

Department of Social Sciences

Fall 2019

CJ Research Methods

CRIJ 4316-130, 80637

Founder's Hall 207

Mondays/Wednesdays 2:30-3:45p

**Professor:** Liana R. Taylor, Ph.D.

**Office:** Founder's Hall 217F

**Email:** liana.taylor@tamuct.edu (Canvas inbox is preferred)

**Office Phone Number:** 254-519-5436

**Office Hours:** Wednesdays: 11:00-2:00p

“Behind every uncomfortable syllabus clause lies an even more uncomfortable teaching experience.” – @AcademicSay (April 22, 2016)

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## ACADEMIC ACCOMODATIONS

At Texas A&M University-Central Texas, we value an inclusive learning environment where every student has an equal chance to succeed and has the right to a barrier-free education. The Office of Access and Inclusion is responsible for ensuring that students with a disability receive equal access to the university's programs, services and activities. If you believe you have a disability requiring reasonable accommodations please contact the Office of Access and Inclusion, WH-212; or call (254) 501-5836. Any information you provide is private and confidential and will be treated as such.

For more information please visit our Access & Inclusion Canvas page (log-in required) [<https://tamuct.instructure.com/courses/717>]

## STATEMENT OF ACADEMIC FREEDOM

Freedom to teach and freedom to learn are inseparable facets of academic freedom. The University has adopted a policy on the Disruption of University Activities (Policy # 4.08), which can be accessed in the Student Handbook through the following link:

<https://www.tamuct.edu/departments/studentconduct/index.php>

**\*\*\* Disclaimer: Syllabus may be revised later if needed \*\*\***

## COURSE DESCRIPTION AND OBJECTIVES

This course is an introduction to the methods of criminological and criminal justice research, with emphasis on research ethics, research design, and methods of data collection and analysis.

### Course Objectives

1. Students will become acquainted with the wonders of research in Criminal Justice.

2. Students will learn how to improve their writing skills.
3. Students will learn how to analyze research.
4. Students will learn how to design research studies.
5. Students will learn the ethical considerations in conducting research.

## REQUIRED TEXT

Withrow, B. L. (2016). *Research Methods in Crime and Justice* (2<sup>nd</sup> ed.). New York: Routledge. ISBN: 978-0-415-88443-3

Additional readings will be provided on Canvas under Modules.

## RECOMMENDED READING

American Psychological Association. (2009). *Publication Manual of the American Psychological Association* (6th ed.). Washington, D.C.: American Psychological Association.

Osmond A. (2016) *Academic Writing and Grammar for Students* (2nd ed.). Thousand Oaks, CA: Sage Publications. ISBN: 978-1473919365.

Ridley, D. (2012). *The Literature Review: A Step-by-Step Guide for Students* (2nd ed.). Thousand Oaks, CA: Sage Publications. ISBN: 978-1446201435.

Shon, P. C. H. (2016). *How to Read Journal Articles in the Social Sciences: A Very Practical Guide for Students* (2nd ed.). Thousand Oaks, CA: Sage Publications. ISBN: 978-1473918795.

## COURSE POLICIES

### Distractions

Use of electronics is prohibited in the classroom\* (cell phones, laptops, tablets, palm pilots, Gameboys, TI-86 calculators, discmans, etc.). All cell phones must be turned off or silenced when entering the class. Do not put your cell phone on vibrate, as this can also be distracting. Headphones must be removed prior to entry into the classroom. **I reserve the right to impose a point(s) deduction from the in-class activity that day if I see any use of electronics during class. If there is no in-class activity that day, the penalty will be imposed on the following class day.**

If you can't make it through class without using your phone then you might want to check out this article: <http://www.webmd.com/balance/guide/addicted-your-smartphone-what-to-do>

\* Students who provide documentation from The Office of Access & Inclusion may use a recorder.

