been studying throughout the course. You are responsible for the readings and the information from the lectures. If you are unable to attend a scheduled exam, you will have to notify the instructor **within 48 hours** before the exam date of the reason for your absence. Failure to do so will result in your being unable to take a make-up exam. Please note that make-up exams are permitted only in an excused absence. The reason for the absence to be excused must be accompanied by documentation. Just verbal, telephone, or email notification without supporting documentation is NOT to be excused.

Reading Quizzes 10% (100 points)

Reading Quizzes are designed to help you to review your weekly readings and studies and to prepare for the class and/or exams. It is highly recommended to participate in chapter-wise practice, video, and quiz activities that are ungraded components on Blackboard. There may be 1-2 short quizzes with about 10 questions from each chapter for you to complete on Blackboard before coming to each class. Each quiz will cover material related to the week(s) in which it is due. While the quizzes will be open-book, they must be completed independently (i.e., you will not be allowed to work with other students while taking them). **If you do not take more than half of the quizzes on time, you will have zero (0) points for this grading item.** There is NO MAKE-UP QUIZ.

Article Review 20% (200 points)

Each student will complete a written critical analysis of a newspaper, magazine, or Internet article about a crime-related topic from a Criminological theory perspective. You can choose a newspaper article, a magazine article, or an article from the Internet (NOT an academic /professional peer-reviewed journal article) on a crime-related topic. Make sure it is not a long, reflection essay (3 pages maximum, double-spaced, Times New Roman, 12 points, following APA 7th in formatting and referencing), but rather something of a mass media nature. The news articles/news stories must be recent, preferably published within the last 2 years. The full rubric for the article review assignment will be posted to Blackboard. There are no wrong opinions in this assignment; I just want to know what you think of the article from a criminological theory perspective. Examine it critically, what is being said, does the author support his or her arguments, is it coherent/does it make sense, did you understand what the author was trying to say even if you don't agree with it? What impressed you or confused you or made you wish the author had gone into more detail? What impression were you left with about the criminal phenomenon being discussed in the article and about the author(s) him- or herself?

Extra Credit Activity

Several extra credit activities may be available in various formats and styles throughout the semester. Your instructor will decide the type, frequency, and grade of these activities. Total raw scores from all such activities will be no more than fifteen to twenty (15 to 20) points. Since all your grading items will be converted to weighted percentage points, the raw scores will be added to those points, which will be your final grade point for the letter grade.

Assignment Rubrics

All assignments, including article review, have directions and rubrics. These are found in the content tab in Blackboard. You may not submit work completed in one course for a grade in a second course unless you receive explicit permission to do so from the instructor of the second course. In general, you should get credit for a work produced only once.

Schedule of Topics and Assignments

Day	Date	Agenda/Topic	Reading(s)	Due
Wed	1/21	Overview of Syllabus and Course Requirements	Course Syllabus	Syllabus Acknowledgement by 1/23 Pre Course Survey by 1/23
Fri	1/23	Crime and Criminology	Chapter 1	Reading Quiz may be posted on Blackboard
Mon	1/26	Crime and Criminology	Chapter 1	Reading Quiz may be posted Blackboard
Wed	1/28	The Nature and Extent of Crime	Chapter 2	Reading Quiz may be posted on Blackboard
Fri	1/30	The Nature and Extent of Crime	Chapter 2	Reading Quiz may be posted on Blackboard
Mon	2/2	Crime Victims and Victimology	Chapter 3	Reading Quiz may be posted on Blackboard
Wed	2/4	Crime Victims and Victimology	Chapter 3	Reading Quiz may be posted on Blackboard
Fri	2/6	Exam Review	Chapters 1,2 and 3	
Mon	2/9	Test I	Chapters 1,2 and 3	Exam in Class
Wed	2/11	Choice Theory	Chapter 4	Reading Quiz may be posted on Blackboard
Fri	2/13	Choice Theory	Chapter 4	Reading Quiz may be posted on Blackboard
Mon	2/16	Trait Theories	Chapter 5	Reading Quiz may be posted on Blackboard
Wed	2/18	Trait Theories	Chapter 5	Reading Quiz may be posted on Blackboard
Fri	2/20	Social Structure Theories	Chapter 6	Reading Quiz may be posted on Blackboard
Mon	2/23	Social Structure Theories	Chapter 6	Reading Quiz may be posted on Blackboard
Wed	2/25	Social Structure Theories	Chapter 4, 5 and 6	
Fri	2/27	Exam Review	Chapter 4, 5 and 6	
Mon	3/2	Test II	Chapter 4, 5 and 6	Exam in Class
Wed	3/4	Social Process Theory	Chapter 7	Reading Quiz may be posted on Blackboard
Fri	3/6	Social Process Theory	Chapter 7	Reading Quiz may be posted on Blackboard
Mon	3/9	NO CLASS SPRING BREAK		
Wed	3/11	NO CLASS SPRING BREAK		
Fri	3/13	NO CLASS SPRING BREAK		
Mon	3/16	Social Process Theory	Chapter 7	Reading Quiz may be posted on Blackboard
Wed	3/18	Conflict and Critical Theories	Chapter 8	Reading Quiz may be posted on Blackboard
Fri	3/20	Conflict and Critical Theories	Chapter 8	Reading Quiz may be posted on Blackboard
Mon	3/23	NO CLASS INSTRUCTOR IN CONFERENCE		
Wed	3/25	NO CLASS INSTRUCTOR IN CONFERENCE		
Fri	3/27	Conflict and Critical Theories	Chapter 8	Reading Quiz may be posted on Blackboard
Mon	3/30	Developmental Theories	Chapter 9	Reading Quiz may be posted on Blackboard
Wed	4/1	Developmental Theories	Chapter 9	Reading Quiz may be posted on Blackboard
Fri	4/3	Exam Review	Chapter 7, 8 and 9	
Mon	4/6	Test III	Chapters 7, 8 and 9	Exam in Class
Wed	4/8	Violent Crime	Chapter 10	Reading Quiz may be posted on Blackboard
Fri	4/10	Violent Crime	Chapter 10	Reading Quiz may be posted on Blackboard
Mon	4/13	Political Crime	Chapter 11	Reading Quiz may be posted on Blackboard
Wed	4/15	Political Crime	Chapter 11	Reading Quiz may be posted on Blackboard
Fri	4/17	Economic Crimes	Chapter 12	Reading Quiz may be posted on Blackboard
Mon	4/20	Economic Crimes	Chapter 12	Reading Quiz may be posted on Blackboard
Wed	4/22	Public Order Crimes	Chapter 13	Reading Quiz may be posted on Blackboard
Fri	4/24	Cybercrime and Organized Crime	Chapter 14	Reading Quiz may be posted on Blackboard
Mon	4/27	Exam Review	Chapters 10, 11, 12, 13 and 14	
Wed	4/29	Test IV	Chapters 10, 11, 12, 13 and 14	Exam in Class

Fri	5/1	Closing Reflection	Article Review by 5/2 Post Course Survey by 5/14
Wed	5/13	FINAL EXAM PERIOD	

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.