



EDCI 3200 - Survey of Content Know Exper: Survey of Content Know Exper (SSII - July 06 to Aug 06)

Summer 2026 Syllabus, Section 401, CRN 52715

Instructor Information

Cody Perry, PhD

Associate Professor

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Office: Pellegrino 313G

Office Hours:

By Appointment: Set up meeting at <https://bit.ly/DrPerryOfficeHours>

Office Phone: 956-326-3143

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Times and Location

MTWR 12:30pm-2:30pm in Academic Innovation Center 222

Course Description

This course provides an understanding of the teacher candidates' content, discipline, and related pedagogy inclusive of state standards and certification requirements. Students will engage in tasks that will assess their aptitude, skill, knowledge, and experience. Students will apply to admission for the College of Education during this course. Students will engage in a field-based experience. Students must have a minimum institutional GPA of 2.75 in order to enroll in this course. Prerequisite: Successful completion of EDCI 1102 and EDCI 2224.

Educational Programs Department, College of Education

WIN-Designation

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

Additional Course Information

Email: cody.perry@tamiu.edu - ALL messages should be sent to this email. PLEASE DO NOT SEND MESSAGES THROUGH BLACKBOARD. THEY WILL NOT BE ANSWERED.

This course is related to the following program(s): Elementary Education, Kinesiology, Special Education, Reading.

Relationship to/Alignment with Program Mission: The mission of the (EC-6) program is to prepare highly effective professional educators capable of providing engaging, evidence-based instruction at local, state, and national levels with specialized knowledge and skills required to advance success for all learners. EDCI 3200 contributes to candidates' knowledge of the basics of earning teacher certification in Texas, including the Texas Essential Knowledge and Skills (TEKS), Ethical Standards for Educators, testing requirements, etc.

Student Office Hours - By Appointment

Do not feel intimidated if you have never been to a professor's office. Student office hours are a time when we can meet (either 1-on-1 or in a group) to discuss any needs you may have. We can talk about the course, study skills, mental health challenges, your career, and academic progress, and exchange ideas about your professional future. All faculty members are required to hold regular, weekly office hours where we are available to support your success. If you have questions or need clarification about a course concept, or want to hear feedback on the direction of your academic journey, I welcome and encourage you to visit me during this time. Your success is important to me, and that is why office hours exist. Students who utilize office hours may feel more secure in their academic journey, experience a greater connection to the course and campus, and have increased confidence in their ability to succeed.

To make setting appointments for Office Hours easier for you, I set up a link (<https://bit.ly/DrPerryOfficeHours>) for you to schedule a day and time. You can also scan the QR code above. This will ensure you can choose the best day and time for your schedule. It is integrated with my calendar, so it will only give you options when I am available, so you can pick whatever option works best for you. Once you schedule your meeting, the program will automatically add it to my calendar and send us each a confirmation email. Also, you will receive a reminder email 2 hours before the meeting time you pick.

Candidates' Use of Technology with EC-12: Teacher candidates in this course are expected to demonstrate skills in using various technology tools, apps, and programs (e.g., special software, computer programs, and online resources).

Dr. Perry's Diversity Statement

I want students from all backgrounds and perspectives to be well served by this course, and that your diversity will be viewed as a resource, strength, and benefit. I will do my best to present materials and activities that are respectful of diversity: gender, sexuality, disability, age, socioeconomic status, ethnicity, race, and culture. In addition, if any of our class meetings conflict with your religious events, please let me know so that we can make arrangements.

Attendance: TAMIU views class attendance as an individual student responsibility. Students are expected to attend class and complete all assignments. TAMIU's policy on attendance will be used in this course. Please read the policy located at the following link: <http://www.tamtu.edu/studentaffairs/AppendixFAttendanceRule1.2.shtml>. People who miss classes perform more poorly on exams and assignments, and as future teachers, you need to learn as much as you can for your future students. I understand that absences cannot be avoided from time to time; however, I expect you to be in class unless you have an unavoidable circumstance. Missing class detracts from your learning opportunities and growth, especially since this is an intense course, as we are fitting an entire semester of material into five weeks. If attendance becomes an issue, you will meet with the professor to address the issue. **Furthermore, please DO NOT begin packing up before the end of class time. This distracts others in the class and is disrespectful to your colleagues and detracts from their learning experience.**

Class participation: Active participation, which includes joining discussions, asking questions, etc., is expected. Becoming a teacher is hard work and requires active, engaged learning and participation. One cannot become a great teacher by doing the bare minimum, so **I expect you to be on time for class, stay for its entirety, and participate as fully as possible.**

Late/Missing Tasks/Assignments: You should plan on submitting all work and assignments on time. I provide meaningful feedback and attempt to do so within a few days, but due to class sizes, planning, etc., it sometimes takes me longer. I will communicate about the grading process and timelines with you regularly. Because time management is challenging for many students, deadlines might be a challenge for some of you. However, I have developed an assignment policy that allows some flexibility because I want you all to be successful.