### Respect

Research methods can be a difficult subject to learn and everyone learns at a different pace. Students are encouraged to ask questions in class, and are expected to listen to the professor and to one another respectfully. **I reserve the right to impose a point(s) deduction from the in-class activity that day if I see what I**

**discern to be a display(s) of disrespect during class. If there is no in-class activity that day, the penalty will be imposed on the following class day.**

### Academic Integrity

Texas A&M University -Central Texas values the integrity of the academic enterprise and strives for the highest standards of academic conduct. A&M-Central Texas expects its students, faculty, and staff to support the adherence to high standards of personal and scholarly conduct to preserve the honor and integrity of the creative community. Academic integrity is defined as a commitment to honesty, trust, fairness, respect, and responsibility. Any deviation by students from this expectation may result in a failing grade for the assignment and potentially a failing grade for the course. Academic misconduct is any act that improperly affects a true and honest evaluation of a student's academic performance and includes, but is not limited to, cheating on an examination or other academic work, plagiarism and improper citation of sources, using another student's work, collusion, and the abuse of resource materials. All academic misconduct concerns will be reported to the university's Office of Student Conduct. Ignorance of the university's standards and expectations is never an excuse to act with a lack of integrity. When in doubt on collaboration, citation, or any issue, please contact your instructor before taking a course of action.

For more information regarding the Student Conduct process,  
[<https://www.tamuct.edu/student-affairs/student-conduct.html>].

If you know of potential honor violations by other students, you may submit a report,  
[[https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout\\_id=0](https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout_id=0)].

**Violations in academic integrity will result in score of zero on the assignment for which it is suspected. Any suspected violations of academic integrity will be reported to TAMUCT's Office of Student Conduct:**

<https://www.tamuct.edu/student-affairs/student-conduct.html>

**Note:** If you submit papers or sections from a paper from another class that counts as a violation of academic integrity.

### **TECHNOLOGY REQUIREMENT**

This course will use the A&M-Central Texas Instructure Canvas learning management system.

Logon to A&M-Central Texas Canvas [<https://tamuct.instructure.com/>] or access Canvas through the TAMUCT Online link in myCT [<https://tamuct.onecampus.com/>]. You will log in through our Microsoft portal.

Username: Your MyCT email address.

Password: Your MyCT password

### Canvas Support

Use the Canvas Help link, located at the bottom of the left-hand menu, for issues with Canvas. You can select “Chat with Canvas Support,” submit a support request through “Report a Problem,” or call the Canvas support line: 1-844-757-0953.

For issues related to course content and requirements, contact your instructor.

### Other Technology Support

For log-in problems, students should contact Help Desk Central

24 hours a day, 7 days a week

Email: [helpdesk@tamu.edu](mailto:helpdesk@tamu.edu)

Phone: (254) 519-5466

Web Chat: [<http://hdc.tamu.edu>]

Please let the support technician know you are a A&M University-Central Texas student.

## **COURSE COMMUNICATION**

Course announcements will be posted to the Announcements page on Canvas.

I will send correspondence to your Canvas Inbox. Make sure you have access to and regularly check it. I recommend you adjust your Canvas Settings so you receive a notification when I post an announcement, you receive a course message, etc.

OMG, emails should be professional LMBO. When u send a msg, dont write n text talk!! Proofread ur email b4 u send it n dont use emojis :) Include a subject line, a formal salutation, your name and the course you're in, the reason for your email, a formal sign-off with your name, and address me as Professor or Dr. For more information, please go to Modules/Additional Resources/General Resources/How to Email Your Professor.

Do not send emails about things stated in the syllabus/guidelines or where things are located on Canvas unless you are requesting clarification or additional information.

## **STUDENT-PROFESSOR INTERACTION**

Students may speak with me after class (provided time availability), via email, during office hours, or by appointment (in person or via phone). I will answer (most) emails within 72 hours. Students who would like to speak to me via phone must make an appointment. For appointments (in person and by phone), the student and I must confirm the date and time via email.

## ATTENDANCE AND PARTICIPATION POLICIES

Attendance will not count towards your grade. However, it is in your best interest to attend every class in order to understand the material and earn points on the class assignments. If you do not attend regularly, your grade is likely to suffer. Participation is encouraged, as it will also aid in understanding in the material, which can ultimately improve your grade. If you have a question, I strongly suggest that you speak up in class or see me during my office hours (or make an appointment).

