

**Course information**

**Course number:** SOCI 420

**Course title:** Advanced Methods of Social Research

**Section:** 901

**Time:** Tuesday and Thursday, 9:35–10:50am

**Location:** Jack E. Brown Chemical Engineering Building (CHEN) 104  
(<https://aggiemap.tamu.edu/?bldg=0386>)

**Credit hours:** 3 (three)

**Course website:** <http://www.ernestoamaral.com/soci420-22fall.html>

This website provides this syllabus, slides, details about assessments and grades, videos, extra readings, external links, and other materials, which will be uploaded throughout the semester.

**Canvas website:** <https://canvas.tamu.edu/courses/170548>

I will utilize Canvas to write announcements to students, receive assignments, quizzes and exams, and post grades. **If students want to communicate with me, you should email me. I do not check messages sent to my Canvas Inbox.**

**Instructor details**

**Instructor:** Ernesto F. L. Amaral, Associate Professor, Department of Sociology  
(<http://www.ernestoamaral.com>)

**Office:** Liberal Arts Social Sciences Building (LASB) 320  
(<https://aggiemap.tamu.edu/?bldg=1609>)

**Phone:** (979)845–9706

**Email:** [amaral@tamu.edu](mailto:amaral@tamu.edu)

**Office hours:** <https://tamu.zoom.us/my/amaral>

I will provide office hours by appointment. Students must request appointments by email at least 48 hours in advance. When you enter this Zoom session, you will be placed in a waiting room. I will add you to the chat after I finish talking to the previous student.

**Teaching assistant information**

**Nereyda Ortíz Osejo**, Graduate Student, Department of Sociology

**Email:** [nyortiz@tamu.edu](mailto:nyortiz@tamu.edu)

**Office hours:** Friday, 12:30–2:30pm (Zoom and in-person office hours)

**Zoom office hours:** <https://us04web.zoom.us/j/7646291362?pwd=UEI5RFJtYnlSV1czYithRFR4a1ZXUT09>  
Nereyda will be available only if students request Zoom office hours by email at least 24 hours in advance.

**In-person office hours:** Liberal Arts Social Sciences Building (LASB) 319  
Nereyda will be present only if students request in-person office hours by email at least 24 hours in advance.

### Course description

**Main contents:** This course on advanced methods of social research will cover major topics related to (1) descriptive statistics; (2) inferential statistics; (3) bivariate measures of association; and (4) multivariate techniques. Specific subjects are listed in the calendar of activities provided in this syllabus.

**Prerequisite:** Sociology majors should have taken and completed Methods of Social Research (SOCI 220) prior to taking SOCI 420. This prior course covers topics related to relationships between sociological theories, research, qualitative evaluation of data, construction and use of analytical procedures and research techniques, and participant observation.

**Writing intensive:** This course is a writing intensive course with lectures and assignments focusing on appropriate techniques for presenting data and results of statistical analysis, interpreting results, and integrating analysis and interpretation into technically rigorous reports. The course will count toward your university-mandated writing course degree requirement.

**Computer intensive:** Topics learned in this course will be exemplified with databases, Microsoft Excel, and the statistical software Stata.

**Material:** Via the course website, I will provide files containing the syllabus, slides, assignments, databases, Stata codes, external links, and other materials, which will be uploaded throughout the semester.

**Approach:** I encourage students to apply the knowledge they acquire to analyze aggregated data and survey microdata. I emphasize the interpretation of results obtained using statistical techniques, as opposed to asking my students to memorize or manually calculate multiple statistics. My teaching strategy is to break down the significance of statistical methods and make the topic accessible through the use of diagrams, software, household survey databases, handouts, and interactive lab classes.

### Course prerequisites

SOCI 220: Methods of Social Research.

### Learning outcomes

Upon successfully completing this course, students should be able to:

- Identify advanced concepts related to social research methods.
- Apply quantitative techniques to manipulate sociological databases and analyze the results.
- Investigate social issues using research methods, databases, and statistical software.
- Explain limitations of social research using quantitative methods.
- Analyze microdata from social surveys with statistical software.
- Generate, present, and interpret analyses of sociological data with tables and graphs.
- Elaborate reports based on surveys, utilizing statistical methods, and sociological hypotheses.

**Textbook and resource materials**

There are several options to buy or rent (new, used or digital) copies of the books listed below. As a student at Texas A&M you are not under any obligation to purchase a textbook from a university affiliated bookstore. The same textbook may also be available from independent retailers, including online retailers.