Based on my time as a student and years of experience teaching, I want to stress that **you** are the owner of your academic journey. Although you are ultimately responsible for your success, we are a community of learners and educators whom others rely on (or will rely on) to complete our work promptly. Therefore, I expect you to make every effort to complete your work on time but I also understand that you may need more time to work on an assignment. However, you must determine what works best for you and **YOUR** learning experience. You do not need to ask for permission to turn in late work. You simply decide what works best for you within the parameters below.

Although every assignment has a posted due date when you are expected to submit your work, the following compromises apply to all assignments **except your final paper and work that is completed in class:**

1. You have a 3-day grace period in which you can still submit the assignment for **FULL** points.
2. Any assignment turned in after the grace period will only receive up to 75% of the points if it is submitted before the **LAST CHANCE DUE DATE**, of which there are two. If you submit an assignment past the grace period but before the last chance deadline, you can earn up to 75% of the points for the assignment. For example, an assignment submitted 5 days late that would have normally scored 100%, would only earn 75% for the assignment.
3. Assignments not submitted by the **LAST CHANCE DUE DATE** will earn zero (0) points.

LAST CHANCE DEADLINES:

1. **Sunday, July 26 by 11:59 pm:** All work from Weeks 1–2 should be turned in by the end of this date.
2. **Thursday, August 6 by 11:59 pm:** All work from July 27 to the end of the semester should be turned in by the end of this date. If you choose to turn something in late, you will still submit it in Blackboard as normal. You do NOT need to tell me why you're turning in the work late unless you want to.

Note: You may not receive detailed feedback if you are turning in work late. In addition, an assignment not turned in within the grace period may be assigned a zero (0) until you submit the assignment. Once the late assignment is submitted and graded, I will correct your score (up to 75% of the points) as long as it is not submitted after the last chance due dates (Sunday, July 26, and Thursday, August 6).

Other Course Information

Accessibility Statement

Your experience in this class is important to me. If you have already established accommodations with the Disabilities Services Coordinator, please communicate your approved accommodations to me at your earliest convenience so we can discuss your needs in this course. If you have not yet established services, but have a temporary health condition or permanent disability that requires accommodations (conditions include but are not limited to: mental health, attention-related, learning, vision, hearing, physical or health impacts), you are welcome to contact the Disabilities Services Coordinator (956) 326-2763 located in the Student Counseling Center (ZSC 138B). The Disabilities Services Coordinator offers resources and coordinates reasonable accommodations for students with disabilities and/or temporary health conditions. Reasonable accommodations are established through an interactive process between you, your instructor(s), and the Disabilities Services Coordinator. At TAMIU, we all want to create an inclusive and accessible learning environment consistent with federal and state law.

Blackboard Announcements: It is your responsibility to check the announcements on Blackboard and the email you provided on a regular (daily) basis. Communication and all updates outside of class will be done with announcements and/or email, so you must check your email and Blackboard.

Communication: The preferred form of communication is my TAMIU email account (cody.perry@tamiu.edu). I will normally reply within 24-48 hours, though I will try to reply sooner. **Please DO NOT** send messages through Blackboard messages/mail as we will not use it for this course. If you need to speak in person, you can always reach me during my office hours (Monday-Thursday 3:00-4:00 pm or by appointment). **Remember, it is your responsibility to check the announcements on Blackboard and your Dusty email account for all updates, changes, etc.**

Classroom and On-line Etiquette: The College of Education encourages classroom discussion and academic debate as an essential intellectual activity. Candidates must learn to express and defend their beliefs, but it is also essential that they learn to listen and respond respectfully to others whose beliefs they may not share. The College will always tolerate diverse, unorthodox, and unpopular points of view, but it will not tolerate condescending or insulting remarks. When candidates verbally abuse or ridicule and intimidate others whose views they do not agree with, they subvert the free exchange of ideas that should characterize a university classroom/online discussion. Exercise positive and effective communicative skills when engaging online. Candidates must be mindful of the language, tone, and academic responses they email or post when communicating with the professor or with candidates. Never write and send an email when you are upset, candidates often click send and forget that once the message is out, you cannot take it back. Be reminded that online behaviors and demeanor are reflective and interpreted as to how candidates would respond in a regular classroom environment. All postings for this course are considered formal academic postings and by no means should be informal or rude or disrespectful. If students' actions are deemed by the professor to be disruptive/inappropriate in class or online, or to the professor, they will be subject to appropriate disciplinary action, which may include being involuntarily withdrawn from the class and reported to the Academic Honor Council.