## ASSIGNMENTS

### Reading Assignments

The reading assignments are selected chapters from the required textbook and other sources (which are on Canvas under Modules/Course Readings). It is important to have this textbook when class begins so you can keep up with the assigned readings. I recommend you purchase the book as soon as possible so you are adequately prepared for class. Reading assignments are to be completed by the date listed on the Class Schedule. But I suggest that you reread the chapters/articles after class as well.

### In-Class Assignments

In-class activities are designed to help you apply the concepts you learn in the reading and in class. You may work in groups to complete the assignment, but each student must submit their own assignment. You will need to turn in the assignment during class to receive credit. **Late in-class activities will not be accepted.**

If you need to miss a class, you can make-up the in-class activity within one week from the missed class session.<sup>1</sup> If you do not make up the in-class activity within one week, you will receive a zero. **In order to make-up an in-class activity, you must provide me with advanced written notice that you will miss the class.** I will not accept notification provided to me via another student. Students who contact be during class cannot make up the in-class activity.

Those who receive approval to make-up the assignment must come during my office hours or make an appointment to make up the assignment. You may not take a make-up assignment home or complete it outside of the office. Make-up assignments cannot be completed as group assignments. Make-up assignments will not be sent via email. Students are not allowed to complete an in-class activity early.

Advanced notice is not required for medical emergencies; however, you must provide written documentation (on official paper with the date(s)) within one week from the class date. You will also have one week from the class date to complete the in-class activity. If you do not complete the assignment within one week you will

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<sup>1</sup> Clarification on one week: Make-up assignments must be completed before the next week's class session, i.e. if you miss class on Wednesday, September 18, you have until Wednesday, September 25, at 2:29p to complete it. Similarly, if you miss class on Monday, September. 16, you have until Monday, September. 23 at 2:29p to complete it.

receive a zero.

**I reserve the right to prohibit students who arrive more than 5 minutes late to class from completing the in-class activity that day or to give them a late penalty.**

### Annotated Bibliography (100 points)

An annotated bibliography provides a summary of research articles used in a research project/literature review. Each student shall locate and read five peer-reviewed, original research journal articles from the online library databases, related to the research question they have chosen for this course. Once the student has read the articles, they will summarize them, succinctly, in one page each. Thus, the annotated bibliography should not exceed five pages (excluding the title page). The student will not receive credit for sources that are not primary source, original research published in peer-reviewed journals (student-run journals are not allowed). The annotated bibliography must be written in APA style. The annotated bibliography must be submitted via the submission link on Canvas (Modules/Annotated Bibliography/AB submission). Make sure your last name is included in the file name.

If you who submit a draft or incomplete AB and resubmit your final version late, you will receive a late penalty if it's submitted before I post assignment grades. If you submit a draft or incomplete AB and resubmit your final version after I post assignment grades, you will receive a 0.

Prior to submitting the Annotated Bibliography, students will submit one annotation (one page for one article) for review (due September 23 at 2:30p). This will allow me to provide feedback to make sure you're on the right track prior to your annotated bibliography submission. However, this should not be a draft or incomplete version. Make sure your submission is finalized, as I will not review drafts or incomplete submissions. Late submissions for review will not be accepted. The submission link on Canvas is: Modules/Annotated Bibliography/AB (1).

**Annotated bibliographies will not be accepted in hardcopy, email, or course message. Any submission via any of the proscribed methods will receive the late penalty deduction(s) if the assignment is submitted via the Canvas submission link after the deadline. Late submissions will not be accepted or graded after the assignment grades have been posted.**

The annotated bibliography will be graded as follows:

<b>Annotated Bibliography Elements</b>	<b>Approximate point distribution</b>
Content (summary)	50 points
Writing mechanics	25 points
Formatting (APA Format)	25 points
Late penalty	-10 points/day

## Final Research Proposal (325 points)

The Final Research Proposal will provide students with an opportunity to learn how to design a research study in criminal justice. You may choose a topic within one of four broad topics: correctional programs, incarceration, drug treatment, or community supervision. Students will develop a research question and hypothesis, conduct a literature search and write a literature review, and develop a research plan, and write the implications for your proposed research. The guidelines for the Research Proposal and associated sub-assignments can be found under Modules/Research Proposal/Assignment #. The deadline for submission is December 11 at 3:45p. When you submit your paper, make sure you include your last name in the file name.

