



COLLEGE OF
**Innovation
and Design**

A&M-COMMERCE

 A&M COMMERCE

STUDENT HANDBOOK

**COMPETENCY-BASED
EDUCATION**

2023-2024

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Student Resources

All listed resources, excluding the Food Pantry, are available remotely via phone or Internet.

Department	Purpose	Phone/Email
HelpDesk	The go to place for help with myLEO, D2L, and other TAMUC technology questions.	903.468.6000 HelpDesk@tamuc.edu
Career Development	Providing career opportunities and preparation.	903.468.3223 CareerDevelopment@tamuc.edu
Counseling Center	Offering a variety of counseling services.	903.886.5145
Lion Food Pantry	Food and resources for those in need, residing near the campus.	LionPantry@tamuc.edu
Financial Aid	Funding your education. FAFSA, Scholarships, Grants, Loans	FAO.web@tamuc.edu
Student Accounts	Make payments towards tuition and fees.	Student.Accounts@tamuc.edu
Student Disability Services	Assistance to students with disabilities to ensure access and accommodations.	903.886.5150 StudentDisabilityServices@tamuc.edu
Tutoring Services	Online tutoring sessions.	Jodi.White@tamuc.edu
Writing Center	One-on-one sessions to help review and improve written assignments.	WritingCenter@tamuc.edu

Preface

The College of Innovation & Design (CID) Competency-Based Education (CBE) Handbook serves CID students in CBE programs. This handbook contains information, guidelines, procedures, and resources regarding CBE at Texas A&M University-Commerce.

Texas A&M University-Commerce reserves the right to change policies and procedures without notice. The CBE Handbook is not intended to be and should not be regarded as a contract between the university and/or any student or faculty.





COLLEGE OF **Innovation and Design**

A&M-COMMERCE

The College of Innovation and Design is a university-wide hub that works collaboratively with faculty, students, alumni and industry to assess and prepare students for the demands and opportunities of our ever-changing world and workplace. The college serves as an incubator for new initiatives, badges, certificates and degrees that transcend single disciplines or departments. Together, we ensure students are successful for their first year of college as well as for their first, second or third career later in life.

Our online degree options are perfect for working adults who are seeking to earn a degree or certificate. Whether you choose our self-paced, competency-based programs or our traditional online programs that provide a more structured environment, you are sure to find learning opportunities that match your learning style.

Mission

By combining unique programs, personalized advising and career planning, the College of Innovation and Design provides students with the knowledge, confidence and practical tools needed to become career-ready professionals, prepared to compete in the marketplace and add value to the global environment.

Vision

Unlocking the future of learning by redesigning education for diverse learners.

Current Programs

The College of Innovation and Design has s CBE programs.
Each program follows the guidelines and procedures outlined in this handbook.