The following textbooks are **recommended** for this course:

1. Healey, Joseph F. 2015. **Statistics: A Tool for Social Research**. Stamford: Cengage Learning. 10th edition. (H)  
[\(MSC Bookstore\)](#)  
[\(Amazon\)](#)

This material is essentially the same as the 9th edition. Since the cost of these editions recently became quite similar, I will formally utilize the 10th edition for my lectures. However, if you find a retailer selling the 9th edition with a more affordable price, you can acquire that edition for this course.

2. Illowsky, Barbara; Dean, Susan. 2018. **Introductory Statistics**. Houston: OpenStax. (I)  
<https://openstax.org/details/books/introductory-statistics>

This is an open access textbook, so it is free for downloading.

3. Miller, Jane E. 2015. **The Chicago Guide to Writing About Numbers**. Chicago: The University of Chicago Press. 2nd edition. (M)  
[\(MSC Bookstore\)](#)  
[\(Amazon\)](#)

This manual for writing about numbers is not required, but I will use it during my lectures to give examples of how to organize, present, and interpret numbers.

We will use **Excel and the statistical software Stata** for applications with real databases. Stata will be made available through the Texas A&M Virtual Open Access Lab (VOAL) (<https://voal.tamu.edu/>). We will have several in-class activities in order to learn Stata. I invite you to bring your own laptop to class if you have one available.

**Grading policy**

**Grading scale:** The course follows the standard rules of the university regarding the letter grading scale (<http://student-rules.tamu.edu/rule10>).

Assessment	Percent of final grade	Details	Grading scale	Percent
Assignment 1	20%		A	90–100%
Assignment 2	20%		B	80–89%
Assignment 3	20%		C	70–79%
Final exam	20%	40 questions, 0.5 points per question	D	60–69%
Quizzes	20%	20 quizzes, 2 questions per quiz, 0.5 points per question	F	0–59%
<b>Total</b>	<b>100%</b>			

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**Do not miss assignments, final exam, and quizzes! Every point is important to your grade!**

**All assessments will not be graded on a curve.**

**Grades will not be rounded up (e.g., 59.9 is an F, 69.9 is a D, 79.9 is a C, 89.9 is a B).**

**Study groups:** You are not competing with others in this class for a grade. Feel free to form study groups to review course materials. However, assignments, quizzes, and exams are not group projects. Students should complete all graded activities individually. Students should not prepare or compare their answers to these activities with the work of others before submitting for a grade.

**Assignments** will explore empirical exercises using real databases with Excel and the statistical software Stata. Students will have to present data of statistical analysis and interpret results in technically rigorous reports. Details about each assessment will be provided on the course website.

**Submission:** Assignments will be submitted through Turnitin within Canvas. Turnitin is an online database system designed to help instructors **detect plagiarism**, track citations, facilitate peer reviews, and provide paperless grading markup in written assignments.

**Due dates:** Students will have until 11:59pm of the due dates to turn in assignments through Canvas. Due dates are listed in the calendar of activities of this syllabus.

**Resubmission:** Students will have the opportunity to submit, receive feedback, revise, and resubmit assignments throughout the semester. Students should resubmit their assignments no later than one week after the grades for a specific assignment are posted on Canvas. The time for resubmission may be shorter for some assignments.

The **Final exam** will be given online on Canvas and will consist of multiple-choice questions and/or other types of questions. There will be no face-to-face class on the final exam day. You will be allowed to look at your notes and class material to answer the questions. This exam will be given during final examinations week in accordance with the schedule published by the Office of the Registrar (<http://registrar.tamu.edu/Courses,-Registration,-Scheduling/Final-Examination-Schedules>).

**Quizzes** will be available on Canvas (**open from 10:50am of the class day until 8pm of the following day**) and will consist of multiple-choice questions and/or other types of questions. Students will answer the quiz online on Canvas after class hours. The content of the quiz can cover any topic we discussed throughout the course up to the day of the quiz. You will be allowed to look at your notes and class material to answer the questions.

**Guide for online quizzes and final exam**

Students should read the **following instructions** about online quizzes and the final exam before starting them on Canvas.

The **dates** of quizzes, exams, and the final exam are available in the calendar of activities of this syllabus.

**1. Main information about your online quiz:**

- 1.1. Two questions at 0.5 points each for a total of one point.
- 1.2. The quiz will be available on Canvas from 10:50am of the class day until 8pm of the following day.
- 1.3. However, once you begin, you will have **five minutes to complete the quiz**.