This project will take place throughout the course of the semester, and will be broken down into a series of assignments that build to the final product. **Note:** The assignment submissions *are not* drafts. Only final versions will be graded. If you submit a draft or incomplete version of an assignment, I will not grade it and you will have to resubmit it. Students who submit a draft or incomplete assignment and resubmit their final version late will receive a late penalty if it's submitted before I post assignment grades. Students who submit a draft or incomplete assignment and resubmit their final version after I post assignment grades will receive a 0.

Pay attention to the deadlines for each assignment, as late submissions will receive a point(s) deduction, and late submissions will not be accepted once the assignment grades are posted. Students who would like to revise and resubmit proposal assignments (excluding the annotated bibliography) for regrading may do so at any time during the semester. To do this, type a detailed explanation of the changes you made on your graded rubric (in the sections labeled R&R Comments). Upload your graded rubric with your revision comments and your revised paper through the appropriate submission link. If you would like to revise and resubmit in your final proposal submission, make sure you include the graded rubric(s) with your revision comments when you upload your final proposal through the submission link. **NOTE:** A resubmission *does not* guarantee a higher or perfect score. Students are allowed one revise and resubmit for each assignment. Resubmissions will not be graded if detailed revision comments are not included.

**Late final proposal submissions will not be accepted after December 11 at 3:45p. No exceptions.**

## **GRADING**

Grades will be posted to the Grade Center on Canvas within approximately one week. Students will be notified if it will take longer to post the grades.

Your grade will be calculated as a weighted average and will not be curved.

Assignments	Number of Points	Percentage of Grade
In-Class Activities	~15 points/each (~450 total points)	25%
Annotated Bibliography	100 points	20%
Research Proposal Assignments	275 points	40%
Assignment 1	10 points	
Assignment 2	25 points	
Assignment 3	15 points	
Assignment 4	25 points	
Assignment 5	75 points	
Assignment 6	75 points	
Assignment 7	50 points	
Research Proposal	50 points	15%
	<b>Total: 875 points</b>	

### EXTRA CREDIT

Write a one- to two- page reaction essay on one city covered in the documentary, *The Prison in Twelve Landscapes*. Your reaction essay must include specific references to the documentary. This submission is worth up to 5 points and must be submitted as Word document (.doc or .docx). You may turn in two essays (each essay covering a different city), for a total of 10 extra credit points. **Essays submitted in a previous/different class will not be accepted. If plagiarism is detected, you will not receive points and I will report you to the Office of Student Conduct.**

Formatting includes: Double-spaced, left aligned paragraph format (do not include bullet points or numbered lists), 12-point font, Times New Roman, 1" margins, 0.5" first line indentation, and black font. Your first paragraph should start on the first line of the essay (no title, headers, etc.). Also include a cover page with just your name, the date, and title of your essay. Failure to follow the formatting guidelines will result in a 2-point penalty.

Off-topic submissions will not be graded. Extra credit submissions will be accepted no later than Friday, December 13 at 5:00p.

## **COPYRIGHT NOTICE**

Students should assume that all course material is copyrighted by the respective author(s). Reproduction of course material is prohibited without consent by the author and/or course instructor. Violation of copyright is against the law and Texas A&M University-Central Texas' Code of Academic Honesty. All alleged violations will be reported to the Office of Student Conduct.