BAAS-Organizational Leadership
Emphasis in Teacher Preparation

ORGL



BS-Criminal Justice,
Law Enforcement Leadership

CJCB



BAAS-Health Services Administration

HSCB



BAAS-Safety and Health

SHCB



BAAS-General Studies, CBE

GSCB



Alternative Teacher Certification Program

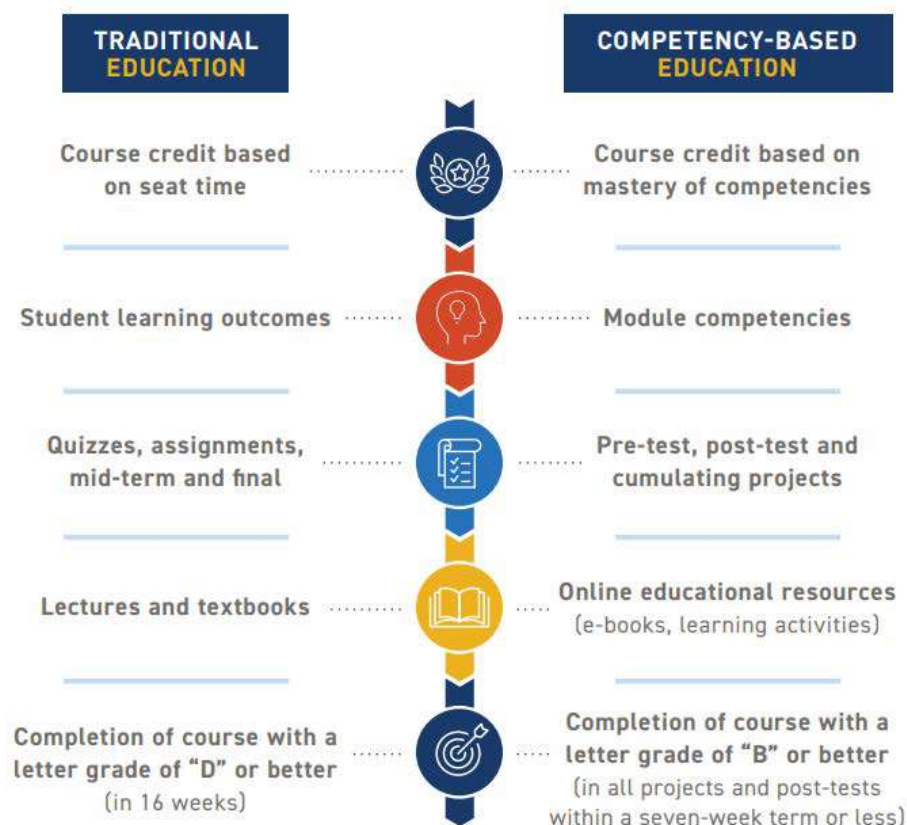
EDCB

Competency-Based Education Model

The Competency-Based Education (CBE) model allows students to complete courses based on their ability to master a skill or competency at their own pace and in any environment. The time it takes to demonstrate competencies varies, while the learning expectations are held constant. Students acquire and demonstrate their knowledge and skills by engaging in learning exercises, activities, and experiences that align with clearly defined programmatic outcomes.

CBE has Five Core Elements:

- ▶ Student advance based on mastery, not on seat time.
- ▶ CBE programs in CID are 100% online and 100% Open Educational Resources.
- ▶ Courses are self-paced and accelerated: upon completion, students can move ahead to the next course during the same term.
- ▶ CBE courses in CID are offered in 7-week terms at a flat rate tuition. Students may take as many courses as they are able at no additional cost
- ▶ Students must demonstrate mastery with a grade of “B” or better on all post-tests and culminating projects.



Terms

All competency-based programs in the College of Innovation and Design are offered in seven-week terms. There are 2 CBE terms within each Fall and Spring traditional semester, and two terms during the Summer.

2023

SEMESTER	TERM 1	BREAK	TERM 2
Spring	January 17-March 3	March 6-17	March 20-May 5
Summer	May 15-June 30	July 3-7	July 10-August 25
Fall	September 5-October 20	October 23-27	October 30-December 15

2024

SEMESTER	TERM 1	BREAK	TERM 2
Spring	January 16-March 1	March 4-15	March 18-May 3
Summer			
Fall			

Students are not permitted to "carry-forward" any work between terms. Students are expected to complete all pretest, post-test and required course assignments in each class they enroll in, including acceleration courses.

More details can be found on page 13

Program Costs

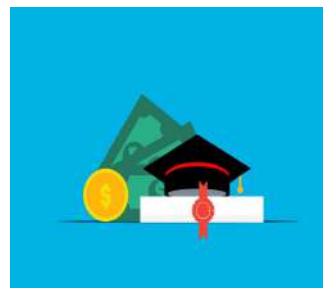
Program	In-State (Texas Resident)	Bordering Counties (Oklahoma, Louisiana, New Mexico, Arkansas)	Neighboring States (interior counties in Oklahoma, Louisiana, New Mexico, Arkansas)	Out of State
Alt Cert	\$1,000			
CJCB/JUCB	\$1,000	\$1,000	In-State + \$30/hour	\$2,000
ORGL	\$750	\$750	In-State + \$30/hour	\$1,500
SHCB	\$750	\$750	In-State + \$30/hour	\$1,500
HSCB	\$750	\$750	In-State + \$30/hour	\$1,500
GSCB	\$750	\$750	In-State + \$30/hour	\$1,500

- Certified Peace Officers working full time in the state of Texas as a Peace Officer will receive a \$300 scholarship per term in CJCB.



