



TEXAS A&M UNIVERSITY  
**SAN ANTONIO**

College of Education & Human Development  
Department of Counseling, Health, & Kinesiology

**EDKN 5306 Thesis**  
FA 2024

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E-mail: [john.smith@tamusa.edu](mailto:john.smith@tamusa.edu)
- Class Time: Online, by Appointment
- Class Location:
- Required Text: A&M-SA [Institutional Review Board](#) for the Protection of Human Subjects. (2010). *Policies and procedures for personnel engaged in research involving human subjects*. San Antonio, TX: Author.
- 2024 IRB Application and other relevant forms can be found on the [IRB](#) page as well as at the request of the professor
- Recommended Text: N/A
- Supplies: N/A
- Catalog Description: A Thesis prospectus (Thesis I) and final (Thesis II) must be completed and submitted to the Graduate Office for a grade to be assigned, otherwise IP notations are recorded. This course is for Plan I students. The course requires 6 hours of grades, the first 3 hours consisting of completion of a thesis proposal (prospectus) and the last 3 hours consisting of completion of the thesis (Thesis I and Thesis II, respectively). Prerequisite: Departmental approval and completion of the thesis proposal is a prerequisite for enrollment in the last 3 hours of thesis.
- Course Objective: This objective of the course is to afford the thesis graduate student (i.e., those in Plan I) the opportunity to complete a capstone research project in an area related to sport administration, kinesiology pedagogy, health, or exercise science that is of particular interest to the student. The student will apply his/her knowledge and skills acquired in EDKN 5317 and EDKN 5338 to conduct a thesis project and present his/her findings in written format according to formal guidelines and procedures.

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Student Learner Outcomes: Upon completion of this course, each student will be able to:

1. Perform a review of the literature relative to a specific area within kinesiology.
2. Develop a research question and design a project through which the question can be answered.
3. Effectively communicate in written form through the preparation, according to A&M-SA IRB guidelines, of a thesis proposal.
4. Work independently towards a specific learning goal through the collection, reduction, analysis, and interpretation of data in an attempt to answer a research question.
5. Effectively communicate in verbal form by providing verbal progress reports concerning his/her kinesiology-related thesis project.
6. Demonstrate knowledge of research methodology (specifically, research report preparation), and the ability to communicate effectively in written form, through the preparation of a written report, according to A&M-SA College of Graduate Studies and APA guidelines, of his/her kinesiology-related thesis.

Instructional Format: To achieve the course objectives, the class will involve the student's course performance (i.e., degree to which the student attains the course SLOs) will be evaluated based on the quality of student participation (i.e., effort) with regard to his/her thesis and the written report of the completed thesis.

The final course performance grade will be based on the following criteria:

**A** = All of the following are present:

- All deadlines, including progress reports, are met throughout the semester.
- Project has the characteristics of high-caliber Master's-level research carried out by a new researcher. That is, the project clearly answers a research question with appropriate data collection methodology and subsequent reduction, analysis, and interpretation of these data.
- The resulting written presentation of the research is prepared according to guidelines set forth by the College of Graduate Studies, the APA (6<sup>th</sup> ed), and the research supervisor. NOTE: This includes the [40/40](#) requirement for *peer-reviewed articles*.
- Findings from the project clearly have the potential for dissemination via presentation at a learned society meeting and/or via publication of the manuscript in a peer-reviewed journal.

**B** = All of the following are present:

- Final submission deadline, and a significant majority of the other deadlines including progress reports, are met throughout the semester.
- Project has the characteristics of Master's-level research carried out by a new researcher. That is, the project answers a research question with appropriate data collection methodology and subsequent reduction, analysis, and interpretation of these data.
- The resulting written presentation of the research is prepared according to guidelines set forth by the College of Graduate Studies, the APA (6<sup>th</sup> ed), and the research supervisor. NOTE: This includes the [40/40](#) requirement.

**C** = All of the following are present:

- Final submission deadline is met.
- Project that lacks *some* of the characteristics off Master's-level research carried out by a new researcher.
- The resulting written presentation of the research is prepared according to guidelines set forth by the College of Graduate Studies, the APA (6<sup>th</sup> ed), and the research supervisor.

**\*F** = One or more of the following are present:

- Final submission deadline is *not* met.
- A project that lacks *most* of the characteristics off Master's-level research carried out by a new researcher.
- The resulting written presentation of the research is *not* prepared according to guidelines set forth by the College of Graduate Studies, the APA (6<sup>th</sup> ed), and the research supervisor.

\*NOTE: At the discretion of the research supervisor, students earning a grade of “F” may be given the option of receiving a grade of “IP” for the course.

