



## BIOL 4105: RESEARCH SPRING 2024

**Instructor:** E. Gloria C. Regisford, PhD  
**Section # and CRN:** Lecture: P02- CRN: 25585;  
**Office Location:** Room 430G, E.E. O'Banion Building  
**Office Phone:** 936-261-3165  
**Email Address:** [gcregisford@pvamu.edu](mailto:gcregisford@pvamu.edu)  
**Office Hours:** TW: 1:00 pm-2:30 pm or by appointment  
**Mode of Instruction:** Face to Face

**Course Location:** E. E. O'Banion Science Building Room 101  
**Class Days & Times:** **Lecture: W 5:00 -5:50pm**

**Catalog Description:** **Biol 4105. Research.** (0-1) This course covers the fundamentals of performing research investigations. It will cover responsible conduct of research topics, general laboratory safety issues, effective research searches and ways to collect and analyze data.

**Prerequisites:** NONE  
**Co-requisites:** NONE

**Required Text(s):** **None Journals articles/Readings will be provided**

**Recommended Text(s):** **None**

### Course Learning Objectives:

The primary objective of the course is to introduce undergraduate students to the importance of research in our daily lives. The course will provide students with the opportunity to enhance their scholarly activity by participating in research and creative activities beyond the traditional undergraduate experience.

### Student Learning Outcomes:

	Upon successful completion of this course, students will be able to:	Program Learning Outcome # Alignment	Core Curriculum Outcome Alignment
1	Develop a comprehensive understanding of the Responsible Conduct of Research	2	Critical Thinking
2	Use deductive reasoning to determine whether RCR is being displayed	2	Critical Thinking
3	Analyze and interpret RCR case studies using NIH materials	2	Critical Thinking
4	Read, interpret and present case studies as assigned	1	Communication
5	Write in clear, correct, grammatical prose.	1	Communication
6	Collaboratively work on RCR case studies projects in small groups	3	Teamwork
7	Cite research correctly according to APA format, both in the text and in the bibliography.	4	Personal Responsibility

## Major Course Requirements

### Method of Determining Final Course Grade

Course Grade Requirement	Value	Total
1) Reading Assignments (8)	50%	500
2) Discussion and Participation (8)	30%	300
3) Project Report (1)	10%	150
4) Final Exam (1)	10%	50
<b>Total:</b>	<b>100%</b>	<b>1000</b>

### Grading Criteria and Conversion:

A = 90 – 100%; B = 80 – 89%; C = 70 – 79%; D = 60 – 69%; F = 50 – 59%

### Detailed Description of Major Assignments:

Assignment Title or Grade Requirement	Description
Reading Assignments	There will be eight (8) graded reading assignments designed to assess students' understanding of Responsible Conduct of Research.
Discussion and Participation	There will be eight (8) discussion forums on the concepts that will be covered in the class. Students will work in groups on topics, followed by a discussion with the instructor in class. This is to ensure that students are reviewing the lecture materials and also have a sense of presence and community in our class.
Research Paper	Students will write an individual report on their assigned project. The report will be in a specific format which will be given to you by the instructor. The report will be 5 pages long, double-spaced, with 1" margins. The APA format must be used.
Final Exam	A comprehensive exam based on RCR and laboratory safety concepts.

### Course Procedures or Additional Instructor Policies

One 1-hour lecture session will be held weekly. The lecture periods consist of discussions between students and instructor.

Exams will be administered in person in NSCI. Room 406 or Harrington Science 316. More information on the specific day for each exam will be given at least 1 week prior to the exam.

### Canvas

Materials related to the course will be posted on CANVAS.

### Makeup Examinations

**Students are strongly advised to take the exam at the scheduled time.** Plan and schedule your activities so that you can be present to take the final exam at the scheduled time. As a rule, there will be no make-up exams offered. For extenuating circumstances such as hospitalization or death of an immediate family member, an opportunity to take an alternative examination will be offered only to those who make prior contact (at least 24 hours before or with a doctor's note or police report; no exceptions) with the instructor by email. The approval is at the instructor's discretion.

### Student Responsibilities

- Participate in class discussions.
- Read assigned and appropriate chapters.
- Complete all evaluation procedures.
- Ask for help when there is a question or problem.
- Keep your copy of this syllabus.