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## Course Schedule

Week	Date	Topic	Reading Due
Week 1	08/26	Research: Who cares?	
	08/28	The Research Process	Withrow – Ch. 2 Belenko et al. (2013)
Week 2	09/02	Labor Day – No Class	
	09/04	Literature Review	<b>Assignment 1 due at 2:30p</b> Blasko & Hiller (2013)
Week 3	09/09	No Class	
	09/11		
Week 4	09/16	Ethics in Research	Withrow – Ch. 3
	09/18	Ethics in Research	<b>Assignment 2 due at 2:30p</b> Haney, Banks, & Zimbardo (1973)
Week 5	09/23	Classifying Research	Withrow – Ch. 4 <b>Submit one AB due at 2:30p</b>
	09/25	Literature Review Work Session	
Week 6	09/30	Relationships	Withrow – Ch. 5
	10/02	Relationships	<b>Assignment 3 due at 2:30p</b>
Week 7	10/07	Measurement	Withrow – Ch. 6
	10/09	Measurement	<b>Annotated Bibliography due at 2:30p</b>
Week 8	10/14	Variables and Research	Withrow – Ch. 7
	10/16	Variables and Research	

Week 9	10/21	Sampling	Withrow – Ch. 8 Norris, Twill, & Kim (2011)
	10/23	Sampling	<b>Assignment 4 due at 2:30p</b>
Week 10	10/28	Experimental Designs	Bachman & Schutt – Ch. 6
	10/30	Quasi-experimental Designs	Britt, Gottfredson, & Goldkamp (1992) <b>Assignment 5 due at 2:30p</b>
Week 11	11/04	Survey Research	Withrow – Ch. 10 Belenko et al. (2018)
	11/06	Non-Reactive Research	Withrow – Ch. 11 Goldstein (1979)
Week 12	11/11	Veterans Day – No Class	
	11/13	Non-reactive Research	
Week 13	11/18	Research Plan Work Session	
	11/20	Turkey Day Eve	
Week 14	11/25	Qualitative Research	Withrow – Ch. 12 <b>Assignment 6 due at 2:30p</b>
	11/27	Evaluative Research	Withrow – Ch. 13
Week 15	12/02	Research Proposal Work Session	<b>Assignment 7 due at 2:30p</b>
	12/04	Reporting Results and Research, Policy, and Practice	Bachman & Schutt (2015) – Ch. 12 Lloyd (2016)
Week 16	12/09	No Class	
	12/11	No Class	<b>Final Proposal via Canvas by 3:45p</b>

## **EMERGENCY WARNING SYSTEM FOR TEXAS A&M UNIVERSITY-CENTRAL TEXAS**

Warrior Shield is an emergency notification service that gives Texas A&M University-Central Texas the ability to communicate health and safety emergency information quickly via email, text message, and social media. All students are automatically enrolled in Warrior Shield through their myCT email account.

Connect to Warrior Shield by 911Cellular [<https://portal.publicsafetycloud.net/Account/Login>] to change where you receive your alerts or to opt out. By staying enrolled in Warrior Shield, university officials can quickly pass on safety-related information, regardless of your location.

## **DROP POLICY**

If you discover that you need to drop this class, you must complete a Drop Request Form

[[https://www.tamuct.edu/registrar/docs/Drop\\_Request\\_Form.pdf](https://www.tamuct.edu/registrar/docs/Drop_Request_Form.pdf)].

Professors cannot drop students; this is always the responsibility of the student. The Registrar's Office will provide a deadline on the Academic Calendar for which the form must be completed, signed and returned. Once you return the signed form to the Registrar's Office, you must go into Warrior Web and confirm that you are no longer enrolled. If you still show as enrolled, FOLLOW-UP with the Registrar's Office immediately. You are to attend class until the procedure is complete to avoid penalty for absence. Should you miss the drop deadline or fail to follow the procedure, you will receive an F in the course, which may affect your financial aid and/or VA educational benefits.

## **TUTORING**

Tutoring is available to all A&M-Central Texas students, both on-campus and online. Subjects tutored on campus include Accounting, Advanced Math, Biology, Finance, Statistics, Mathematics, and Study Skills. Tutors are available at the Tutoring Center in Warrior Hall, Suite 111. Tutor.com tutoring will not offer writing support beginning August 1, 2019, but will continue to offer other tutoring support.

If you have a question regarding tutor schedules, need to schedule a tutoring session, are interested in becoming a tutor, or have any other question, contact Academic Support Programs at (254) 519-5796, or by emailing Dr. DeEadra Albert-Green at [deadra.albertgreen@tamuct.edu](mailto:deadra.albertgreen@tamuct.edu).