**IP** = The grade of “IP” (In Progress) is assigned to students who do not complete their research project during the applicable semester. Additionally, students whose performance warrants the assignment of a grade of “F” may be given the opportunity to receive a grade of “IP.” The grade of “IP” remains on a student’s transcript indefinitely. To earn credit for the course, *students must re-enroll* in the course the next time it is offered, usually the subsequent spring or fall semester, and adequately complete the course requirements set forth by the instructor of the course for that semester.

No changes to your final grade will occur once class has ended unless the instructor has made a mistake. You are given the opportunity to follow your grade throughout the semester thus you should not be surprised with the grade you earn. There are no exceptions (eligibility, financial aid, etc.)

### Progress Reports

Students are responsible for scheduling these face-to-face or telephone meetings with the Committee Chair if the need arises.

Students are encouraged to schedule a meeting with the Committee Chair whenever they need direction or feedback throughout the semester. That is, students do not have to wait until their next scheduled progress report to meet with the Committee Chair.

### Thesis Committee:

It is the student’s responsibility to recommend the membership of the Thesis Committee. The Thesis Committee consists of not fewer than three voting members of the graduate faculty, at least two of whom represent the Health & Kinesiology Program. One member of the committee should be a faculty member from the minor or resource area.

This committee has authority with respect to the student's thesis, professional paper, or culminating experience; the committee chair administers this authority. This committee also examines the student on the thesis, professional paper, or culminating experience during the final oral examination. This examination must cover the candidate's thesis, professional paper, or other culminating experience. The examination may also cover major or minor fields. A person selected to serve on a master's committee must hold a master's degree or higher. Exceptions to committee membership may be made at the discretion of the Dean of the Graduate School. Associate members of the graduate faculty, at the Department's discretion, may serve as chairs of master's professional paper committee. The student will ask faculty to serve on the committee, then complete the [Thesis Committee Approval Form](#)

#### Thesis Policies:

1. The thesis committee chair and the student are responsible for APA style, references, form or any standards of written presentation.
2. Committee members are responsible for reacting to the global view of the paper, project, or experience.
3. Committee members are to return the paper to the Chair (without reviewing it) if they discover the APA style, references, or form are incorrect.
4. Committee members are to communicate their concerns about a final experience to the committee chair, not the student.
5. Committee members will indicate written approval or disapproval when returning any section of a manuscript. If approval is indicated, it means the faculty member will request no further content changes. If disapproval is indicated, the faculty member wishes to read the section again after specified changes have been made.
6. Faculty require a **2-week** reading timeline for each portion of the thesis, professional paper or culminating presentation they are given to read. This holds true during the fall, spring, and summer sessions. **DO NOT** ask for special consideration. Once a section of GRP has been submitted for grading (see [due dates](#)), a grade will be assigned for that section but revisions may still be needed for that section until it is acceptable.
7. Thesis only students: Students are required to prepare chapters one through three prior to the proposal meeting. After the proposal is approved, the prospectus will be prepared and submitted to the Dean of the Graduate School.
8. No committee meetings (research or advisory) may be scheduled during the last **2 weeks of any semester**. These 2 weeks are to be considered "dead weeks".
9. Committee members who will serve during the summer must be appointed before spring graduation. After that time, requests for changes in committee makeup must be accompanied by a written resignation from the faculty member who is being replaced.

10. Students wanting to complete their thesis, professional paper or culminating presentation during the summer must verify that their committee members are available to read and meet for the final manuscript and presentation. When committee members are not available during the summer, the student must notify the Department Graduate Coordinator prior to May 1 that a committee member has agreed to be replaced and an appropriate substitute has agreed to serve. The Department Graduate Coordinator has authority to approve/disapprove a change in committee members. Committee chairs may not be replaced in order for the student to meet degree requirements during the summer.
11. At the discretion of the major professor, edits and reviews between the major professor and the student may be done electronically. However, for the prospectus meeting and the thesis or professional paper defense, the student must distribute hard copies of the paper to the committee in accordance with the established deadlines.