**Discussion & Participation Forum:** This will be used for class discussions and other postings of general interest that are directly related to the course.

## Semester Calendar (Tentative)

### **Week One** (01/17/24)

Topic Description

Course Overview  
Introduction to Responsible Conduct of Research

### **Week Two** (01/24/24)

Topic Description

Importance of Laboratory Safety  
Discussion & Participation

Assignments

[Sign up for CITI Training](#)  
**RCR Assignment 1 – Mentoring and Research Misconduct**

### **Week Three** (01/31/24)

Topic Description

Fire Safety; Biosafety

Assignments

**Lab Safety Trainings Transcript Due**

### **Week Four** (02/07/24)

Topic Description

Importance of Recordkeeping

Assignments

**RCR Assignment 2 - Data Management Due**

### **Week Five** (02/12/24)

Topic Description

Ways to Improve Reproducibility - Accuracy and Precision

Assignments

**RCR – Assignment 3 - Authorship Due**

### **Week Six** (02/19/24)

Topic Description

Ways to Improve Reproducibility – Importance of Experimental Controls;  
*Controls in Animal Studies for Rigor and Reproducibility*

Assignments.

**RCR – Assignment 4 - Using Animal Subjects in Research Due**

### **Week Seven** (02/26/24)

Topic Description

Completion of Biomedical Responsible Conduct of Research Modules

Assignments

**RCR - Assignment 5 - Research Involving Human Subjects Due**

### **Week Eight** (03/04/24)

Topic Description

*NIH Rigor and Reproducibility Video and Discussion;*

### **Week Nine** (03/11/24)

**Spring Break**

**Week Ten (03/18/24)**

Topic Description

Ways to Improve Reproducibility – Experimental Designs: block designs, factorial designs, biases and variability; How to Archive or Store Data

Assignments.

**RCR – Assignment 6 - Peer Review Due****Week Eleven (03/25/24)**

Topic Description.

Physical and Electronic for Short and Long Term Access for Data,

Assignments

**RCR - Assignment 7 - Conflicts of Interest Due****Week Twelve (04/01/24)**

Topic Description

Witness of Research Activities; Maintaining Compliance with Departmental, University and Federal Guidelines

Assignments

**RCR - Assignment 8 - Collaborative Research Due****Week Thirteen (04/8/24)**

Topic Description

*Sex as a Biological variable: a Primer module*

Assignments

**CITI Training Certificate - Due****Week Fourteen (04/15/24)**

Topic Description

Bioethics and Export Control

Assignments

**Week Fifteen (04/22/24)**

Topic Description

Student Project Presentation

Assignments

**Week Sixteen (04/29/24)**

Topic Description

Review Final Exam; Final Exam Period

**References:**

1. The Oxford University Journal of Responsible Conduct of Research- free download
2. World Wide Web Sites:
  - a. National Institutes of Health website:
    - [oir.nih.gov/sourcebook/ethical-conduct/responsible-conduct-research-training](https://oir.nih.gov/sourcebook/ethical-conduct/responsible-conduct-research-training)
  - b. Columbia University Responsible Conduct of Research:
    - <https://research.columbia.edu/responsible-and-ethical-conduct-research>
  - c. World Health Organization:
    - <https://www.who.int/about/ethics/code-of-conduct-responsible-research.pdf>

## **Student Support and Success**

### **John B. Coleman Library**

The John B. Coleman Library's mission is to enhance the scholarly pursuit of knowledge, to foster intellectual curiosity, and to promote life-long learning and research through our innovative services, resources, and cultural programs, which support the Prairie View A&M University's global mission of teaching, service, and research. It maintains library collections and access both on campus, online, and through local agreements to further the educational goals of students and faculty. Website: <https://www.pvamu.edu/library/>; Phone: 936-261-1500

### **Academic Advising Services**

Academic Advising Services offers students a variety of services that contributes to student success and leads towards graduation. We assist students with understanding university policies and procedures that affect academic progress. We support the early alert program to help students get connected to success early in the semester. We help refer students to the appropriate academic support services when they are unsure of the best resource for their needs. Faculty advisors support some students in their respective colleges. Your faculty advisor can be identified in PantherTracks. Advisors with Academic Advising Services are available to all students. We are located across campus. Find your advisor's location by academic major at [www.pvamu.edu/advising](http://www.pvamu.edu/advising). Phone: 936-261-5911