Plagiarism: Review your work to ensure that nothing has been plagiarized (cited from a text without the author and the year, or you have not resubmitted an assignment from another class, or are not copying from another source without proper citations). This serves as your official notification of APA requirements and the expectations concerning the submission of original work. You acknowledge receipt of and agreement to these policies through the syllabus and plagiarism assignments. If you violate the policy by plagiarizing another person's work or submitting work from another course, the following will occur:

- First offense (Minor – plagiarism is less than 20%): You will earn a 0 for the assignment until you resubmit. The resubmission will only earn up to 50% of the assignment points. Depending on the nature of the violation, you may also be reported to the Honor Council.
- First offense (Major – plagiarism is greater than 20%): You will earn a 0 for the assignment and be reported to the honor council. No resubmission will be permitted.
- Second offense: Any second offense will result in earning a failing grade for the course, and you will be reported to the Honor Council.

APA Requirements: You need to learn and understand APA (7th edition) for basic in-text citations and references. I have provided a variety of resources in Blackboard and expect you to use the resources to adhere to the APA format to the best of your ability. If you submit links for or in your assignments (e.g., Google site or YouTube link), please ensure all links work properly before you submit them.



For more guidance and information regarding APA format, consult the resources in Blackboard and/or visit the Online Writing Lab (OWL) at Purdue at: <https://tinyurl.com/EDCI3200-APA7Help>. Please email me or set up an appointment if you have any questions about APA and/or plagiarism.

Computer Access*: Please be aware that computer labs at the following locations will be available for students in the Laredo area who do not have the equipment or necessary internet service to complete coursework:

Cowart Building Computer Labs: 8:00 am to 8:00 pm Monday through Friday; 8:00 am to 2:00 pm Saturday; Closed on Sunday

Killam Library Computers: 8:00 am to 5:00 pm Monday through Friday

*Cowart Hall and Killam Library labs have configured the computer layout to require 6 ft. of social distancing, and workspaces are sanitized after each use.

"We cannot become what we want by remaining what we are."

"Above all, don't fear difficult moments. The best comes from them!" – Rita Levi-Montalcini.

EDCI 3200: Survey of Content Knowledge and Experience Course Map

The table below explicates the learning outcomes and how they align with state and/or national standards. In addition, the tasks and assessment methods for each outcome are included.

Course Calendar

Program Learning Outcomes

PLO 1: Graduates design standards-aligned instructional plans that apply rigorous content knowledge, use developmentally appropriate pedagogy, incorporate technology and culturally sustaining practices responsive to varied student learning needs and diverse, evolving learning contexts.

PLO 2: Graduates implement effective instruction by implementing developmentally appropriate strategies, facilitating active learning, and creating respectful and productive classroom environments that support collaborative and globally aware learners.

PLO 3: Graduates use a variety of assessments, engage in reflective practice, and pursue continuous professional growth to improve instruction and student learning.

PLO 4: Students will demonstrate social and personal responsibility by applying intercultural and linguistic competence alongside ethical decision-making to engage effectively in local, national, and global communities.

Student Learning Outcomes

Course Student Learning Outcome 1: The teacher candidate will be able to recognize the content, discipline, and related pedagogy inclusive of state standards and certification requirements.

Course Student Learning Outcome 2: The teacher candidate will be able to evaluate their knowledge, skills, and dispositions to become teacher candidates.

Important Dates

Visit the Academic Calendar ([tamui.edu](https://www.tamui.edu/academiccalendar/)) (<https://www.tamui.edu/academiccalendar/>) page to view the term's important dates.

Textbooks

Group	Title	Author	ISBN
Required	Course Reading and Resource Collection	Dr. Perry - Will be Provided in Class on the First or Second Day	



Other Course Materials

- TExES Exam Manual with the Certification Domains/Competencies – Copies are Available on Blackboard or visit: http://www.tx.nesinc.com/PageView.aspx?f=GEN_Tests.html#collapse1
- Texas Essential Skills & Knowledge (TEKS): http://www.tea.state.tx.us/index2.aspx?id=6148&menu_id=720&menu_id2=785 (http://www.tea.state.tx.us/index2.aspx?id=6148&menu_id=720&menu_id2=785)
- Sign up for TAMIU's Grammarly License at <https://www.tamiau.edu/uc/ace/index.shtml>.