Chat live with a tutor 24/7 for almost any subject from on your computer! Tutor.com is an online tutoring platform that enables A&M-Central Texas students to log in and receive online tutoring support at no additional cost. This tool provides tutoring in over 40 subject areas. Access Tutor.com through Canvas.

## **THE UNIVERSITY WRITING CENTER**

Located in Warrior Hall 416, the University Writing Center (UWC) at Texas A&M University–Central Texas (TAMUCT) is a free workspace open to all TAMUCT students from 10:00 a.m.-5:00 p.m. Monday thru Thursday with satellite hours in the University Library Monday thru Thursday from 6:00-9:00 p.m. This semester, the UWC is also offering online only hours from 12:00-3:00 p.m. on Saturdays.

Tutors are prepared to help writers of all levels and abilities at any stage of the writing process. While tutors will not write, edit, or grade papers, they will assist students in developing more effective composing practices. By providing a practice audience for students' ideas and writing, our tutors highlight the ways in which they read and interpret students' texts, offering guidance and support throughout the various stages of the writing process. In addition, students may work independently in the UWC by checking out a laptop that runs the Microsoft Office suite and connects to WIFI, or by consulting our resources on writing, including all of the relevant style guides. Whether you need help brainstorming ideas, organizing an essay, proofreading, understanding proper citation practices, or just want a quiet place to work, the UWC is here to help!

Students may arrange a one-to-one session with a trained and experienced writing tutor by visiting the UWC during normal operating hours (both half-hour and hour sessions are available) or by making an appointment via WOnline [<https://tamuct.mywconline.com/>]. In addition, you can email Dr. Bruce Bowles Jr. at [bruce.bowles@tamuct.edu](mailto:bruce.bowles@tamuct.edu) if you have any questions about the UWC and/or need any assistance with scheduling.

## **UNIVERSITY LIBRARY**

The University Library provides many services in support of research across campus and at a distance. We offer over 200 electronic databases containing approximately 250,000 eBooks and 82,000 journals, in addition to the 85,000 items in our print collection, which can be mailed to students who live more than 50 miles from campus. Research guides for each subject taught at A&M-Central Texas are available through our website to help students navigate these resources. On campus, the library offers technology including cameras, laptops, microphones, webcams, and digital sound recorders.

Research assistance from a librarian is also available 24 hours a day through our online chat service, and at the reference desk when the library is open. Research sessions can be scheduled for more comprehensive assistance, and may take place on Skype or in-person at the library. Assistance may cover many topics, including how to find articles in peer-reviewed journals, how to cite resources, and how to piece together research for written assignments.

Our 27,000-square-foot facility on the A&M-Central Texas main campus includes student lounges, private study rooms, group work spaces, computer labs, family areas suitable for all ages, and many other features. Services such as interlibrary loan, TexShare, binding, and laminating are available. The library frequently offers workshops, tours, readings, and other events. For more information, please visit our Library website [<http://tamuct.libguides.com/index>].

### **IMPORTANT INFORMATION FOR PREGNANT AND/OR PARENTING STUDENTS**

Texas A&M University-Central Texas supports students who are pregnant and/or parenting. In accordance with requirements of Title IX and related guidance from US Department of Education's Office of Civil Rights, the Dean of Student Affairs' Office can assist students who are pregnant and/or parenting in seeking accommodations related to pregnancy and/or parenting. Students should seek out assistance as early in the pregnancy as possible. For more information, please visit Student Affairs [<https://www.tamuct.edu/student-affairs/index.html>]. Students may also contact the institution's Title IX Coordinator. If you would like to read more about these requirements and guidelines online, please visit the website [<http://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.pdf>].

Title IX of the Education Amendments Act of 1972 prohibits discrimination on the basis of sex and gender—including pregnancy, parenting, and all related conditions. A&M-Central Texas is able to provide flexible and individualized reasonable accommodation to pregnant and parenting students. All pregnant and parenting students should contact the Associate Dean in the Division of Student Affairs at (254) 501-5909 to seek out assistance. Students may also contact the University's Title IX Coordinator.