### **The University Tutoring Center**

The University Tutoring Center (UTC) offers free tutoring and academic support to all registered PVAMU students. The mission of the UTC is to help provide a solid academic foundation that enables students to become confident, capable, independent learners. Competent and caring staff and peer tutors guide students in identifying, acquiring, and enhancing the knowledge, skills, and attitudes needed to reach their desired goals. Tutoring and academic support are offered face-to-face in the UTC, in virtual face-to-face sessions (<https://www.pvamu.edu/student-success/sass/university-tutoring-center/>), and through online sessions (<https://www.pvamu.edu/pvplace/>). Other support services available for students include Supplemental Instruction, Study Break, Academic Success Workshops, and Algebra Study Jam. Location: J. B. Coleman Library, Rm. 307; Phone: 936-261-1561; Email: [pvtutoring@pvamu.edu](mailto:pvtutoring@pvamu.edu); Website: <https://www.pvamu.edu/student-success/sass/university-tutoring-center/>

### **Writing Center**

The Writing Center provides well-trained peer tutors to assist students with writing assignments at any stage of the writing process. Tutors help students with various writing tasks from understanding assignments, brainstorming, drafting, revising, editing, researching, and integrating sources. Students have free access to Grammarly online writing assistance. Grammarly is an automated proofreading and plagiarism detection tool. Students must register for Grammarly by using their student email address. In addition, students have access to face-to-face and virtual tutoring services either asynchronously via email or synchronously via Zoom. Location: J. B. Coleman Library, Rm. 209; Phone: 936-261-3724; Website: <https://www.pvamu.edu/student-success/writing-center/>; Grammarly Registration: <https://www.grammarly.com/enterprise/signup>

### **Academic Early Alert**

Academic Early Alert is a proactive system of communication and collaboration between faculty, academic advisors, and PVAMU students that is designed to support student success by promptly identifying issues and allowing for intervention. Academic Early Alerts help students by providing a central location to schedule advising appointments, view advisor contact information, and request assistance. Students who recognize that they have a problem that is negatively affecting their academic performance or ability to continue school may self-refer an Academic Early Alert. To do so, students will log in to PV Place and click on Academic Early Alert on the left sidebar. Phone: 936-261-5902; Website: <https://www.pvamu.edu/student-success/early-alert/>

### **Student Counseling Services**

The Student Counseling Services unit offers a range of services and programs to assist students in maximizing their potential for success: short-term individual, couples, and group counseling, as well as crisis intervention, outreach, consultation, and referral services. The staff is licensed by the State of Texas and assists students who are dealing with academic skills concerns, situational crises, adjustment problems, and emotional difficulties. Information shared with the staff is treated confidentially and in accordance with Texas State Law. Location: Hobart Taylor, 2<sup>nd</sup> floor; Phone: 936-261-3564; Website: <https://www.pvamu.edu/healthservices/student-counseling-services/>

### **Office of Testing Services**

Testing Services serves to create opportunities by offering a suite of exams that aid in the students' academic and professional success. Currently, we administer entrance (HESI A2), college readiness (TSI assessment), Prior Learning (CLEP, DSST), and proctored exams. Location: Wilhelmina Delco, 3<sup>rd</sup> Floor, Rm. 305; Phone: 936-261-3627; Email: [aetesting@pvamu.edu](mailto:aetesting@pvamu.edu); Website: [www.pvamu.edu/testing](http://www.pvamu.edu/testing)

### **Office of Diagnostic Testing and Disability Services**

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, contact the Office of Disability Services. As a federally-mandated educational support unit, the Office of Disability Services serves as the repository for confidential disability files for faculty, staff, and students. For persons with a disability, the Office develops individualized ADA letters of request for accommodations. Other services include learning style inventories, awareness workshops, accessibility pathways, webinars, computer laboratory with adapted hard and software, adapted furniture, proctoring non-standardized test administrations, ASL interpreters, ALDs, digital recorders, Livescribe, and a comprehensive referral network across campus and the broader community. Location: Hobart Taylor, Rm. 1D128; Phone: 936-261-3583; Website: <https://www.pvamu.edu/disabilityservices/>