Grading Criteria

GRADE	PERCENTAGE
A	90-100
B	80-89.9
C	70-79.9
D	60-69.9
F	Below 60
FN	Failure for Non-Attendance
IP	In Progress
W	Dropped or Withdrew (Last day to withdraw: Thursday, June 25, 2026)
I	Incomplete

Assignments, Due Dates, And Points

See Additional Course Information Above for a Color-Coded Course Schedule

Week of	Agenda/Topic	Reading(s)	Due
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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.tamui.edu/handbook/article-04.shtml>)).

TAMUI Honor Code: Plagiarism and Cheating

As a TAMUI student, you are bound by the TAMUI Honor Code to conduct yourself ethically in all your activities as a TAMUI 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.tamui.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.

TAMUI has penalties for plagiarism and cheating.

- **Penalties for Plagiarism:** Should a faculty member discover that a student has committed plagiarism, the student should receive a grade of 'F' in that course and the matter will be referred to the Honor Council for possible disciplinary action. The faculty member, however, may elect to give freshmen and sophomore students a "zero" for the assignment and to allow them to revise the assignment up to a grade of "F" (50%) if they believe that the student plagiarized out of ignorance or carelessness and not out of an attempt to deceive in order to earn an unmerited grade; the instructor must still report the offense to the Honor Council. This option should not be available to juniors, seniors, or graduate students, who cannot reasonably claim ignorance of documentation rules as an excuse. For repeat offenders in undergraduate courses or for an offender in any graduate course, the penalty for plagiarism is likely to include suspension or expulsion from the university.
 - **Caution:** Be very careful what you upload to Turnitin or send to your professor for evaluation. Whatever you upload for evaluation will be considered your final, approved draft. If it is plagiarized, you will be held responsible. The excuse that "it was only a draft" will not be accepted.
 - **Caution:** Also, do not share your electronic files with others. If you do, you are responsible for the possible consequences. If another student takes your file of a paper and changes the name to his or her name and submits it and you also submit the paper, we will hold both of you responsible for plagiarism. It is impossible for us to know with certainty who wrote the paper and who stole it. And, of course, we cannot know if there was collusion between you and the other student in the matter.

- **Penalties for Cheating:** Should a faculty member discover a student cheating on an exam or quiz or other class project, the student should receive a “zero” for the assignment and not be allowed to make the assignment up. The incident should be reported to the chair of the department and to the Honor Council. If the cheating is extensive, however, or if the assignment constitutes a major grade for the course (e.g., a final exam), or if the student has cheated in the past, the student should receive an “F” in the course, and the matter should be referred to the Honor Council. Additional penalties, including suspension or expulsion from the university may be imposed. Under no circumstances should a student who deserves an “F” in the course be allowed to withdraw from the course with a “W.”
 - **Caution:** Chat groups that start off as “study groups” can easily devolve into “cheating groups.” Be very careful not to join or remain any chat group if it begins to discuss specific information about exams or assignments that are meant to require individual work. If you are a member of such a group and it begins to cheat, you will be held responsible along with all the other members of the group. The TAMIU Honor Code requires that you report any such instances of cheating.
- **Student Right of Appeal:** Faculty will notify students immediately via the student’s TAMIU e-mail account that they have submitted plagiarized work. Students have the right to appeal a faculty member’s charge of academic dishonesty by notifying the TAMIU Honor Council of their intent to appeal as long as the notification of appeal comes within 10 business days of the faculty member’s e-mail message to the student and/or the Office of Student Conduct and Community Engagement. The Student Handbook provides more details.

Use of Work in Two or More Courses

You may not submit work completed in one course for a grade in a second course unless you receive explicit permission to do so by the instructor of the second course. In general, you should get credit for a work product only once.

AI Policies

Your instructor will provide you with their personal policy on the use of AI in the classroom setting and associated coursework.

TAMIU E-Mail and SafeZone

Personal Announcements sent to students through TAMIU E-mail (tamiu.edu or dusty email) are the official means of communicating course and university business with students and faculty –not the U.S. Mail and no other e-mail addresses. Students and faculty must check their TAMIU e-mail accounts regularly, if not daily. Not having seen an important TAMIU e-mail or message from a faculty member, chair, or dean is not accepted as an excuse for failure to take important action.