Additional exceptions may exist.

Always confirm anticipated costs by reaching out to FAO.Web@tamuc.edu. To schedule an appointment with the financial aid office, please click [here](#).



Course Materials & OER

All courses use free access materials called Open Educational Resources (OER). Students will not be required to purchase any textbooks. All materials are embedded within the course and are accessible via the internet.



How to pay for classes?



Student Accounts

When making payments towards a tuition balance or when there are questions regarding refunds, reach out to the Student Accounts office.

student.accounts@tamuc.edu

Learn how to make payments and more about the student accounts office [here](#).

Financial Aid

When looking to identify funding opportunities or to answer questions about the FAFSA, reach out to the office of Financial Aid.

The Financial Aid Office can be contacted at FAO.web@tamuc.edu

Available Financial Aid (FA) for CBE students includes:

- Pell Grant
- Federal Loans
- [Private Education Loans | Learn More Here](#)
- [Outside Scholarships | Learn More Here](#)

Check federal loan & Pell Grant history at www.studentaid.gov

[Satisfactory Academic Progress](#) is required for FA eligibility.

Financial Aid must be accepted before each Spring, Fall, and Summer semester.

The FA office will reach out via student email (LEOmail) when requesting verification documents or awarding aid. Students need to check their LEOmail daily.

To schedule an appointment with the office of Financial Aid, please click [here](#).

Veteran Benefits

If you are a veteran and require the use of your Certificate of Release/ Discharge from Active Duty (DD-214), Hazelwood/G.I. Bill, or other benefits, please email our VA Rep at dustin.pearson@tamuc.edu. Students can read more [here](#).



Dustin Pearson
Veterans Services Manager

Active Texas Police Officers

Full-time Texas police officers receive a \$300 rate reduction each term. This is verified by a review of a Texas Commission on Law Enforcement (TCOLE) Personal Status Report (PSR) which shows state commission status and employing agency.

To receive a reduction, students must email their advisor a copy of their TCOLE/PSR. The TCOLE/PSR must come from the following link and be in pdf format:

<https://tcledds.tcole.texas.gov/mytcole/Login>

This reduction is limited to only TEXAS police officers.



Registration

Registering for courses takes place each term. Advisors will email students a list of course options near the 3rd week of the term. Students will notify the advisor of their selected courses and the advisor will register the student. It is recommended that before and after registration students check their degree plan on DegreeWorks.

Students initially register for six semester hours (two courses per-term). There is an opportunity to accelerate into another course with the expectation that the course-work will be completed by the end of the term.

See page 13 & 14 for more details on the acceleration process.

Major Change

Student's interested in changing their major need to reach out to their academic advisor to discuss the changes in the degree plan. After confirming that the student may change their major, the student needs to speak with the financial aid office.

Major changes from a traditional program to a CBE program may only take place before the start of Fall 1, Spring 1, or Summer terms.



Advisor List

A screenshot of a table with a black background and white text. The table has three columns. The first column lists advisor names: CJCB, HSCB, SHCB, and ORGI. The second column contains the phone number 903.468.6074. The third column contains the email address becky.smith.

CJCB	903.468.6074	becky.smith
HSCB		
SHCB		
ORGI		



Pacing & Acceleration

The ability to accelerate to another course during a term will be provided to eligible students. To be eligible, the student must receive a score of 80% or better on all module post-tests and the culminating project by the below acceleration deadline. Students must successfully complete the first two courses in a term before being eligible to accelerate. If a student drops a course, then the student is no longer eligible to accelerate.

Once the student completes the course successfully, a completion email will be received from the instructor. The student then sends the completion email to their advisor to be accelerated into another course.

ACCELERATION DEADLINE: Friday of Week 5 at 5:00 PM CST.

If you plan to accelerate, all required assignments must be submitted no later than the below-listed submission deadline. This ensures the instructor has ample time to grade your work and provide the required completion email.

SUBMISSION DATE: Wednesday of Week 5 at 11:59 PM CST.

Please contact your instructor should you have additional questions or concerns.



Cost

Students do not pay any additional fees when accelerating into courses.