**2. Main information about your online final exam:**

- 2.1. 40 multiple choice questions at 0.5 points each for a total of 20 points.
- 2.2. The final exam will be available on Canvas during the time defined by the university.
- 2.3. You will have **two hours to complete the final exam**.

**3. More information about quizzes and exams:**

- 3.1 No password is required.
- 3.2. The multiple-choice questions will be randomly selected by Canvas from a pool of questions that I created. Thus, these questions will not be the same for all students.
- 3.3. The quiz or exam will shut down once the time limit has been reached, so pay attention to the clock.
- 3.4. The quiz or exam will close once the deadline has been reached, even if you only just started it.
- 3.5. You will only see one question at a time.

**4. Suggestions for time management during your exam:**

- 4.1. I suggest setting a timer for each question, for instance:
  - 4.1.1. Quiz: Two minutes and 30 seconds per question (2 questions, 5 minutes in total)
  - 4.1.2. Final exam: Three minutes per question (40 questions, 120 minutes in total).
- 4.2. The trick is to not hit the next/submit button until the timer has gone off, since you cannot go back to the previous question once you submit your answer.

**5. Suggestions for internet connection:**

- 5.1. If possible, choose a wired internet connection over a wireless connection.
- 5.2. This is an online test and you do not want to take the whole test over again just because of issues with your internet connection.
- 5.3. If you do lose your internet connection, I recommend that you close your browser and then sign back into Canvas. You should be able to continue the test where you left off.
- 5.4. Please note that the clock will continue to run, so do not assume that you have lots of time to utilize.
- 5.5. If the above reset does not work, you will have to retake the whole test.

**6. If you have problems, tell me:**

- 6.1. If you have any problems at all, please contact me as soon as possible through email.
- 6.2. I will be available throughout the day to help you.
- 6.3. Do not wait 20–30 minutes before contacting me about any problems.
- 6.4. I want to know immediately so that I can help.

**Course schedule (tentative)**

The tentative calendar of activities below includes dates, course topics, readings, and assessments due dates for this course. Changes will be indicated during classes and will be posted on the course website.

Day	Date	Topic	Reading Author.chapter	Assessment due date
<b>AUGUST</b>				
01	08/25 (Thursday)	Syllabus & Introduction	Syllabus, H.1, I.1	
02	08/30 (Tuesday)	Statistical software	Stata01.txt	
—	08/30 (Tuesday)	Last day for adding/dropping courses for the Fall semester	—	
<b>SEPTEMBER</b>				
03	09/01 (Thursday)	Basic descriptive statistics	H.2, I.2	<b>Quiz 1</b>
04	09/06 (Tuesday)	Basic descriptive statistics & Survey weights	H.2, I.2, Slides	<b>Quiz 2</b>
05	09/08 (Thursday)	Statistical software	Stata02.txt	
06	09/13 (Tuesday)	Measures of central tendency	H.3, I.2	<b>Quiz 3</b>
07	09/15 (Thursday)	Statistical software	Stata03.txt	<b>Quiz 4</b>
08	09/20 (Tuesday)	Measures of dispersion	H.4, I.2	
09	09/22 (Thursday)	Statistical software	Stata04.txt	<b>Quiz 5</b>
10	09/27 (Tuesday)	The normal curve	H.5, I.6	<b>Quiz 6</b>
11	09/29 (Thursday)	Statistical software	Stata05.txt	<b>Assignment 1</b>
<b>OCTOBER</b>				
12	10/04 (Tuesday)	Introduction to inferential statistics	H.6, I.7	<b>Quiz 7</b>
13	10/06 (Thursday)	Estimation procedures	H.7, I.8	<b>Quiz 8</b>
—	10/11 (Tuesday)	Fall break	—	
14	10/13 (Thursday)	Statistical software	Stata_append.txt Stata06-07.txt	<b>Quiz 9</b>
15	10/18 (Tuesday)	Hypothesis testing I: The one-sample case	H.8, I.9	<b>Quiz 10</b>
16	10/20 (Thursday)	Hypothesis testing II: The two-sample case	H.9, I.10	
17	10/25 (Tuesday)	Statistical software	Stata8.txt & Stata9.txt	<b>Quiz 11</b>
18	10/27 (Thursday)	Hypothesis testing III: The analysis of variance	H.10, I.13	<b>Quiz 12</b>