### Thesis I Procedures:

A 2-week reading period is granted to each member of a research committee who receives a prospectus, a portion of a thesis or an entire manuscript. An outline of the procedure follows:

1. Secure committee members' signatures of approval on the [Thesis Committee Approval Form](#)
2. Prepare a draft of a tentative outline of the project. The tentative outline will include the first three chapters of the thesis.
3. Submit the draft of the tentative outline to the thesis committee chair for comments, criticisms, etc.
4. Submit the corrected draft to the advisor for approval.
5. After the thesis committee chair gives approval, the draft is submitted to all committee members.
6. Schedule a meeting of the committee at which the tentative outline is clarified and defended by the student (*prospectus defense*). At least two members of a master's committee must be present for the meeting to be official.
7. After the Research Committee has approved the proposed topic, a prospectus will be developed and forwarded to the Graduate School. The prospectus (proposal) will include the first three chapters of the thesis.
  - a. *In order to enroll for Thesis II, these first three chapters must be complete.*
8. Secure permission if needed from the appropriate review board ([Institutional Review Board](#) or Institutional Animal Care and Use Committee) to conduct the research as required.
  - a. Note: IRB or IACUC approval may be obtained *prior* to the prospectus meeting. If changes to the research are requested at the prospectus meeting then these changes **MUST** be approved by the appropriate review board.
9. Secure permission from any non-university agency which will supply subjects (schools, hospitals, etc.).
10. Revise the tentative outline as suggested by the committee. The final copy of the prospectus must include the first three chapters of the thesis. Only after the prospectus has been filed can a student enroll in Thesis II.

Provided the [IRB](#) has approved the application for research, collection of data may begin as soon as the student is notified of approval of the prospectus. Pilot work may be carried out before approval is received and, in some cases, those data may be deemed acceptable for use in the thesis. A student cannot graduate until copies of the participants signatures of informed consent are submitted to the Office of Graduate Studies. Only the consent form approved by the IRB can be used to obtain participant signatures.

Graduate students must be enrolled in the University during the semester in which they graduate.

Students enrolled in Thesis II who wish to qualify for August graduation should be aware of the following:

1. The first three chapters (prospectus) must be completed and approved prior to spring semester dead week.
2. As stated above, students wanting to complete their thesis during the summer must verify that their committee members are available to read and meet for the final defense.
  - a. When committee members are not available during the summer, the student must notify the department chairperson prior to May 1<sup>st</sup> that a committee member has agreed to be replaced and an appropriate substitute has agreed to serve.
  - b. The Department Chairperson has authority to approve/disapprove a change in committee members. Committee chairs may not be replaced in order for the student to meet degree requirements during the summer.
3. The final presentation (thesis defense) must be scheduled when the thesis committee chair is available. None of the committee members may be absent during the defense. If a committee member cannot attend the defense meeting a competent substitute must be found.

#### Institutional Review Board Approval / Research Proposal

The IRB Approval Application must be submitted before the student can enroll in Thesis II.

The proposal must be prepared according to the IRB's [Policies and Procedures for Personnel Engaged in Research Involving Human Subjects](#).

If applicable, the proposal must include the informed consent document to be used in the data collection. The application and consent form templates can be found on the website above and on Blackboard.

Prior to submission to the IRB, the proposal must be signed by the Thesis Committee Chair and, depending on the nature of the research, may need to be signed by the Department of Curriculum & Kinesiology Chair and School of Education and Kinesiology Dean.

No data collection is to be conducted until *written approval of the research project is received* from the IRB.

Once data collection is complete and the manuscript ready to be submitted, a [study closure report](#) must also be submitted to the Office of Graduate Studies and Research.

## Final Manuscript

The thesis manuscript must be prepared according to guidelines detailed in Office of Graduate Studies' *Research Project/Thesis Manual*. Style and formatting not specified by this manual (e.g., in-text citations, reference list preparation, etc.) will default to the guidelines set forth by the American Psychological Association (6<sup>th</sup> ed).

References and Citations- APA Style: [NCSU Libraries](#) is a great resource, *be sure to click the APA Citation Style on the right*. This source builder is not error-free; it is your responsibility to ensure citations are correct. [Purdue Owl](#) is another great resource for references and in-text citations.

Remember, faculty requires a 2-week reading timeline for each portion of the thesis, professional paper or culminating presentation they are given to read. If the deadline for submitting the project to the Graduate Office is Dec 5<sup>th</sup>, it is highly encouraged you submit at least two weeks prior to this deadline.

The components of the final manuscript will typically be as follows:

### **Preliminary Pages**

Title Page

Approval Page

Abstract

Dedication (optional)

Acknowledgements (optional)

Table of Contents

List of Tables

List of Figures

### **Text**

Chapter I. Introduction -includes rationale, significance of the study (or statement of problem), purpose statement/hypothesis statement, operational definitions.

Chapter II. Review of literature

Chapter II. Methodology -includes subjects, experimental design, measurements/equipment/facilities, procedures, data collection, data reduction, data analysis (statistical design)

Chapter III. Results

Chapter IV. Discussion/Conclusions -includes explanation, interpretation and importance of results, limitations (things not expected that might have had an effect on the results) and delimitations (things you knew going in could affect the results but chose to ignore/accept), future research recommendations.