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CBE Acceleration Process

Pass all current courses & send verification to your advisor

Step 1

Discuss course options with your advisor & select the best choice for acceleration

Step 2

Review syllabus & reach out to the instructor of the new course

Step 3

Enroll in new course & begin coursework

Step 4

Successfully complete & pass the course before end of term

Step 5

Communication

Instructors and advisors in the College of Innovation and Design have 24 hours to respond to student emails. This timeframe applies to communication and not grading time frames. Replies will be in the order in which emails were received.

When emailing instructors follow these guidelines:

- Send messages from your LEOmail account.
- Include the course name and title in the subject line (ex. ORGL 111)
- Include your name and CWID within your signature.

Many instructors are professionals working in industry and teach in addition to their full-time careers. As a result their responses may be during non-business hours.

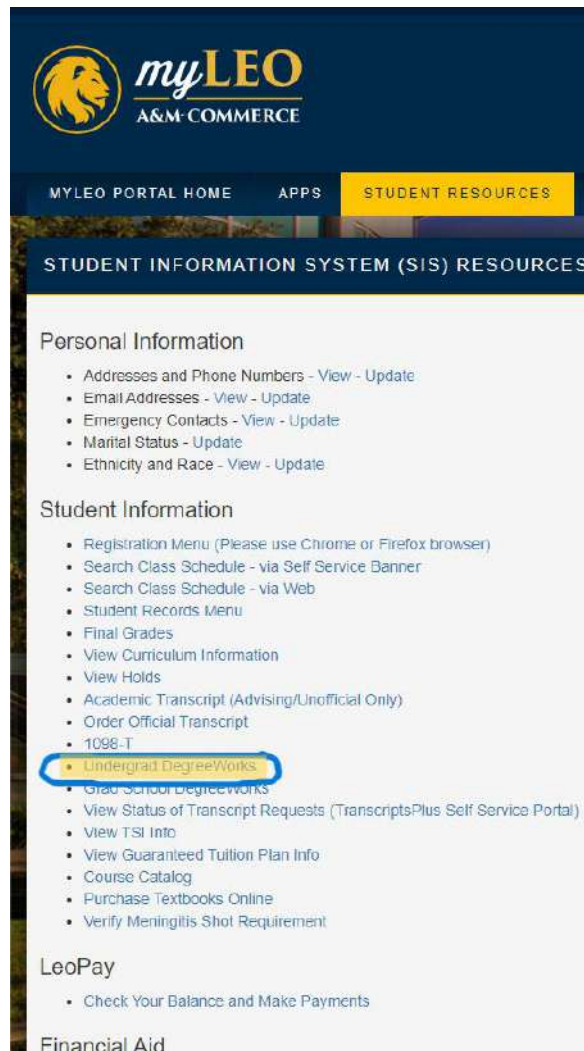
During the last week of classes be aware that grading may take additional time, exceeding 48 hours. This is a busy time for grading and instructors strive to provide quality feedback alongside grades.



DegreeWorks

DegreeWorks is a web-based planning tool to help students and advisors monitor student's progress toward degree completion. DegreeWorks is not a substitution for consultation with an academic advisor. DegreeWorks shows the student in an easy-to-read format, the courses and program requirements that must be completed to achieve their chosen degree. All currently enrolled undergraduate students who attend Texas A&M University-Commerce should use DegreeWorks.

DegreeWorks is accessed through myLEO. It is located under the "Student Resources" tab, and is listed as "Undergrad DegreeWorks".



The screenshot shows the myLEO A&M-COMMERCE website interface. At the top, there is a navigation bar with three tabs: "MYLEO PORTAL HOME", "APPS", and "STUDENT RESOURCES". Below this is a section titled "STUDENT INFORMATION SYSTEM (SIS) RESOURCES". Under this section, there are four main categories of resources:

- Personal Information**
 - Addresses and Phone Numbers - View - Update
 - Email Addresses - View - Update
 - Emergency Contacts - View - Update
 - Marital Status - Update
 - Ethnicity and Race - View - Update
- Student Information**
 - Registration Menu (Please use Chrome or Firefox browser)
 - Search Class Schedule - via Self Service Banner
 - Search Class Schedule - via Web
 - Student Records Menu
 - Final Grades
 - View Curriculum Information
 - View Holds
 - Academic Transcript (Advising/Unofficial Only)
 - Order Official Transcript
 - 1098-T
 - **Undergrad DegreeWorks** (highlighted with a blue circle)
 - Grad School DegreeWorks
 - View Status of Transcript Requests (TranscriptsPlus Self Service Portal)
 - View TSI Info
 - View Guaranteed Tuition Plan Info
 - Course Catalog
 - Purchase Textbooks Online
 - Verify Meningitis Shot Requirement
- LeoPay**
 - Check Your Balance and Make Payments
- Financial Aid**

D2L | DUO | EAB

MyLeo is the student portal powered by D2L Brightspace. Here a student can access their student email, pay their university balance, review registration, access online courses, accept financial aid, and more.

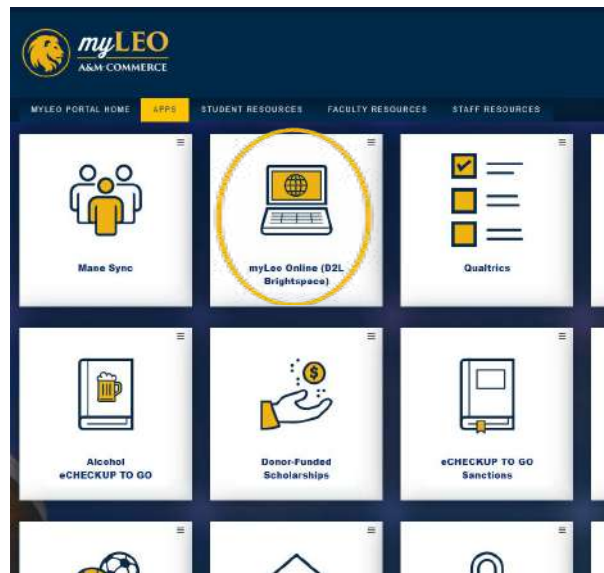
Duo

Duo is A&M-Commerce's authentication tool, to enhance security.

Learn more [here](#).

D2L

All of a students' courses are accessed through D2L. Within D2L, you will be able to read course materials, take tests, submit assignments, and more. To access D2L, login to myLEO then click the Apps tabs and locate "myLeo Online (D2L Brightspace)" with the laptop icon. After clicking this icon, students will be automatically logged into D2L.



EAB

EAB is used as a communication and documentation tool in the advising office as well as other offices around campus. Students utilize EAB to schedule appointments with their advisor. Students can use this link to access EAB. Once a student logs in they click the get assistance button on the right hand side and follow the prompts to set up an appointment. Advisors have individual links that take the students directly to their scheduling once they log in. If no appointments are available when you can meet you can request an appointment and the advisor will contact you directly.

Check out the guide on how to schedule an appoint through EAB, [here](#).

CBE Course Structure

Modules

Courses are broken down into modules. Think of the course as a book and modules as chapters within a book.

Pre-Tests

At the beginning of each module there is a pre-test. This test is not part of the overall course grade. It is used to gauge the student's knowledge of the materials in the module. Pre-tests can may include multiple choice, short answer, true/false, and other types of questions. These tests are often timed.

Assignments

Courses will have a variety of activities or assignments. The pre-test grade will determine which activities a student is required to complete. Please reach out to the instructor of the course for more details on the activities required.

Post-Tests

At the end of each module is a post-test. So each course will have multiple post-tests. These tests are part of the overall course grade and require a score of 80% or higher. Students have three attempts at these tests. Post-tests may include multiple choice, short answer, essay, true/false, and other types of questions. These tests are often timed.

Culminating Projects

Each course requires a culminating project due after completing the post-tests. The culminating project requires an 80% or above to pass and is part of the overall course grade. Students are allowed three attempts for the culminating project. It is recommended to submit the culminating project before the end of the week 7 in the course. This will allow for enough time to resubmit the project if needed.