Students, faculty, and staff are encouraged to download the SafeZone app, which is a free mobile app for all University faculty, staff, and students. SafeZone allows you to: report safety concerns (24/7), get connected with mental health professionals, activate location sharing with authorities, and anonymously report incidents. Go to SafeZone (<https://www.tamiu.edu/adminis/police/safezone/index.shtml>) for more information.

Copyright Restrictions

The Copyright Act of 1976 grants to copyright owners the exclusive right to reproduce their works and distribute copies of their work. Works that receive copyright protection include published works such as a textbook. Copying a textbook without permission from the owner of the copyright may constitute copyright infringement. Civil and criminal penalties may be assessed for copyright infringement. Civil penalties include damages up to \$100,000; criminal penalties include a fine up to \$250,000 and imprisonment. Copyright laws do not allow students and professors to make photocopies of copyrighted materials, but you may copy a limited portion of a work, such as article from a journal or a chapter from a book for your own personal academic use or, in the case of a professor, for personal, limited classroom use. In general, the extent of your copying should not suggest that the purpose or the effect of your copying is to avoid paying for the materials. And, of course, you may not sell these copies for a profit. Thus, students who copy textbooks to avoid buying them or professors who provide photocopies of textbooks to enable students to save money are violating the law.

Students with Disabilities

Texas A&M International University seeks to provide reasonable accommodations for all qualified persons with disabilities. This University will adhere to all applicable federal, state, and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal education opportunity. It is the student’s responsibility to register with the Office of Disability Services for Students located in Student Center 124. This office will contact the faculty member to recommend specific, reasonable accommodations. Faculty are prohibited from making accommodations based solely on communications from students. They may make accommodations only when provided documentation by the Office of Disability Services for Students.

For accommodations or assistance with disabilities, contact the Disability Coordinator, Karla Pedraza, at karla.pedraza@tamiu.edu, call 956.326.2763, or visit Student Center 124.

Student Attendance and Leave of Absence (LOA) Policy

As part of our efforts to assist and encourage all students towards graduation, TAMIU provides

LOA's for students, including pregnant/parenting students, in accordance with the Attendance Rule (Section 3.07) and the Student LOA Rule (Section 3.08), which includes the "Leave of Absence Request" form. Both rules can be found in the TAMIU Student Handbook (URL: Student Handbook (<https://www.tamiau.edu/handbook/index.shtml>)).

Pregnant and Parenting Students

Under Title IX of the Education Amendments of 1972, harassment based on sex, including harassment because of pregnancy or related conditions, is prohibited. A pregnant/parenting student must be granted an absence for as long as the student's physician deems the absence medically necessary. It is a violation of Title IX to ask for documentation relative to the pregnant/parenting student's status beyond what would be required for other medical conditions. Students who experience or observe alleged or suspected discrimination due to their pregnant/parenting status, should report to the TAMIU Title IX Coordinator (Lorissa M. Cortez, 5201 University Boulevard, KLM 159B, Laredo, TX 78041, TitleIX@tamiau.edu, 956.326.2857) and/or the Office of Civil Rights (Dallas Office, U.S. Department of Education, 1999 Bryan Street, Suite 1620, Dallas, TX 75201-6810, 214.661.9600). You can also report it on TAMIU's anonymous electronic reporting site, *Report It*, at <https://www.tamiau.edu/reportit> (<https://www.tamiau.edu/reportit/index.shtml>).

TAMIU advises a pregnant/parenting student to notify their professor once the student is aware that accommodations for such will be necessary. It is recommended that the student and professor develop a reasonable plan for the student's completion of missed coursework or assignments. The Office of Compliance (Lorissa M. Cortez, lorissam.cortez@tamiau.edu) can assist the student and professor in working out the reasonable accommodation. For other questions or concerns regarding Title IX compliance related to pregnant/parenting students, contact the Title IX Coordinator. In the event that a student needs a leave of absence for a substantial period of time, TAMIU urges the student to consider a Leave of Absence (LOA) as outlined in the TAMIU *Student Handbook*.#As part of our efforts to assist and encourage all students towards graduation, TAMIU provides LOAs for students, including pregnant/parenting students, in accordance with the Attendance Rule and the Student LOA Rule.#Both rules can be found in the TAMIU *Student Handbook*.