### **Supplementary Pages\***

References

Appendix A. IRB Approval Letter and IRB Proposal

Appendix B. Informed Consent Document

Appendix C. Raw Data (if applicable)

Appendix D. Statistical Analyses (if applicable)

Vita

\*other appendices can be included if needed prior to the vita.



The final manuscript (unbound), approved (signed) by the committee members and Department of Curriculum & Kinesiology Chair, must be submitted to the Office of Graduate Studies prior to the deadline for a student to be assigned a grade of “A”, “B”, or “C” for the course.

Once the manuscript is completed, the student must also supply the Committee Chair and Graduate Coordinator with a copy of the manuscript.

One of the requirements to earn a grade of “A” or “B” in the course is that the final manuscript meets the “40/40 requirement.” This means that the text of the manuscript (i.e., Chapters I-V) must be at least 40 pages in length and the reference list must contain no less than 40 legitimate references. URLs (i.e., web sites, informational pages from CDC, AHA, NHLBI, etc.) will *not* be accepted as legitimate references except in special situations approved *a priori*. References must be peer-reviewed.

Magazines and newspapers will *not* be accepted as legitimate references except in special situations approved *a priori*.

Abstracts from conference proceedings will *not* be accepted as legitimate references except in special situations approved *a priori*.

Students are expected to make every effort to comply with the aforementioned formatting guidelines. The Project Supervisor will not make significant formatting corrections to any portions of manuscripts where it is apparent that there was not a significant effort made by the student to adhere to these guidelines. The Supervisor will simply note that there were significant formatting errors made by the student. This, or course, can prolong the editing process and put the student at risk of missing subsequent submission deadlines.

See the section below on “[Academic Dishonesty](#)”, in particular the section on [plagiarism](#). Each manuscript will be checked for plagiarism using an institutional internet-based plagiarism detection service (*Turnitin*, a link will be available on **Blackboard**). If a manuscript, in any form (i.e., rough draft, final submission) is found to contain plagiarized portions, the manuscript will immediately be returned to the student without further editing by the Committee Chair. This may result in the student not receiving feedback in a timely manner which, in turn, may result in the student missing subsequent submission deadlines.

### Other Information

Failing to check Blackboard on a daily basis may place students at risk for missing critical feedback on their projects in a timely fashion which, in turn, could affect their ability to meet subsequent deadlines.

#### *Long Distance Students*

Students who are completing their research project long distance are responsible for meeting all deadlines listed in the course schedule, including the final submission deadline to the College of Graduate Studies.

Long distance students are responsible for scheduling bi-weekly telephone progress reports with the Project Supervisor.

### *Prioritization and Deadlines*

Student success in this course depends greatly on their ability to meet the required deadlines in the course, receive feedback from the Committee Chair, and respond to that feedback in a timely fashion to ensure that subsequent submission deadlines are met. Therefore, students should place this thesis project at the top of their priority list for the semester.

The deadlines listed on the tentative course schedule are the dates that submissions are due for timely feedback to be provided by the Committee Chair. If these deadlines are met, timely feedback from the Committee Chair will be given which should allow the student adequate time to make revisions and meet subsequent deadlines. However, failure to meet these deadlines will put the student at risk of missing future deadlines due to delayed feedback from the Committee Chair.

Students are encouraged to make submissions *prior to deadlines*. Submissions will be reviewed and evaluated in the order in which they are submitted to the Committee Chair.

### *Out Dates*

Students should make note of “out dates” listed on the tentative course schedule. These are dates when the Committee Chair will be off campus to fulfill various professional obligations. Students should not plan on submitting progress reports on these days.

Turn-it-in: Once all faculty have provided feedback and once you’ve addressed their suggestion and comments, you will resubmit the manuscript to them. At any point during the editing process when they feel the manuscript is acceptable, your Committee Chair will notify you and you may then submit to Turn-it-in. The Turnitin Similarity Report must indicate a similarity index of no more than 25%. You will find the submission site in the course content section on Blackboard. See Blackboard for Turn-it-in instructions.

Blackboard: all work will be submitted in **Dropbox** on Blackboard unless otherwise stated. Turnitin will be available via Blackboard. The syllabus, manuscript template, IRB application, and consent form will also be on Blackboard.

Late Penalties: All assigned work is due on the date and time assigned; work received later than the due date will be penalized **one letter grade** per day, after which 4 days will result in a zero (F). and will jeopardize completion.