### **A NOTE ABOUT SEXUAL VIOLENCE AT A&M-CENTRAL TEXAS**

Sexual violence is a serious safety, social justice, and public health issue. The university offers support for anyone struggling with these issues. University faculty are mandated reporters, so if someone discloses that they were sexually assaulted (or a victim of Domestic/Dating Violence or Stalking) while a student at TAMUCT, faculty members are required to inform the Title IX Office. If you want to discuss any of these issues confidentially, you can do so through Student Counseling (254-501-5955) located on the second floor of Warrior Hall (207L).

Sexual violence can occur on our campus because predators often feel emboldened, and victims often feel silenced or shamed. It is incumbent on ALL of us to find ways to actively create environments that tell predators we don't agree with their behaviors and tell survivors we will support them. Your actions matter. Don't be a bystander; be an agent of change. For additional information on campus policy and resources visit

the Title IX webpage [<https://www.tamuct.edu/departments/compliance/titleix.php>].

## **BEHAVIORAL INTERVENTION**

Texas A&M University-Central Texas cares about the safety, health, and well-being of its students, faculty, staff, and community. If you are aware of individuals for whom you have a concern, who are exhibiting behaviors that pose a threat to safety, or individuals causing a significant disruption to our community, please make a referral to the Behavioral Intervention Team. You can complete the referral online [[https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout\\_id=2](https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout_id=2)].

Anonymous referrals are accepted. Please see the Behavioral Intervention Team website for more information [<https://www.tamuct.edu/student-affairs/bat.html>]. If a person's behavior poses an imminent threat to you or another, contact 911 or A&M-Central Texas University Police at 254-501-5800.

## **IMPORTANT UNIVERSITY DATES**

<b>Date</b>	<b>Description</b>
August 12, 2019	Classes Begin for Minimester
August 23, 2019	Classes End for Minimester
August 26, 2019	Classes Begin for Fall Semester
August 26, 2019	Add, Drop, and Late Registration Begins for 16- and First 8-week Classes \$25 Fee assessed for late registrants
August 28, 2019	Deadline for Add, Drop, and Late Registration for 16- and First 8-week
September 2, 2019	Labor Day (University Closed)
September 3, 2019	Deadline to Drop First 8-week Classes with No Record
September 11, 2019	Deadline to drop 16-week Classes with No Record
October 1, 2019	Deadline for Teacher Education and Professional Certification Applications
October 4, 2019	Deadline to Drop First 8-week Classes with a Quit (Q) or Withdraw (W)
October 15, 2019	Deadline for Clinical Teaching/Practicum Applications
October 18, 2018	Classes End for First 8-week Session
October 18, 2019	Deadline to Withdraw from University for First 8-Week Classes (WF)
October 21, 2019	Add, Drop, and Late Registration Begins for Second 8-Week Classes \$25 Fee assessed for late registrants

October 21, 2019	Classes Begin for Second 8-Week Session
October 21, 2019	Class Schedule Published for Spring Semester
October 22, 2019	Deadline for Faculty Submission of First 8-Week Class Final Grades (due by 3pm)
October 23, 2019	Deadline for Add, Drop, and Late Registration for Second 8-Week Classes
October 25, 2019	Deadline for Graduation Application for Ceremony Participation
October 28, 2019	Deadline to Drop Second 8-Week Classes with No Record
November 4, 2019	Registration Opens for Spring Semester
November 8, 2019	Deadline to Drop 16-Week Classes with a Quit (Q) or Withdraw (W)
November 11, 2019	Veteran's Day (University Closed)
November 28-29, 2019	Thanksgiving (University Closed)
November 29, 2019	Deadline to Drop Second 8-Week Classes with a Quit (Q) or Withdraw (W)
December 13, 2019	Deadline for Applications for Tuition Rebate for Fall Graduation (5pm)
December 13, 2019	Deadline for Degree Conferral Applications to the Registrar's Office \$20 Late Application Fee
December 13, 2019	Deadline to Withdraw from University for 16- and Second 8-Week Classes
December 13, 2019	Fall Semester Ends
December 13, 2019	Fall Commencement Ceremony
December 17, 2019	Deadline for Faculty Submission of 16-Week and Second 8-Week Final Class Grades (due by 3pm)