Lecture	Date	Topic	Reading Author.chapter	Assessments due dates
<b>NOVEMBER</b>				
19	11/01 (Tuesday)	Hypothesis testing IV: Chi square	H.11, I.11	<b>Assignment 2</b>
20	11/03 (Thursday)	Statistical software	Stata10.txt & Stata11.txt	<b>Quiz 13</b>
21	11/08 (Tuesday)	Bivariate association for nominal- and ordinal-level variables	H.12	<b>Quiz 14</b>
22	11/10 (Thursday)	Statistical software	Stata12.txt	
23	11/15 (Tuesday)	Association between variables measured at the interval-ratio level	H.13, I.12	<b>Quiz 15</b>
24	11/17 (Thursday)	Statistical software	Stata13.txt	<b>Quiz 16</b>
—	11/18 (Friday)	Last day for all students to drop courses with no penalty (Q-drop)	—	
25	11/22 (Tuesday)	Ordinary least squares regression	H.15, I.12	<b>Quiz 17</b>
—	11/24 (Thursday)	Thanksgiving	—	
26	11/29 (Tuesday)	Ordinary least squares regression	H.15, I.12	<b>Quiz 18</b>
<b>DECEMBER</b>				
27	12/01 (Thursday)	Ordinary least squares regression	H.15, I.12	<b>Quiz 19</b>
28	12/06 (Tuesday)	Statistical software	Stata15.txt	<b>Quiz 20</b>
29	12/09 (Friday)	<b>Final Exam, 12:30–2:30pm</b>	Material from lectures 1–28	<b>Assignment 3 &amp; Final Exam</b>

**Department of Sociology Diversity and Civility Statement**

The Department of Sociology supports Texas A&M University's commitment to diversity and welcomes individuals of all ages, citizenship, abilities, education, ethnicities, family statuses, genders, gender identities, languages, military experience, political views, races, religions, sexual orientations, socioeconomic statuses, and work experiences (see <http://diversity.tamu.edu/>).

A key component of a university education is exposure to a wide range of ideas, viewpoints, and experiences from people of various backgrounds and fields of study. Sociology as a discipline is not a collection of ideas you must agree with; sociology is the research-driven study of our social world. As such, this course may feature content and discussions that challenge your own deeply-held beliefs. This is to be expected. This is done to encourage you, as a burgeoning social scientist, to learn to examine your beliefs and articulate why you support them. Exposure to sociological frameworks with which you may disagree will also help you gain a competency in navigating differences and discomfort, which you will continue to experience throughout your time at the university, as well as within your career.

This course supports a commitment to life-long learning through respectful and civil discourse. As this is a social science class, discussions are to be framed using rules of evidence and should always be presented in a respectful and civil manner when engaging with fellow students and the instructor. In the spirit of this vital commitment, each voice in the classroom has something of value to contribute to discussions. Everyone is expected to respect the different experiences, beliefs and values expressed by fellow students and the instructor and will engage in reasoned discussion that refrains from derogatory comments and dehumanizing language about other people, cultures, groups, or viewpoints. This applies both inside and outside of the classroom, and includes electronic venues such as GroupMe. Discussions are to be focused on the ideas presented and not the individual. This is paramount to a quality educational experience. Any action(s) that disrupt this standard will not be tolerated and the student may be asked not to participate in further discussion.

The **Student Conduct Code Rule 21** regarding classroom behavior will also be strictly enforced:

Texas A&M University supports the principle of freedom of expression for both instructors and students. The university respects the rights of instructors to teach and students to learn. Maintenance of these rights requires classroom conditions that do not impede their exercise. Classroom behavior that seriously interferes with either (1) the instructor's ability to conduct the class or (2) the ability of other students to profit from the instructional program will not be tolerated. An individual engaging in disruptive classroom behavior may be subject to disciplinary action. See 24.4.15. (<https://student-rules.tamu.edu/rule21/>).

If a student is being disruptive or disrespectful (rude, inappropriate, unprofessional, and/or harmful to others) either in the classroom, office hours, or during class-related communications outside of lecture (online or in-person), they will receive one warning from the instructor or TA. However, if the behavior is viewed as seriously disruptive, no warning will be issued, and action will be taken. This may involve immediate removal from class. If negative behavior persists following a warning, the instructor and/or TA will request an in-person meeting with the student and Head or Associate Head of the department to discuss and document a plan for changing behavior. This plan will be signed by the student and forwarded to the Head of the Department of Sociology. Further infractions will immediately involve the Department Head and the Academic Dean (per Rule 21).