- *Extra credit is not offered, Incompletes and Independent Studies are not offered*

### Attendance Policy:

1. The general policy outlined by the University will be followed as stated in the [student handbook](#).
2. The instructor’s policy for this course includes:
  - a. Students (you) assume responsibility for any material not turned in past the due date. It is YOUR responsibility to make up missed work.
  - b. Requests to be absent due to official University business (athletics, field trips, student government, etc.) shall be made prior to the anticipated absence. Arrangements for missed work will be made at that time.

- c. If you do not turn in an assignment on the due date or do not show up on the day of your presentation without **prior arrangement** with the instructor, no make-up will be allowed unless there is a *documented* emergency.
  - i. If there is an emergency (hospital, funeral, etc.) please contact me the day of the problem or the day you missed class.
- d. Do not make doctor's appointments on the days when assignments and/or presentations are due.
- e. Points will be deducted from any participation grade that may be required of class as a result of unexcused absences.
  - i. Excused absences: *In the event that you need to be away for a given period of time (e.g. funerals, hospital stays, family emergencies, military duty, etc.), you should contact [Student Counseling Center](#) (210-784-1331 (or 1329); [StuCounseling@tamusa.tamus.edu](mailto:StuCounseling@tamusa.tamus.edu) or [StuWellness@tamusa.tamus.edu](mailto:StuWellness@tamusa.tamus.edu)).* If you will be missing more than a week of classes (whether continuous or not), inform them of the situation and they can send a notice to all your instructors rather than you having to explain to each of them your circumstances.

#### Plagiarism:

The University recognizes plagiarism as a serious academic offense. Plagiarism, the act of representing the work of another as one's own, may take two forms. It may consist of copying, paraphrasing or otherwise using the written or oral work of another without acknowledging the source or it may consist of presenting oral or written course work prepared by another as one's own.

Unless an assignment is designated as a group project, assignments should be completed by the student. I encourage group learning and problem solving with assignments, but when you write up the assignment, it should be in your words. I need to know what YOU know, not what the group knows.

Use of Generative AI Permitted Under Some Circumstances or With Explicit Permission. There are situations and contexts within this course where you may be asked to use artificial intelligence (AI) tools to explore how they can be used. Outside of those circumstances, you should not use AI tools to generate content (text, video, audio, images) that will end up in any student work (assignments, activities, discussion responses, etc.) that is part of your evaluation in this course.

Any student work submitted using AI tools should clearly indicate with attribution what work is the student's work and what part is generated by the AI. In such cases, no more than 25% of the student work should be generated by AI. If any part of this is confusing or uncertain, students should reach out to their instructor for clarification before submitting work for grading. Use of AI-generated content without the instructor's permission and/or proper attribution in this course qualifies as academic dishonesty and violates Texas A&M-San Antonio's standards of academic integrity.

NOTE: Guidance for how to cite AI-generators, like ChatGPT, can be found here

<https://apastyle.apa.org/blog/how-to-cite-chatgpt>

Normally a student who plagiarizes shall receive a grade of “**F**” in the course in which the act occurs. Students are expected to follow TAMU-SA’s policies as defined in the Academic Catalog. Anyone caught cheating (including plagiarizing) will receive an automatic failure in the course. The instructor may decide to reduce this penalty to an F for the assignment or other appropriate consequence. If you have any questions about the meaning of plagiarizing, how to properly cite material from a source, or about any of the other forms of cheating listed above, do not hesitate to see Dr. Smith.

Any student caught using the work of another student and/or giving work to another student, or caught cheating in any of the forms listed above, will be reported to student affairs for academic sanctions.

Relevant information on plagiarism is available at the following websites:

[University of Indiana](#) [Plagiarism.org](#)

Dates of Interest:<https://www.tamusa.edu/academics/documents/ay-2025-calendar-09-19-2023.pdf>**Fall 2024 Regular 16-Week Session**

August 26, 2024	Monday	First class day
September 2, 2024	Monday	Labor Day Holiday - No classes
September 11, 2024	Wednesday	Census Date
November 27, 2024	Wednesday	Study day - No classes
November 28-November 30, 2024	Thursday-Saturday	Thanksgiving Holiday - No classes
December 5, 2024	Thursday	Last day of scheduled classes for weekday classes
December 6, 2024	Friday	Study day - No classes
December 7-December 13, 2024	Saturday-Friday	Final examinations
December 17, 2024	Tuesday	Commencement
December 24-January 1, 2025	Tuesday-Wednesday	Winter Break

**EDKN 5306 Thesis**  
FA 2024

Tentative Schedule: Dates in red are NOT subject to change.