### **Center for Instructional Innovation and Technology Services (CIITS)**

Distance Learning, also referred to as Distance Education, is the employment of alternative instructional delivery methods to extend programs and services to persons unable to attend college in the traditional manner. The Center for Instructional Innovation and Technology Services (CIITS) supports student learning through online, hybrid, web-assist, and 2-way video course delivery. For more details and contact information, visit: <https://www.pvamu.edu/dlearning/distance-learning-2-2/students-2/>; Phone: 936-261-3283

### **Veteran Affairs**

Veterans Services works with student veterans, current military and military dependents to support their transition to the college environment and continued persistence to graduation. The Office coordinates and certifies benefits for both the G.I. Bill and the Texas Hazlewood Act. Location: Evans Hall, Rm. 102; Phone: 936-261-3563; Website: <https://www.pvamu.edu/sa/departments/veteranaffairs/>

### **Office for Student Engagement**

The Office for Student Engagement delivers comprehensive programs and services designed to meet the co-curricular needs of students. The Office implements inclusive and accessible programs and services that enhance student development through exposure to and participation in diverse and relevant social, cultural, intellectual, recreational, community service, leadership development, and campus governance. Location: Memorial Student Center, Rm. 221; Phone: 936-261-1340; Website: <https://www.pvamu.edu/studentengagement/>

### **Career Services**

Career Services supports students through professional development, career readiness, and placement and employment assistance. The Office provides one-on-one career coaching, interview preparation, resume and letter writing, and career exploration workshops and seminars. Services are provided for students at the Northwest Houston Center and College of Nursing in the Medical Center twice a month or on a requested basis. Distance Learning students are encouraged to visit the Career Services website for information regarding services provided. Location: Anderson Hall, 2<sup>nd</sup> floor; Phone: 936-261-3570; Website: <https://www.pvamu.edu/careerservices/>

## **University Rules and Procedures**

### **Academic Misconduct**

Academic dishonesty is defined as any form of cheating or dishonesty that has the effect or intent of interfering with any academic exercise or fair evaluation of a student's performance. The college faculty can provide additional information, particularly related to a specific course, laboratory, or assignment.

You are expected to practice academic honesty in every aspect of this course and all other courses. Make sure you are familiar with the *University Administrative Guidelines on Academic Integrity*, which can be found on the [Academic Integrity webpage](#). Students who engage in academic misconduct are subject to university disciplinary procedures.

As listed in the *University Administrative Guidelines on Academic Integrity*, the University Online Catalog, and the Student Code of Conduct, the following are examples of prohibited conduct. This list is not designed to be all-inclusive or exhaustive. In addition to academic sanctions, any student found to have committed academic misconduct that is also a violation of criminal law may also be subject to disciplinary review and action by the Office of Student Conduct (as outlined in the Student Code of Conduct).

### **Forms of Academic Dishonesty:**

1. Cheating: Deception in which a student misrepresents that he/she has mastered information on an academic exercise that he/she has not learned, giving or receiving aid unauthorized by the instructor on assignments or examinations. Examples: unauthorized use of notes for a test; using a "cheat sheet" on a quiz or exam; any alteration made on a graded test or exam which is then resubmitted to the teacher;
2. Plagiarism: Careless or deliberate use of the work or the ideas of another; representation of another's work, words, ideas, or data as your own without permission or appropriate acknowledgment. Examples: copying another's paper or answers, failure to identify information or essays from the internet and submitting or representing it as your own; submitting an assignment which has been partially or wholly done by another and claiming it as yours; not properly acknowledging a source which has been summarized or paraphrased in your work; failure to acknowledge the use of another's words with quotation marks;
3. Collusion: When more than one student or person contributes to a piece of work that is submitted as the work of an individual;
4. Conspiracy: Agreeing with one or more persons to commit an act of academic/scholastic dishonesty; and
5. Multiple Submission: Submission of work from one course to satisfy a requirement in another course without explicit permission. Example: using a paper prepared and graded for credit in one course to fulfill a requirement and receive credit in a different course.