Important Dates

Week 5

Drop Deadline, Wednesday @ 5 pm CT
Acceleration Deadline, Friday @ 5 pm CT

Week 6

Withdrawal Deadline, Wednesday @ 5 pm CT

Week 7

End of Term - all assignments and tests due, Friday @ 11:59 pm CT



Failing a Course

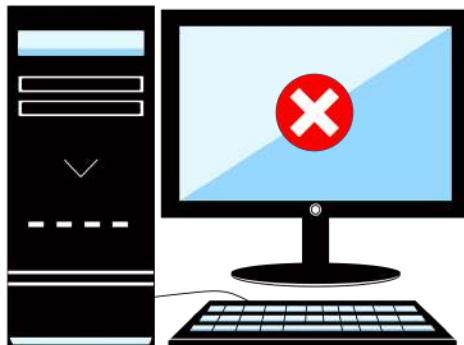
The following scenarios will result in a student failing a course;

- Not achieving an 80% on both the Post-Test and Final Project within 3 attempts
- Not submitting the Post-Test or Final Project before the term deadline
- Plagiarism
- Cheating

When retaking a course, the student must still pay for the course. If a student retakes a course a third time, there is an additional fee.

In the event a student fails a course, their advisor will discuss the best plan for retaking the course.

Students are not allowed to drop a course due to failure in the course. In the event a student does not make 80% or higher on a post-test or culminating project by the third attempt, the student is not allowed to drop the course due to this failure. The student is ineligible to “accelerate” and/or re-take the course in the current term.



Academic Dishonesty

Undergraduate students at Texas A&M University-Commerce are expected to maintain high standards of integrity and honesty in all of their scholastic work. Conduct that violates generally accepted standards of academic honesty is defined as academic dishonesty. Additional information can be found within the A&M-Commerce Policies & Procedures.

Academic dishonesty includes, but is not limited to, the following acts defined below.

CHEATING: Intentionally using or attempting to use unauthorized materials, information, notes, study aids or other devices or materials in any academic exercise. Unauthorized materials may include anything or anyone that gives a student assistance, and has not been specifically approved in advance by the instructor.

PLAGIARISM: The appropriation of another person's ideas, processes, results, or words without giving appropriate credit.

Academic Integrity

Students at Texas A&M University-Commerce are expected to maintain high standards of integrity and honesty in all their scholastic work. For more details and the definition of academic dishonesty see the following procedures: [Undergraduate Academic Dishonesty 13.99.99.R0.03](#)
[Undergraduate Student Academic Dishonesty Form](#)
[Graduate Student Academic Dishonesty Form](#)

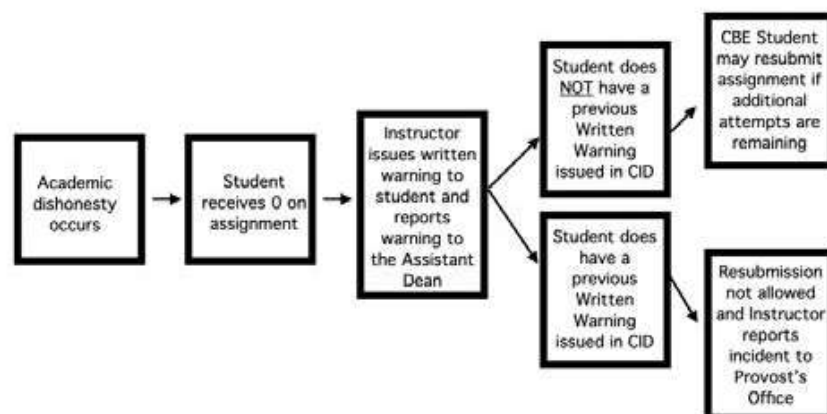


CID Policy on Academic Integrity

Academic dishonesty includes cheating, complicity in cheating, multiple submissions (or substantial portions) of the same work for credit without authorization, submitting another's work, plagiarism, submitting algorithmically (AI) plagiarized work, and other acts that may reasonably be called academic dishonesty.