		Students NOT Graduating in FA 2024 (Thesis I):
Week of:		
Aug	25	Course Introduction, Individual Advisement
Sept	01	<b>DUE = Signatures for <a href="#">Thesis Committee</a></b>
	08	<b>DUE = <a href="#">Draft Optional</a> (Tentative Outline, email)</b>
	15	<b>DUE = Prospectus <a href="#">Defense of Draft</a></b>
	22	<b>DUE = <a href="#">Human Subjects Application</a> (email) Chapter I Preparation</b>
Oct	06	<b>DUE = Chapter I to Committee (email) Chapter I will be graded at this time</b>
		Revisions
		Revisions
	27	<b>DUE = Chapter II to Committee (email) Chapter II will be graded at this time</b>
		Revisions
		Revisions
Nov	10	<b>DUE = Chapter III to Committee (email) Chapter III will be graded at this time</b>
		Revisions
		Revisions
Dec	05	<b>DUE = Final Submission of Manuscript to Committee Chair, IRB Approval Letter</b>

		Students Graduating in FA 2024 (Thesis II):
Week of:		
Aug	25	Course Introduction, Individual Advisement, Data Collection
		Data Collection
		Data Collection
		Data Collection
		Data Collection
		Data Reduction and Analysis
Oct	27	<b>DUE = Chapter IV to Committee (email) Chapter IV will be graded at this time. Note: All comments and suggestions in Chpts I-III made by the committee last semester should be addressed and included</b>
		Revisions
		Revisions
Nov	10	<b>DUE = Complete Manuscript to Committee (email) Chapter V and all else will be graded at this time</b>
		Revisions, submit <a href="#">Thesis Defense Notification Form</a>
		Revisions
		Revisions
Dec	05	<b>DUE = Final Submission of Manuscript*</b>
		Thesis defense must be completed before end of finals. <a href="#">Thesis Defense Notification Form</a> must be submitted to the College of Graduate Studies two weeks prior

\*The final manuscript must be submitted to Digital Commons. Instructions can be found on page 6 (Step 2) in the [Thesis Manual](#).

## IMPORTANT POLICIES AND RESOURCES

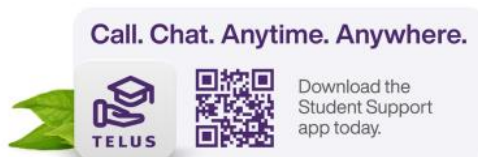
**Academic Accommodations for Individuals with Disabilities:** Texas A&M University-San Antonio is committed to providing all students with reasonable access to learning opportunities and accommodations in accordance with The Americans with Disabilities Act, as amended, and Section 504 of the Rehabilitation Act. If you experience barriers to your education due to a disability or think you may have a disability, Disability Support Services is located in the Central Academic Building, Suite 210. You can also contact us via phone at (210) 784-1335, visit us <https://www.tamusa.edu/Disability-Support-Services/index.html> or email us at [dss@tamusa.edu](mailto:dss@tamusa.edu). Disabilities may include, but are not limited to, attentional, learning, mental health, sensory, physical, or chronic health conditions. All students are encouraged to discuss their disability-related needs with Disability Support Services and their instructors as soon as possible.

**Academic Learning Center:** The Academic Learning Center provides free course-based tutoring to all currently enrolled students at Texas A&M University-San Antonio. Students wishing to work with a tutor can make appointments through the Brainfuse online tutoring platform. Brainfuse can be accessed in the *Tools* section of Blackboard. You can contact the Academic Learning Center by emailing [tutoring@tamusa.edu](mailto:tutoring@tamusa.edu), calling (210) 784-1307, or visiting the Central Academic Building, room 202.

**Counseling/Mental Health Resources:** As a college student, there may be times when personal stressors interfere with your academic performance and negatively impact your daily functioning. If you are experiencing emotional difficulties or mental health concerns, support is available to you through the Student Counseling Center (SCC). To schedule an appointment, call 210-784-1331 or visit Madla 120.

All mental health services provided by the SCC are free and confidential (as the law allows). The Student Counseling Center provides brief individual and group therapy, crisis intervention, consultation, case management, and prevention services. For more information on SCC services visit [tamusa.edu/studentcounseling](http://tamusa.edu/studentcounseling)

*Crisis support is available 24/7 by calling the SCC at 210-784-1331 (after-hours select option '2').* Additionally, the TELUS Student Support App provides a variety of mental health resources to including support for in the moment distress, an anonymous peer to peer support network, mental health screenings, podcasts, and articles to improve your mental wellbeing.