### **Nonacademic Misconduct**

The university respects the rights of instructors to teach and students to learn. Maintenance of these rights requires campus conditions that do not impede their exercise. Campus behavior that interferes with either (1) the instructor's ability to conduct the class, (2) the inability of other students to profit from the instructional program, or (3) campus behavior that interferes with the rights of others will not be tolerated. An individual engaging in such disruptive behavior may be subject to disciplinary action. The Office of Student Conduct will adjudicate such incidents under nonacademic procedures.

### **Sexual Misconduct**

Sexual harassment of students and employees at Prairie View A&M University is unacceptable and will not be tolerated. Any member of the university community violating the university's sexual harassment policy will be subject to disciplinary action. In accordance with the Texas A&M University System guidelines, your instructor is obligated to report to the Office of Title IX Compliance ([titleixteam@pvamu.edu](mailto:titleixteam@pvamu.edu)) any instance of sexual misconduct involving a student, which includes sexual assault, stalking, dating violence, domestic violence, and sexual harassment, about which the instructor becomes aware during this course through writing, discussion, or personal disclosure. The faculty and staff of PVAMU actively strive to provide a learning, working, and living environment that promotes respect that is free from sexual misconduct, discrimination, and all forms of violence. If students, faculty, or staff would like assistance or have questions, they may contact the Title IX Coordinator at 936-261-2144 or [titleixteam@pvamu.edu](mailto:titleixteam@pvamu.edu). More information can be found at [www.pvamu.edu/titleix](http://www.pvamu.edu/titleix), including confidential resources available on campus.

### **Pregnancy, Pregnancy-related, and Parenting Accommodations**

Title IX of the Education Amendments of 1972 prohibits sex discrimination, which includes discrimination based on pregnancy, marital status, or parental status. Students seeking accommodations related to pregnancy, pregnancy-related conditions, or parenting (reasonably immediate postpartum period) are encouraged to contact Student Disability Services or the Dean of Students' Office for additional information and to request accommodations.

### **Non-Discrimination Statement**

Prairie View A&M University does not discriminate on the basis of race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation, or gender identity in its programs and activities. The University is committed to supporting students and complying with The Texas A&M University System non-discrimination policy. It seeks to establish an environment that is free of bias, discrimination, and harassment. If you experience an incident of discrimination or harassment, we encourage you to report it. If you would like to speak with someone who may be able to afford you privacy or confidentiality, there are individuals who can meet with you. The Director of Equal Opportunity & Diversity has been designated to handle inquiries regarding the non-discrimination policies and can be reached at Harrington Science Building, Suite 109 or by phone at 936-261-1744 or 1792.

### **Class Attendance Policy (See the University Online Catalog for Full Attendance Policy)**

Prairie View A&M University requires regular class attendance. Attending all classes supports the full academic development of each learner, whether classes are taught with the instructor physically present or via distance learning technologies such as interactive video and/or the internet. Excessive absenteeism, whether excused or unexcused, may result in a student's course grade being reduced or in the assignment of a grade of "F." Absences are accumulated beginning with the first day of class during regular semesters and summer terms. Each faculty member will include the University's attendance policy in each course syllabus.

### **Student Academic Appeals Process**

Authority and responsibility for assigning grades to students rest with the faculty. However, in those instances where students believe that miscommunication, errors, or unfairness of any kind may have adversely affected the instructor's assessment of their academic performance, the student has a right to appeal by the procedure listed in the University Online Catalog and by doing so within thirty days of receiving the grade or experiencing any other problematic academic event that prompted the complaint.

### **Technical Considerations**

#### **Minimum Recommended Hardware and Software:**

- Intel PC or Laptop with Windows 10 or later version; Mac with OS High Sierra\*
- Smartphone or iPad/Tablet with Wi-Fi\*
- High-speed Internet access
- 8 GB Memory
- Hard drive with 320 GB storage space
- 15" monitor, 800x600, color or 16 bit
- Sound card w/speakers
- Microphone and recording software
- Keyboard & mouse
- Most current version of Google Chrome, Safari, or Firefox

**Note:** Be sure to enable Java & pop-ups in the Web browser preferences

\* Smartphones, Google Chrome books, and Android tablets may not be supported. iPads are the only tablets supported.