### Class participation

**I will not take attendance each class.** You are responsible for your own learning, but your actions affect the entire class. Active participation in class discussion is vital to the shared learning experience. For this to work, everyone must come prepared to class, having done the readings and come prepared to discuss the week's readings in depth. Active participation is premised on respect. Being prepared for class, listening attentively, challenging ideas and not individuals—are all markers of respect in a community of learning. Thus, I expect everyone to attend class and value each other's ideas. **Hate speech will not be tolerated.**

### Learning resources

The mission of the University Writing Center (UWC) is to help you develop and refine the communication skills vital to success in college and beyond. You can choose to work with a trained UWC peer consultant in person or via web conference or email. Consultants can help with everything from lab reports to application essays and at any stage of your process, from brainstorming to reviewing the final draft. You can also get help with public speaking, presentations, and group projects. The UWC's main location is on the second floor of Evans Library; there's also a walk-in location on the second floor of West Campus Library. To schedule an appointment or view our helpful handouts and videos, visit <http://writingcenter.tamu.edu>. Or call (979)458–1455.

### Electronic devices

During classes, laptops, tablets, and smartphones should not be used for activities that are not directly related to the course.

Examples of **activities unrelated to class** include: checking and answering email, texting, scheduling appointments, viewing videos, and viewing websites with materials unrelated to the course.

Examples of **activities related to class** include: reviewing documents and course materials posted on the web, and examining websites that are visited as part of the lecture. If the policy is not respected, I will ban all devices for non-laptop required sessions.

### Student course evaluation

Students should complete the course evaluation on <https://tamu.aefis.net/>. Students can see this [step-by-step guide](#) on how to access and respond to the student course evaluations.

### Office hours

**Office hours** are intended to assist students who are seeking help understanding course materials (lectures, readings, lab classes, etc.) and to mentor students. Office hours do not substitute for attendance in class. I will not discuss missed classes unless the student missed those classes because of an authorized excuse. University rules related to excused and unexcused absences are located online at [Student Rule 7](#). As Student Rules state: (1) it is the student's responsibility to attend class; and (2) if I used office hours to substitute for attendance in class, it would be a disservice to students who wish to use office hours to enhance their academic success.

### Late work policy

Students are not allowed to submit their course work after the due date. Work submitted by a student as makeup work for an excused absence is not considered late work and is exempted from the late work policy (see [Student Rule 7](#)).

### University policies

#### Attendance policy

The university views class attendance and participation as an individual student responsibility. Students are expected to attend class and to complete all assignments.

Please refer to [Student Rule 7](#) in its entirety for information about excused absences, including definitions, and related documentation and timelines.

#### Makeup work policy

Students will be excused from attending class on the day of a graded activity or when attendance contributes to a student's grade, for the reasons stated in Student Rule 7, or other reason deemed appropriate by the instructor.

Please refer to [Student Rule 7](#) in its entirety for information about makeup work, including definitions, and related documentation and timelines.

Absences related to Title IX of the Education Amendments of 1972 may necessitate a period of more than 30 days for make-up work, and the timeframe for make-up work should be agreed upon by the student and instructor" ([Student Rule 7, Section 7.4.1](#)).

"The instructor is under no obligation to provide an opportunity for the student to make up work missed because of an unexcused absence" ([Student Rule 7, Section 7.4.2](#)).

Students who request an excused absence are expected to uphold the Aggie Honor Code and Student Conduct Code. (See [Student Rule 24](#).)

#### Academic integrity statement and policy

**"An Aggie does not lie, cheat or steal, or tolerate those who do."**

"Texas A&M University students are responsible for authenticating all work submitted to an instructor. If asked, students must be able to produce proof that the item submitted is indeed the work of that student. Students must keep appropriate records at all times. The inability to authenticate one's work, should the instructor request it, may be sufficient grounds to initiate an academic misconduct case" ([Section 20.1.2.3, Student Rule 20](#)).

You can learn more about the Aggie Honor System Office Rules and Procedures, academic integrity, and your rights and responsibilities at [aggiehonor.tamu.edu](http://aggiehonor.tamu.edu).

### **Americans with Disabilities Act (ADA) policy**

Texas A&M University is committed to providing equitable access to learning opportunities for all students. If you experience barriers to your education due to a disability or think you may have a disability, please contact the Disability Resources office on your campus (resources listed below) 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 Resources and their instructors as soon as possible.