- Students who commit academic dishonesty will receive a grade of 0 for the assignment in the course and be issued a Written Warning that is reported to the CID Assistant Dean's office and listed in a database.
- If the student does NOT have a previous Written Warning for academic dishonesty reported in CID courses and has additional attempts available for the assignment, the student may resubmit the assignment (this applies to CBE courses only).
- If the student has a Written Warning of academic dishonesty reported in CID courses, the student may NOT resubmit the assignment, and the instructor will follow the procedure detailed in Policy 13.99.99.R0.03 for Undergraduate Academic Dishonesty and report the incident to the Provost Office.

Procedure for Assessing Academic Dishonesty



ADA Accommodations

All are students eligible for the same accommodations as students enrolled in traditional 16 week programs. Accommodations are set within the duration of the course and do not extend beyond the end of the semester.

Students must request their accommodation letters each 7 week term and for each course when accelerating.

Contact the Student Disability Services Office
at
903.886.5150 or StudentDisabilityServices@tamuc.edu

Accreditation Statement

Texas A&M University-Commerce is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award baccalaureate, masters, and doctoral degrees. Questions about the accreditation of Texas A&M University-Commerce may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling 404.679.4500, or by using information available on SACSCOC's website (www.sacscoc.org).

To inquire about Texas A&M University-Commerce's accreditation status, please contact Dr. Ricky Dobbs, at ricky.dobbs@tamuc.edu or 903.886.8707.



Notice of Non-Discrimination

Texas A&M University is committed to providing safe and non-discriminatory learning, living, and work environments for all members of the University community. The University provides equal opportunity to all employees, students, applicants for employment or admission, and the public regardless of race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation, or gender identity. Texas A&M University will promptly, thoroughly, and fairly investigate and resolve all complaints of discrimination, harassment, including sexual harassment, complicity and related retaliation based on a protected class in accordance with System Regulation 08.01.01, University Rule 08.01.01.M1, Standard Administrative Procedure SAP 08.01.01.M1.01, and applicable federal and state laws.

In accordance with Title IX and its implementing regulations, Texas A&M does not discriminate on the basis of sex in any educational program or activity, including admissions and employment. The University's response to allegations of discrimination, harassment, complicity, and related retaliation will be 1) prompt, thorough, and equitable; 2) intended to prevent the recurrence of any harassment; and 3) intended to remedy its discriminatory effects, as appropriate. A substantiated allegation of such conduct may result in disciplinary action, up to and including separation from the University. Visitors, contractors, and third parties who commit discrimination, harassment, complicity, or related retaliation may have their relationships with the University terminated and/or their privileges of being on University premises withdrawn.

The procedures for responding to allegations of discrimination, harassment, complicity, and related retaliation against students, faculty, staff, and third parties are detailed in the University's SAP. The sanctioning guidance for substantiated allegations against employees and students can also be found in the SAP. Additional sanctioning guidance related to substantiated sex-based allegations against students can be found here: [Title IX Cumulative Sanctioning Matrix](#). Questions about the University's policies or procedures should be directed to Jennifer Smith, Assistant Vice President & Title IX Coordinator at civilrights@tamu.edu.

MEET OUR FACULTY AND STAFF



Yvonne Villanueva-Russell, Ph.D.
Dean, College of Innovation and Design, and Professor of Sociology



Lauren Kimmel
Administrative Associate V



Ricia Montgomery
Budget Specialist II



April Sanders, Ph.D.
Assistant Dean, College of Innovation and Design, and Associate Professor of Curriculum and Instruction



Raquel Escobar
Administrative Coordinator I



Jennie Cobb
Orientation Coordinator



Beth Bailey, Ph.D.
Instructor



Deena Besson
Instructor



Jennifer Hudson
Instructor



Tina Lancaster
Instructor



Theresa Sadler, Ph.D.
Instructor



George Swindell
Instructor and Program Coordinator



Stefan W. Vaughn, Ed.D.
Instructor



Jimmy Womack
Instructor and TABCJ Program Coordinator



Amanda Willows
Instructor

Meet Our CID Student Success Team



Misty Lair
Director, Special Populations and Projects



Becky Smith
Advisor for Competency-Based Education



Brianna Harrison
Academic Advisor for ORGL



Jamie Pfennig
Processor



Maria Garcia-Hidalgo, M.S.
Pride Pathway Coordinator



New Pride Pathway
Onboarding Specialist



Associate Program Director

