NURS 5034 - Diag Reason Clin Proced-Prac: Diag Reason Clin Proced-Prac (SSIII - June 01 to Aug 06)

Summer 2026 Syllabus, Section 5C6, CRN 53008

Instructor Information

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Times and Location

Does Not Meet Face-to-Face

Course Description

This course presents the student with selected clinical diagnostic laboratory, imaging tests and with selected procedures practiced by advanced nurse practitioner in the primary care setting. Clinical decision#making for appropriate tests or procedures, and interpretation of diagnostic test results is addressed. Laboratory, simulation and practicum experiences will facilitate learning of procedures such as suturing, EKG interpretation, dermatologic procedures and radiology. There course is a one credit theory and two credit or 90 hours of practicum required. Prerequisite: NURS 5332, NURS 5333. Nursing Department, College of Nursing&Health Sci

Additional Course Information

TEACHING STRATEGIES

Course Objectives may be met through individual study of required and recommended readings, utilizing suggested resources and literature review, and active participation through course assignments.

CLINICAL REQUIREMENTS

1.There are a total of 90 clinical hours for this course. Clinical hours focus on integrating clinical reasoning and diagnostic procedures discussed in the classroom in the clinical practicum.

2. For the entire course, a student should document a minimum of 180 encounters (Typhon logs/cases), averaging 2 encounters/hour. Hours counted toward the course total must represent direct patient care in which the student and preceptor are on site, and patients are in the clinic. Continuing education, pharmaceutical lunch and-learns, EMR training, commute time, and scheduled breaks during the clinical day will not be considered clinical hours.

3. Students are primarily responsible for locating and selecting appropriate preceptors and practicum settings. MSN faculty is available to assist students in finding a preceptor and in approving the selected preceptor and site.

4. Final approval of preceptor and agency rests with the clinical professor(s) and the university.

5. A signed preceptor agreement with the preceptor/student and an affiliation agreement with the agency must be in place prior to the start of the student rotation.

6. Students must develop a calendar schedule for clinical hours with their preceptors and submit the schedule of clinical practicum hours to their assigned clinical professor prior to start of clinical rotation; otherwise, these hours will not be counted in the course. The schedule for the entire semester should be emailed to faculty by the end of the first week of the semester. The schedule must include the date for each day that you plan to attend clinical as well as the hours that you will be present. The schedule must include the name of the preceptor and the name and address of the facility. The schedule
must include any dates where the clinic closes early or late and indicate if and at what time the clinic closes for lunch each day. Students may not "cluster" hours during a semester. They must equally distribute the clinical hours so that they are attending clinical each week throughout the term. If the clinical professor makes a site visit during the dates/times the student has scheduled clinical hours, and the student is absent without notifying the clinical professor ahead of time, such will result in a clinical F day. Students should plan for events, such as study time, class time, etc., at the beginning of the semester and not schedule clinical hours for those days. Thus, there should be no changes in scheduled clinical hours to study for tests. Students are expected to honor their precepted contracted hours.

7. The clinical preceptor must sign the preceptor documentation log verifying that the student was present during the clinical experience. Signatures must be collected each day of the clinical experience. No corrections (no white-out or alterations) to the form after the preceptor has signed and verified the hours spent for any day. Typhon can be used to submit the log electronically.

8. The clinical professor will make one or more site visits per student in order to further the learning process and to determine student progress. Additional site visits may be made at the professor's discretion. The clinical performance grade will be determined by the faculty member with input from the preceptor and student. The clinical component of the grade will not be assigned until the end of the semester. Safe clinical practice is mandatory for the successful completion of the course.

9. All students must obtain a "satisfactory = P " for all coursework to pass this course. This course is graded Pass/Fail. Not passing this course will negatively impact your GPA. See grading scale for the didactic section of the course.

10. Students may NOT have a clinical preceptorship where they work, nor may they be paid for clinical as part of their working hours.

11. Student-Faculty Communication and Response Time Policy: Open communication between the students and course faculty is encouraged. Each student is encouraged to communicate with the faculty advisor regarding academic needs. Students must check their dusty email account every 24 hours to ensure that they are able to respond to any email communication from their course faculty within 24-48 hours of receiving the email. Emails sent to the course faculty should be emailed through Bb, and faculty will respond within 48 business hours. If the faculty has not responded within 48 business hours, the student must call or resend the email the faculty to ensure that the original email was received. Students should read any email sent by the course faculty thoroughly to ensure that they respond within the designated time frame or within the requested time frame. This is considered a professional responsibility.