#### **Participants should have a basic proficiency of the following computer skills:**

- Sending and receiving email
- A working knowledge of the Internet
- Microsoft Word (or a program convertible to Word)
- Acrobat PDF Reader
- Windows or Mac OS
- Video conferencing software

### **Netiquette (online etiquette)**

Students are expected to participate in all discussions and virtual classroom chats as directed. Students are to be respectful and courteous to others on discussion boards. Foul or abusive language will not be tolerated. Do not use ALL CAPS for communicating to others AS IT CAN BE INTERPRETED AS YELLING. Avoid slang terms such as "wassup?" and texting abbreviations such as "u" instead of "you." Limit and possibly avoid the use of emoticons. Be cautious when using humor or sarcasm as tone is sometimes lost in an email or discussion post, and the message might be taken seriously or sound offensive.



### **Video Conferencing Etiquette**

When using Zoom, WebEx, or other video conferencing tools, confirm the visible area is tidy, clear of background clutter, inappropriate or offensive posters, and other distractions. Ensure you dress appropriately and avoid using high traffic or noisy areas. Stay muted when you are not speaking and avoid eating/drinking during the session. Before the class session begins, test audio, video, and lighting to alleviate technology issues.

### **Technical Support**

Students should go to <https://mypassword.pvamu.edu/> if they have password issues. The page will provide instructions for resetting passwords and contact information if login issues persist. For other technical questions regarding eCourses, call the Center for Instructional Innovation and Technology Services at 936-261-3283 or email [ciits@pvamu.edu](mailto:ciits@pvamu.edu).

### **Communication Expectations and Standards**

Emails or discussion postings will receive a response from the instructor, usually in less than 48 hours. Urgent emails should be marked as such. Check regularly for responses.

### **Discussion Requirement**

Online courses often require minimal to no face-to-face meetings. However, conversations about the readings, lectures, materials, and other aspects of the course can occur in a seminar fashion. The use of the discussion board will accomplish this. The instructor will determine the exact use of discussion boards.

**It is strongly suggested** that students type their discussion postings in a word processing application such as Word and save it to their PC or a removable drive before posting to the discussion board. This is important for two reasons: 1) If for some reason your discussion responses are lost in your online course, you will have another copy; 2) Grammatical errors can be greatly minimized by the use of the spell-and-grammar check functions in word processing applications. Once the post(s) have been typed and corrected in the word processing application, copy and paste to the discussion board.

### **COVID-19 Campus Safety Measures** [NOTE: Delete this section when the COVID-19 pandemic is over]

To promote public safety and protect students, faculty, and staff during the coronavirus pandemic, PVAMU has adopted policies and practices to limit virus transmission.

- **Self-monitoring** - Students should follow CDC recommendations for self-monitoring. Students who have a fever or exhibit symptoms of COVID-19 should participate in class remotely and should not participate in face-to-face instruction.
- **Face Coverings** - Face coverings (cloth face covering, surgical mask, etc.) are recommended in classrooms, teaching laboratories, common spaces such as lobbies and hallways, public study spaces, libraries, academic resource, and support offices, and outdoor spaces where 6 feet of physical distancing is challenging to maintain reliably.
- **Physical Distancing** - Physical distancing should be maintained between students, instructors, and others in course and course-related activities where possible.
- **Personal Illness and Quarantine** - Students required to quarantine are to participate in courses and course-related activities remotely and must not attend face-to-face course activities. Students should notify their instructors of the quarantine requirement. Students under quarantine are expected to participate in courses and complete graded work unless they have symptoms that are too severe to participate in course activities. Students experiencing personal injury or illness that is too severe for the student to attend class qualify for an excused absence. To receive an excused absence, students must provide appropriate documentation to the Office for Student Conduct, [studentconduct@pvamu.edu](mailto:studentconduct@pvamu.edu).

# Spring 2024 – Full Term

The Prairie View A&M University Academic Calendar subject to change as state, system, and local guidelines evolve in relation to COVID. Any updates will be posted to <https://www.pvamu.edu/coronavirus>.