Disability Resources is located in the Student Services Building or at (979) 845-1637 or visit [disability.tamu.edu](http://disability.tamu.edu).

### **Title IX and statement on limits to confidentiality**

Texas A&M University is committed to fostering a learning environment that is safe and productive for all. University policies and federal and state laws prohibit gender-based discrimination and sexual harassment, including sexual assault, sexual exploitation, domestic violence, dating violence, and stalking.

With the exception of some medical and mental health providers, all university employees (including full and part-time faculty, staff, paid graduate assistants, student workers, etc.) are Mandatory Reporters and must report to the Title IX Office if the employee experiences, observes, or becomes aware of an incident that meets the following conditions (see [University Rule 08.01.01.M1](#)):

- The incident is reasonably believed to be discrimination or harassment.
- The incident is alleged to have been committed by or against a person who, at the time of the incident, was (1) a student enrolled at the University or (2) an employee of the University.

Mandatory Reporters must file a report regardless of how the information comes to their attention – including but not limited to face-to-face conversations, a written class assignment or paper, class discussion, email, text, or social media post. Although Mandatory Reporters must file a report, in most instances, a person who is subjected to the alleged conduct will be able to control how the report is handled, including whether or not to pursue a formal investigation. The University's goal is to make sure you are aware of the range of options available to you and to ensure access to the resources you need.

Students wishing to discuss concerns in a confidential setting are encouraged to make an appointment with [Counseling and Psychological Services](#) (CAPS).

Students can learn more about filing a report, accessing supportive resources, and navigating the Title IX investigation and resolution process on the University's [Title IX webpage](#).

### **Statement on mental health and wellness**

Texas A&M University recognizes that mental health and wellness are critical factors that influence a student's academic success and overall wellbeing. Students are encouraged to engage in healthy self-care by utilizing available resources and services on your campus

Students who need someone to talk to can contact Counseling & Psychological Services (CAPS) or call the TAMU Helpline (979-845-2700) from 4:00 p.m. to 8:00 a.m. weekdays and 24 hours on weekends. 24-hour emergency help is also available through the National Suicide Prevention Hotline (800-273-8255) or at [suicidepreventionlifeline.org](http://suicidepreventionlifeline.org).

**COVID-19 statement**

To help protect Aggieland and stop the spread of COVID-19, Texas A&M University urges students to be vaccinated and to wear masks in classrooms and all other academic facilities on campus, including labs. Doing so exemplifies the Aggie Core Values of respect, leadership, integrity, and selfless service by putting community concerns above individual preferences. COVID-19 vaccines and masking — regardless of vaccination status — have been shown to be safe and effective at reducing spread to others, infection, hospitalization, and death.

If you test positive for COVID-19, you can download a flowchart for guidance and get additional information in the [page about positive test protocol](#) of the Texas A&M Health Science Center.

If you have been diagnosed with COVID-19, received a positive test result for COVID-19, or are experiencing COVID-19 symptoms, you must stay home and immediately [complete the COVID-19 Report Form](#).

**Please include information about our course** in the following question of the report form: "What in-person classes or events did you attend in person starting from 48 hours before symptoms started?"

- Class Name: Advanced Methods of Social Research
- Course: SOCI 420
- Section: 901
- Faculty/Instructor: Ernesto Amaral

**Extracts from Student Rule 7**

I provide below some important information extracted from Texas A&M [Student Rule 7](#). I simply follow the rules established by the university.

**From 7.1 Notification of absences**

– The student must provide notification of excused absences to the instructor in writing (e-mail is acceptable) prior to the day of absence.

– In cases where advanced notification is not possible, the student must provide notification by the end of the second business day after the last date of the absence. This notification must include an explanation of why notice could not be sent.

**From 7.2 Absences**

– Only excused absences defined by Texas A&M University are accepted (check the list on [Student Rule 7, Section 7.2.2](#)).

**From 7.3 Absence documentation and verification**

– The student is responsible for providing documentation substantiating the reason for the excused absence, including the reasons stated in Section 7.2.

– This documentation must be provided within three business days of the last date of the absence, unless otherwise stated in this rule.

**From 7.4 Make up work**

– Make-up work must be completed in a timeframe not to exceed 30 calendar days from the last day of the initial absence.

**In summary**

– *Student must submit explanation about excused absence by email to professor with attached documentation, listing the exact item within Section 7.2.2 of Student Rule 7 that refers to the absence.*