12. Skills checklist must be turned in at the end of the clinical rotation with the appropriate signatures.

13. The clinical hours will be documented in the clinical hours tracking record (Typhon). Minimum of two Typhon notes for each clinical hour is required.

14. All clinical documentation must be complete before the end of each week. A clinical week begins on Monday (00:01) and ends on Sunday (23:30). All clinical documentation must be completed within 7 days of patient interaction, or hours will be void and not count towards the total 90 practicum hours/SOAP notes required for course completion.

15. All clinical documentation must be complete and submitted by August 1, 2026.

16. Any changes to the clinical schedule submitted must be communicated and approved by the clinical instructor before the clinical start time/date.

17. All clinical hours must be completed by August 1st. Failure to complete all clinical hours or falsification of clinical hours will result in failure of the course.

18. Every MSN student is expected to demonstrate professional integrity, including but not limited to the standards below. Failure to maintain professional standards of integrity may result in failure of the clinical portion of the course (list not exhaustive):

·Adhere to the ANA Code for Nurses.

·Adhere to Texas Board of Nursing Board Rules

o213.27b Good professional character – defined "good professional character as the integrated pattern of personal, academic, and occupational behaviors that indicate an individual is able to consistently conform his/her conduct to the requirements of the Nursing Practice Act."

·RNs enrolled in a nursing program, the TBON considers the student's practice setting the academic setting; therefore, they are accountable for good professional character while in school, and academic dishonesty is considered a reportable offense.

o217.12(6)(A) Unprofessional Conduct – Misconduct actions that include but are not limited to: • Falsifying reports, client documentation, agency records, or other documents.

§Examples: RNs falsifying clinical log entries and patient progress notes. Etc.

o217.12(6)(I) Unprofessional Conduct– Misconduct actions that include "failing to answer specific questions or providing false or misleading answers in a licensure or employment matter that could reasonably affect the decision to license, employ, certify or otherwise utilize a nurse."

oThe TBON and certifying body is reliant on information provided to them by the RN student indicating that they have completed the required number of clinical hours when issuing a license or certification. False information provided to either organization is considered unprofessional conduct.

oProtect the confidentiality of patient health information.

oRecognize that within the community and surrounding areas, you are an ambassador of Texas A&M International University School of Nursing, and you must conduct yourself in a manner consistent with the University's mission and values.

oDo not engage in any behavior that will compromise patient care or the University's relationships with community partners.

oAlways introduce oneself as a student and avoid misrepresentation of licensure and certification status.

oDo not practice outside of your scope or practice.

oWear your TAMIU ID while in any clinical setting.

Student Learning Outcomes

Upon successful completion of this course, each student will:

- **CO 1:** Explain the theoretical principles rational for the use of invasive and noninvasive diagnostic procedures. (PO. 1)
- **CO 2:** Analyze the choices and alternatives for diagnostic procedures based on the client's age, life style, culture, expected outcomes, protocol utilization, cost and other health conditions. (PO. 4,5)
- **CO 3:** Perform diagnostic and therapeutic interventions. (PO. 2)
- **CO 4:** Interpret the results of diagnostic studies, including laboratory, diagnostic imaging, and electrocardiography studies. (PO. 1,2,4)
- **CO 5:** Determine monitoring techniques to assess effective interventions. (PO. 2,3)
- **CO 6:** Anticipate side effects, recognize adverse reactions and discuss prevention and management. (PO. 1,2)
- **CO 7:** Identify patient education needs related to diagnostic or therapeutic procedures and/or interventions. (PO. 4)
- **CO 8:** Analyze the professional, legal, ethical, and economic aspects of performing diagnostic and therapeutic invasive or noninvasive procedures. (PO. 1,5,6)
- **CO 9:** Integrate evidenced-based research findings into clinical practice. (PO. 1,3)

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	Procedures for the Primary Care Provider (3rd ed.)	Edmunds, M.W	978-0-323340038

Other Course Materials

Textbook

- Edmunds, M.W. (2017). *Procedures for the Primary Care Provider* (3rd ed.) Saint Louis Mo: Elsevier. (ISBN: 978-0-323340038)
  - The textbook is the primary source utilized for this course.

Other Resources

- American Psychological Association. (2020). *Publication Manual of the American Psychological Association* (7th Ed.) Washington, DC. American Psychological Association.