Oct 16, 2023

Monday

Priority Deadline to Submit Financial Aid Verification Documents

Nov 06, 2023

Monday

Priority Registration for continuing students for December/January Mini-Mester and Spring 2024 (Special Population)

Nov 07, 2023

Tuesday

Priority Registration for continuing students for December/January Mini-Mester and Spring 2024 (Doctoral, Graduate, Post-Baccalaureate, Seniors)

Nov 08, 2023

Wednesday

Priority Registration for continuing students for December/January Mini-Mester and Spring 2024 (Juniors)

Nov 09, 2023

Thursday

Priority Registration for continuing students for December/January Mini-Mester and Spring 2024 (Sophomores)

Nov 10, 2023

Friday

Priority Registration for continuing students for December/January Mini-Mester and Spring 2024 (Freshmen)

Nov 11, 2023

Saturday

Registration for all students for the December/January Mini-Mester and Spring 2024 Begins

Jan 15  
Monday  
Dr. Martin Luther King, Jr. Day Holiday (University Closed)\*Subject to approval by The Texas A&M University System Board of Regents and may change.

Jan 16  
Tuesday  
Financial Aid Satisfactory Academic Progress (SAP) Appeal Deadline

Jan 16  
Tuesday  
First Class Day

Jan 16  
Tuesday  
Tuition & Fees Payment Due Date @ 5:00 p.m.

Jan 16 - Jan 23  
Tuesday through Tuesday  
Late Registration/Late Registration Fee Begins (\$50.00)

Jan 16 - Jan 25  
Tuesday through Thursday  
Attendance Reporting Period. Students who do not attend class during this period will have their courses removed and financial aid reduced or cancelled

Jan 30  
Tuesday  
Financial Aid Refunds begin

Jan 31  
Wednesday  
12th Class Day (Census Date)

Jan 31  
Wednesday  
Final Day to Drop/Withdraw from Course(s) without Academic Record (A Financial Record will still exist)

Feb 01  
Thursday  
Withdrawal from Courses with Academic Record ("W") Begins

Feb 06  
Tuesday Drop for Non-Payment of Tuition and Fees @ 5:00 p.m.

Feb 12  
Monday 20th Class Day

Mar 07 - Mar 09  
Thursday through Saturday Mid-Semester Examination Period

Mar 11 - Mar 16  
Monday through Saturday Spring Break (Student Break)

Mar 13  
Wednesday Mid-Semester Grades Due

Mar 15  
Friday Spring Break (University Closed)\*Subject to approval by The Texas A&M University System Board of Regents and may change

Mar 20  
Wednesday Founders Day/Honors Convocation

Mar 26  
Tuesday Final Date to Apply for Spring 2024 Graduation (ceremony participation)

Mar 27  
Wednesday Application for Graduation-Degree Conferral only for Spring 2024 Graduation Begins (no ceremony participation or name listed in the program)

Mar 29  
Friday Good Friday (No Classes)\*Subject to approval by The Texas A&M University System Board of Regents and may change.

Apr 01 Monday	Priority Registration for continuing students for Summer, May/Summer 2024 Mini-Mester and Fall 2024 semester (Special Populations)
Apr 02 Tuesday	Priority Registration for continuing students for Summer, May/Summer 2024 Mini-Mester and Fall 2024 semester (Doctoral, Masters, Post-Bacclaureate, Seniors)
Apr 03 Wednesday	Priority Registration for continuing students for Summer, May/Summer 2024 Mini-Mester and Fall 2024 semester (Juniors)
Apr 04 Thursday	Priority Registration for continuing students for Summer, May/Summer 2024 Mini-Mester and Fall 2024 semester (Sophomores)
Apr 05 Friday	Priority Registration for continuing students for Summer, May/Summer 2024 Mini-Mester and Fall 2024 semester (Freshmen)
Apr 06 Saturday	Registration for all students for Summer/May Summer 2024, Mini-Mester 2024 and Fall 2024 Begins
Apr 12 Friday	Final Day to Apply for Degree Conferral only for Spring 2024 Graduation (no ceremony participation or name listed in the program)
Apr 26 Friday	Final Day for Graduating Undergraduates to Submit Application for Tuition Rebate for Spring 2024
Apr 26 Friday	Last Class Day
Apr 26 Friday	Final Day to Withdraw from a Course or the University ("W") for the Spring 2024 16- week session

Apr 29

Study Day(No Classes in Session)

Monday

Apr 30 - May 08

Tuesday through  
Wednesday

Final Exams

May 09

Final Grades due for Graduation Candidates (12:00 pm)

Thursday

May 11

Saturday

Commencement

May 14

Final Grades due for all other students (11:59 p.m.)

Tuesday

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