**Emergency Preparedness:** JagE Alert is Texas A&M University-San Antonio's mass notification. In the event of an emergency, such as inclement weather, students, staff and faculty, who are registered, will have the option to receive a text message, email with instructions and updates. To register or update your information visit: <https://tamusa.bbcportal.com/>.

More information about Emergency Operations Plan and the Emergency Action Plan can be found here: <https://www.tamusa.edu/about-us/emergency-management/>.

Download the SafeZone App (<https://safezoneapp.com/>) for emergencies or call (210) 784-1911. Non-Emergency (210) 784-1900.

**Financial Aid and Verification of Attendance:** According to the following federal regulation, 34 CFR 668.21: U.S. Department of Education (DoE) Title IV regulation, a student can only receive Title IV

funds based on Title IV eligibility criteria which include class attendance. If Title IV funds are disbursed to ineligible students (including students who fail to begin attendance), the institution must return these funds to the U.S. DoE within 30 days of becoming aware that the student will not or has not begun attendance. Any student receiving federal financial aid who does not attend by the census date will have their financial aid terminated and returned to the DoE. Please note that any student who stops attending at any time during the semester, a Care report will be submitted, and you will possibly be dropped from the class. Your financial aid may have to be recalculated and a portion of your federal aid may have to be returned to the DoE.

Writing, Language, and Digital Composing Center: The Writing, Language, and Digital Composing Center supports graduate and undergraduate students in all three colleges as well as faculty and staff. Tutors work with students to develop reading skills, prepare oral presentations, and plan, draft, and revise their written assignments. Our language tutors support students enrolled in Spanish courses and students composing in Spanish for any assignment. Our digital studio tutors support students working on digital projects such as eportfolios, class presentations, or other digital multimedia projects. Students can schedule appointments through JagWire under the Student Services tab. Click on “Writing, Language, and Digital Composing Center” to make your appointment. The Center offers face-to-face, synchronous online, and asynchronous digital appointments. More information about what services we offer, how to make an appointment, and how to access your appointment can be found on our website at <https://www.tamusa.edu/academics/>.

Meeting Basic Needs: Any student who has difficulty affording groceries or accessing sufficient food to eat every day or who lacks a safe and stable place to live, and believes this may affect their performance in the course, is urged to submit a CARE referral (<https://www.tamusa.edu/university-policies/Student-Rights-and-Responsibilities/file-a-report.html>) for support. Furthermore, please notify the professor if you are comfortable in doing so. This will enable them to direct you to available resources.

Military Affairs: Veterans and active-duty military personnel are welcomed and encouraged to visit the Office of Military Affairs for any question involving federal or state VA Education Benefits. Visit the Patriots’ Casa building, room 202, or to contact the Office of Military Affairs with any questions at [military.va@tamusa.edu](mailto:military.va@tamusa.edu) or (210)784-1397.

Religious Observances: Texas A&M University-San Antonio recognizes the diversity of faiths represented among the campus community and protects the rights of students, faculty, and staff to observe religious holidays according to their tradition. Under the policy, students are provided an opportunity to make up any examination, study, or course work requirements that may be missed due to a religious observance provided they notify their instructors before the end of the second week of classes for regular session classes.

The Six-Drop Rule: Students are subject to the requirements of Senate Bill (SB) 1231 passed by the Texas Legislature in 2007. SB 1231 limits students to a maximum of six (6) non-punitive course drops (i.e., courses a student chooses to drop) during their undergraduate careers. A non-punitive drop does not affect the student’s GPA. However, course drops that exceed the maximum allowed by SB 1231 will be treated as “F” grades and will impact the student’s GPA.

Statement of Harassment and Discrimination: Texas A&M University-San Antonio is committed to the fundamental principles of academic freedom, equal opportunity, and human dignity. To fulfill its multiple missions as an institution of higher learning, A&M-San Antonio encourages a climate that values and nurtures collegiality and the uniqueness of the individual within our state, nation, and world. All decisions and actions involving students and employees should be based on applicable law and individual merit. Texas A&M University-San Antonio, in accordance with applicable federal and state law, prohibits discrimination, including harassment, on the basis of race, color, sex, religion,



national origin, age, disability, genetic information, veteran status, sexual orientation, gender identity, gender expression, or pregnancy/parenting status. Individuals who believe they have experienced harassment or discrimination prohibited by this statement are encouraged to contact the appropriate offices within their respective units.