For parenting-related rights, accommodations, and resources, contact the Parenting Liaison, Mayra Hernandez, at mghernandez@tamiau.edu, call 956.326.2265, or visit Student Center 226.

For pregnancy-related rights, accommodations, and resources, contact the TIX Coordinator, Lorissa Cortez, at lorissam.cortez@tamiau.edu, call 956.326.2857, or visit Killam Library 159.

Anti-Discrimination/Title IX

TAMIU does not discriminate or permit harassment against any individual on the basis of race, color, sex, religion, national origin, age, disability, genetic information, veteran status, educational programs, or employment. If you would like to file a complaint relative to Title IX or any civil rights violation, please contact the TAMIU Director of Equal Opportunity and Diversity/Title IX Coordinator, Lorissa M. Cortez, 5201 University Boulevard, Killam Library 159B, Laredo, TX 78041, TitleIX@tamiau.edu, 956.326.2857, via the anonymous electronic reporting website, ReportIt (<https://www.tamiau.edu/reportit>) and/or the Office of Civil Rights (Dallas Office), U.S. Department of Education, 1999 Bryan Street, Suite 1620, Dallas, TX 75201-6810, 214.661.9600.

Incompletes

Students who are unable to complete a course should withdraw from the course before the final date for withdrawal and receive a "W." To qualify for an "incomplete" and thus have the opportunity to complete the course at a later date, a student must meet the following criteria:

1. The student must have completed 90% of the course work assigned before the final date for withdrawing from a course with a "W", and the student must be passing the course;
2. The student cannot complete the course because an accident, an illness, or a traumatic personal or family event occurred after the final date for withdrawal from a course;
3. The student must sign an "Incomplete Grade Contract" and secure signatures of approval from the professor and the college dean.
4. The student must agree to complete the missing course work before the end of the next long semester; failure to meet this deadline will cause the "I" to automatically be converted to an "F"; extensions to this deadline may be granted by the dean of the college. This is the general policy regarding the circumstances under which an "incomplete" may be granted, but under exceptional circumstances, a student may receive an incomplete who does not meet all of the criteria above if the faculty member, department chair, and dean recommend it.

WIN Contracts

The Department of Biology and Chemistry does not permit WIN contracts. For other departments within the college, WIN Contracts are offered only under exceptional circumstances and are limited to graduating seniors. Only courses offered by full-time TAMIU faculty or TAMIU instructors are eligible to be contracted for the WIN requirement. However, a WIN contract for a course taught by an adjunct may be approved, with special permission from the department chair and dean. Students must seek approval before beginning any work for the WIN Contract. No student will contract more than one course per semester. Summer WIN Contracts must continue through both summer sessions.



Student Responsibility for Dropping a Course

It is the responsibility of the student to drop the course before the final date for withdrawal from a course. Faculty members, in fact, may not drop a student from a course without getting the approval of their department chair and dean.

Independent Study Course

Independent Study (IS) courses are offered only under exceptional circumstances. Required courses intended to build academic skills may not be taken as IS (e.g., clinical supervision and internships). No student will take more than one IS course per semester. Moreover, IS courses are limited to seniors and graduate students. Summer IS course must continue through both summer sessions.

Grade Changes & Appeals

Faculty are authorized to change final grades only when they have committed a computational error or an error in recording a grade, and they must receive the approval of their department chairs and the dean to change the grade. As part of that approval, they must attach a detailed explanation of the reason for the mistake. Only in rare cases would another reason be entertained as legitimate for a grade change. A student who is unhappy with his or her grade on an assignment must discuss the situation with the faculty member teaching the course. If students believe that they have been graded unfairly, they have the right to appeal the grade using a grade appeal process in the Student Handbook and in the Faculty Handbook.

Final Examination

All courses in all colleges must include a comprehensive exam or performance and be given on the date and time specified by the Academic Calendar and the Final Exam schedule published by the Registrar's Office. In the College of Arts & Sciences all final exams must contain a written component. The written component should comprise at least 20% of the final exam grade. Exceptions to this policy must receive the approval of the department chair and the dean at the beginning of the semester.

Mental Health and Well-Being

The university aims to provide students with essential knowledge and tools to understand and support mental health. As part of our commitment to your well-being, we offer access to Telus Health, a service available 24/7/365 via chat, phone, or webinar. Scan the QR code to download the app and explore the resources available to you for guidance and support whenever you need it. The Telus app is available to download directly from TELUS (tamiu.edu) (<https://www.tamiu.edu/counseling/telus/>) or from the Apple App Store and Google Play.