Required Supplies

1. High quality stethoscope
2. Ophthalmoscope and otoscope
3. Pen light
4. Reflex hammer
5. Tuning fork (256Hz recommended)
6. Laminated pocket size ruler, pupil size, and visual acuity cards (Rosenbaum)
7. Measuring tape
8. Lab coat – knee length
9. TAMIU graduate student name badge

Computer/Technology Requirements

When participating in distance education courses, it is vital to consider the technology involved in order to have a successful course. Online students will need regular access to a personal computer that runs on a broadband Internet connection.

It is recommended that you meet the technical requirements listed on the Instructional Technology and Distance Education Services' webpage (http://www.tamiu.edu/distance/students/technology-requirements.shtml) when using the learning management system (LMS) of the University.

Additional Hardware.
Webcams - Recently purchased laptops may have these built-in web cameras. If you do not have this equipment, it is recommended to purchase a stand-alone webcam, microphone or a webcam with a built-in microphone from your local electronic store or any online store.

NOTE: Instructional Technology and Distance Education Services may check out available webcams to students on a first-come, first-served basis. To check out a webcam, please stop by Billy Cowart 105 and request an available webcam.

Additional Software. You will need the following additional software: Microsoft PowerPoint for viewing lesson presentations and Microsoft Word for viewing course files and submitting assignments. TAMIU Students may access online versions of this software through their Dusty Office 365 account at https://dusty.tamiu.edu/. This site also provides students access to download the Microsoft suite for educational use. See instructions for downloading the Microsoft Office suite (http://www.tamiu.edu/distance/documents/Microsoft-Office-2016-Download-Instructions.pdf).

Note: Students, if you do not own the required hardware, software or do not have access to internet, it will be highly challenging for you to make any progress in this class. However, my goal is to assist you to find solutions and guide you appropriately most of the required materials can either be found free of charge at TAMIU's library, computer labs, and classrooms. In addition, you may also purchase any of these items at any electronic store.

Learning Management System (Blackboard-Ultra)

Students are provided with guides on how to use the Blackboard LMS. Guides may be available at Instructional Technology and Distance Education Services' Student eLearning Tutorial Videos page (http://www.tamiu.edu/distance/students/elearning-orientation.shtml) or by contacting the eLearning team at elearning@tamiu.edu.

Technical Support Services

Because of the nature of distance education courses, the Office of Information Technology (OIT) computing and information services are vital to the success of online students. This webpage covers contact information for Distance Education Services (Blackboard Support), the OIT Help Desk, and E-mail support: Technical Support Services (http://www.tamiu.edu/distance/technical-support-services.shtml).

Grading Criteria

MSN Grading Policy

1. Students must meet the standards for minimal performance and progression established by Texas A&M International University and the College of Nursing and Health Sciences.
2. In determining the final course grade, the following scale is used in percentage or point value.

GRADE	PERCENTAGE
A	90-100
B	80-89
C	70-79
F	Below 70

3. Nursing students must achieve a grade of B or higher in both theory and clinical components of a course in order to pass that course and progress in the program. A grade of F in either theory or clinical components will constitute a course failure.

4. Graduate students must maintain a GPA of 3.0 or above to progress and graduate from the MSN program in the CNHS.

5. Read the MSN Grading Policy (http://www.tamiu.edu/cson/documents/BSNHandbook.pdf) found in the Graduate Student handbook for additional information on examinations.

Note: All students must pass all MSN courses with a B or better to progress.

Late Work Policy

Papers must be submitted before 11:59 p.m. on the due date. Late papers will not be accepted for grading and will be given a score of 0 (Zero), unless the course faculty grants permission in advance. It is the student's responsibility to request permission to submit a late paper as soon as the student is aware that they will be late in submitting their paper. It is also the responsibility of the student to make sure that the faculty member has received the paper through Bb by the due date and time. The use of AI is not permitted for this course.

No papers will be accepted if submitted more than 3 days after the designated submission date and time without the student notifying the faculty of the delay of submitting the assignment and without faculty approval. If the student anticipates that they will be late in submitting a paper or assignment, it is the responsibility of the student to notify the course faculty to develop a plan and date for when the assignment will be submitted.

Contact faculty Monday through Friday via phone or e-mail, between the hours of 8 am and 5 pm. Any messages left after 5 pm will be considered as submitted the following day. In the event that faculty cannot be reached, please leave a message, clearly defining name and phone number of the caller. Preferred method of contact is through Blackboard Course Messages. Messages will be responded to **within 3 working days** prior to the assignment due date in order for an alternate due date to be assigned to the student.