Texas A&M University-San Antonio faculty are committed to providing a safe learning environment for all students and for the university as a whole. If you have experienced any form of sex- or gender-based discrimination or harassment, including sexual assault, sexual harassment, domestic or dating violence, or stalking, know that help and support are available. A&M-San Antonio's Title IX Coordinator can support those impacted by such conduct in navigating campus life, accessing health and counseling services, providing academic and housing accommodations, and more. The university strongly encourages all students to report any such incidents to the Title IX Coordinator. Please be aware that all A&M-San Antonio employees (other than those designated as confidential resources such as counselors and trained victim advocates) are required to report information about such discrimination and harassment to the university. This means that if you tell a faculty member about a situation of sexual harassment, sexual violence, or other related misconduct, the faculty member must share that information with the university's Title IX Coordinator ([titleix@tamusa.edu](mailto:titleix@tamusa.edu), 210-784-2061, CAB 439K). If you wish to speak to a confidential employee who does not have this reporting requirement, you can contact the Student Counseling Center at (210) 784-1331 or visit them in Madla 120.

Pregnant/Parenting Students: Texas A&M-San Antonio does not require a pregnant or parenting student, solely because of that status or issues related to that status, to (1) take a leave of absence or withdraw from their degree or certificate program; (2) limit the student's studies; (3) participate in an alternative program; (4) change the student's major, degree, or certificate program; or (5) refrain from joining or cease participating in any course, activity, or program at the University. The university will provide such reasonable accommodations to pregnant students as would be provided to a student with a temporary medical condition that are related to the health and safety of the student and the student's unborn child. These could include maintaining a safe distance from substances, areas, and activities known to be hazardous to pregnant individuals and their unborn child; excused absences because of illness or medical appointments; modified due dates for assignments; rescheduled tests/exams; taking a leave of absence; and being provided access to instructional materials and video recordings of lectures for excused absences, if these would be provided to any other student with an excused absence. Pregnant/parenting students are encouraged to contact the Title IX Coordinator with any questions or concerns related to their status ([titleix@tamusa.edu](mailto:titleix@tamusa.edu); 210-784-2061; CAB 439K).

Texas A&M-San Antonio has also designated the Title IX Coordinator as the liaison officer for current or incoming students who are the parent or guardian of a child younger than 18 years of age. The Title IX Coordinator can provide students with information regarding support services and other resources.

Students' Rights and Responsibilities: The following statement of students' rights and responsibilities is intended to reflect the philosophical base upon which University Student Rules are built. This philosophy acknowledges the existence of both rights and responsibilities, which is inherent to an individual not only as a student at Texas A&M University-San Antonio but also as a citizen of this country.

### *Students' Rights*

1. A student shall have the right to participate in a free exchange of ideas, and there shall be no University rule or administrative rule that in any way abridges the rights of freedom of speech, expression, petition and peaceful assembly as set forth in the U.S. Constitution.
2. Each student shall have the right to participate in all areas and activities of the University, free from any form of discrimination, including harassment, on the basis of race, color, national or ethnic origin, religion, sex, disability, age, sexual orientation, gender identity, gender expression, and pregnancy/parenting or veteran status in accordance with applicable federal and state laws.
3. A student has the right to personal privacy except as otherwise provided by law, and this will be observed by students and University authorities alike.
4. Each student subject to disciplinary action arising from violations of university student rules shall be assured a fundamentally fair process.

#### *Students' Responsibilities*

1. A student has the responsibility to respect the rights and property of others, including other students, the faculty, and administration.
2. A student has the responsibility to be fully acquainted with the published University Student Rules found in the Student Handbook, [Student Code of Conduct](#), on our website, and University Catalog, and to comply with them, as well as with federal, state, and local laws.
3. A student has the responsibility to recognize that student actions reflect upon the individuals involved and upon the entire University community.
4. A student has the responsibility to recognize the University's obligation to provide a safe environment for learning.
5. A student has the responsibility to check their university email for any updates or official university notifications.

We expect that students will behave in a manner that is dignified, respectful, and courteous to all people, regardless of sex, ethnic/racial origin, religious background, sexual orientation, or disability. Conduct that infringes on the rights of another individual will not be tolerated.

Students are expected to exhibit a high level of honesty and integrity in their pursuit of higher education. Students engaging in an act that violates the standards of academic integrity will find themselves facing academic and/or disciplinary sanctions. Academic misconduct is any act, or attempt, which gives an unfair advantage to the student. Additionally, any behavior specifically prohibited by a faculty member in the course syllabus or class discussion may be considered as academic misconduct. For more information on academic misconduct policies and procedures please review the Student Code of Conduct (<https://www.tamusa.edu/university-policies/student-rights-and-responsibilities/documents/Student-Handbook-2022-23.pdf>) or visit the resources available in the OSRR website (<https://www.tamusa.edu/university-policies/student-rights-and-responsibilities/academic-integrity.html>).