In this course, the use of Artificial Intelligence (AI) tools—including but not limited to ChatGPT, Grammarly 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. Students must complete and submit all academic and clinical coursework using their own independent work, analysis, and writing.

Allowed: Students may use AI for:

- Brainstorming: Idea generation, questions to consider, themes or angles to explore.
- Outlining: Structuring your own paper, presentation, or project (e.g., headings, subheadings, sequence of points).
- Planning tasks: Milestones, timeliness, checklists for your workflow

Not Allowed: Students may not use AI for:

- Writing or generating any portion of an assignment
- Paraphrasing or rewording content
- Summarizing articles or research
- Producing discussion board posts or responses
- Writing care plans, SOAP notes, or clinical documentation
- Creating PowerPoint slides or poster content
- Submitting AI-produced text (even if "heavily edited") as your own

- Producing reference pages
- Editing grammar, APA, or formatting using AI tools

Source Verification Requirement

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. Citations are to be formatted according to the American Psychological Association manual, following the edition specified in the course syllabus.

Students are required to include direct and clearly accessible links to all sources referenced in their written assignments. This requirement encompasses a diverse range of materials, including but not limited to journal articles, peer-reviewed studies, credible websites, and professional reports. The links should be formatted in a way that directs faculty and instructors straight to the original source, allowing for convenient verification of citations. It is essential that students take the time to double-check their links to guarantee that they lead directly to the content cited, thereby enhancing the overall quality and trustworthiness of their work.

Failure to adhere to the above policy will result in the following consequences:

Point Deductions

· Any assignments with broken or non-functional links will receive point deductions, impacting the overall grade as dictated by the lead faculty.

Exclusion of References

· 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.

Reduced Academic Integrity

· Failure to properly format citations and provide verifiable sources may negatively affect the assessment of the student's work and their ability to demonstrate academic rigor.

· Repeated or serious violations of the policy will be referred to the TAMIU Honor Code for formal review. 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.

· Such referrals may result in institutional sanctions in accordance with university policy, which may include a formal warning, assignment failure, course failure, or additional disciplinary actions as determined by the committee. These measures are implemented to protect the integrity of academic work and uphold professional and ethical standards expected in nursing education.

Feedback and Response time to Assignments and Assessments: The faculty will grade assignments and return assignments submitted by the due date within 7-14 business days.

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

NURS 5034: DIAGNOSTIC LAB APPLICATIONS FOR ADVANCED PRACTICE NURSING Checklist will be uploaded to Blackboard.

Grading and Evaluation

FNP Student Self Eval (Midterm & Final)	Pass/Fail
Student Eval of Preceptor Agency (Midterm and Final)	Pass/Fail
Preceptor Evaluation of FNP Student Clinical (Midterm & Final)	Pass/Fail
Faculty Eval of FNP Student (Midterm and Final)	Pass/Fail
Preceptorship Documentation of Hours (Midterm and Final)	Pass/Fail
Clinical Skills Checklist	Pass/Fail
Typhon Logs Graphical (Midterm and Final)	Pass/Fail

Follow NURS 5334: Diagnostic Reasoning and Clinical Procedures Schedule

Week of	Agenda/Topic	Reading(s)	Due
6/1	5334: Diagnostic Reasoning and Clinical Procedures. Clinical Hours-Typhon Notes		Review and sign syllabus Submit clinical schedule and preceptor affiliation agreements
6/8	5334: Diagnostic Reasoning and Clinical Procedures. Clinical Hours-Typhon Notes		
6/15	5334: Diagnostic Reasoning and Clinical Procedures. Clinical Hours-Typhon Notes		
6/22	5334: Diagnostic Reasoning and Clinical Procedures. Clinical Hours-Typhon Notes		
6/29	5334: Diagnostic Reasoning and Clinical Procedures. Clinical Hours-Typhon Notes		Midterm Clinical Documentation Due
7/6	5334: Diagnostic Reasoning and Clinical Procedures. Clinical Hours-Typhon Notes		
7/13	5334: Diagnostic Reasoning and Clinical Procedures. Clinical Hours-Typhon Notes		
7/20	5334: Diagnostic Reasoning and Clinical Procedures. Clinical Hours-Typhon Notes		
7/27	5334: Diagnostic Reasoning and Clinical Procedures.		8/1 Final Clinical Documentation Due
8/3	5334: Diagnostic Reasoning and Clinical Procedures.		

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.