**A Student’s Guide to English 1A and English 205**

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# Welcome!

Welcome to English 1A and English 205/305. English 205/305 is a corequisite course meant to help you with English 1A. More on this later. English 1A and 205/305is meant to help you become a better academic reader and writer. However, for this class and me to assist you on this adventure, you need to be an active participant. This course is not just about the information I give you but how you interact with the information and engage in the class. Basically, you need to take time every week to do the work in order to pass the class.

You also need to remember that this is a writing class and in order to become a better writer, you must practice a lot! To do that, you will have different writing experiences. Some of these experiences will be in the form of free writes, some will be in the form of summaries, and others will be in the form of more formularized essays. All of this must be your work and not the work of someone else or Artificial Intelligence (AI). I will talk about that later.

Writing can sometimes be tough and even ego-crushing. How many of you have gotten an essay back and have been upset by the grade you received? I know I have. Once, I actually burned a paper (well I tried to burn it in my sink, but it didn’t really work) because I was so upset. I know that’s really extreme, but hey, we all do stupid things sometimes.

When I was a student, I normally got help regardless of how I felt about the teacher or the assignment. However, this time was different, and I must admit that I was probably more upset with myself as I had waited until the last minute to complete the assignment. I was confused by what I needed to do which is one reason why I procrastinated and didn’t get help. I was also embarrassed.

Please, don’t ever be embarrassed about getting help.

# General Course Information

## Time and Place:

* English 1A: Tuesdays and Thursdays from 10 to 11:50 am in CCI 202
* English 205: Tuesdays and Thursdays from 12 to 12:50 in CCI 202

## Teacher Information

* Name: Lori Levine
* Email: [lori.levine@reedleycollege.edu](mailto:lori.levine@reedleycollege.edu)
* Canvas Messaging System: You can send me a message through Canvas. The link to the inbox is on the left side of the Canvas page or on the bottom toolbar of the Canvas app.
* Phone: 559-549-3399
* Office Phone: Ext. 3246
* Office: CCI 216 at Reedley College

**Note**: Overall, I am good at returning messages. If you do not hear back from me within 24 hours, contact me again because I missed your message or something happened, and I forgot to reply.

# Office Hours:

## Office hours are a time when I can talk to you about anything! If you need help with an essay, an assignment, or your grade, come and see me. Don’t worry about bothering me; you are not. These hours are specifically for students!

* 9 to 9:50 am in CCI 216 on Tuesdays and Thursdays. I can also zoom with you these days, but you need to let me know you want to zoom.
* 9-9:50 am ON ZOOM on Wednesdays—here is the link: <https://scccd.zoom.us/j/7681779517>
* I am always happy to meet with you at other times either in person if I’m on campus or on Zoom if I’m not on campus.

# Tips to Help You Pass our Class

* See me often (in person or on zoom) to get help with your papers. You might feel nervous or be upset, but still see me.
* Meet with a tutor weekly at our Reading/Writing Center. We have four tutors who I work with specifically. These tutors are listed on our Canvas Page.
* You can also get help from NetTutor which is on our Canvas page. This is another free tutoring service. I have to admit that I have not played with it yet, but some teachers say that it helps students. Make sure you always provide them or your tutor with the assignment directions.
* Come to class and be prepared. Don’t skip class because you are tired or for some other reasons.
* Do your homework on time. See my late homework policy below.
* Take your work seriously. Some students turn in work that doesn’t make sense just to turn in something. You won’t get credit for that.
* Take responsibility for your actions OR lack of actions. If you messed up, you messed up. Be responsible. Get help from me.
* Do not plagiarize or cheat. Do not use ChatGPT or other AI tools unless I tell you that you can. More on this below. Over the last year, I’ve had a few students use ChatGPT and I can tell.
* **Have a positive attitude.** Even if you aren’t getting an A from the beginning, having a positive attitude will help you succeed and have a growth mindset (you will learn about this in our first unit.)

Please, please, please do not come to me at the end of the semester saying that you MUST pass the class to get financial aid or for any other reason. I won’t be able to help you.

If you wait until the last week of school or the weekend before finals to get feedback, I won’t be able to give you the feedback you need.

**Remember, I do not give you a grade, you earn your grade.**

**Students who do the work usually pass the class.**

# Course Description for English 1A

This is a reading and writing class. During the class, you will read, analyze, and compose college-level prose, with emphasis on the **expository**. You will study writing as a process and explore different composing structures and strategies. You will revise your own writing and conduct research (gather, organize, evaluate, integrate, and document information), culminating in a term research paper and annotated bibliography. You will write a minimum of 5,000 words in formal academic language. (See the end of the syllabus for Course Objectives and Outcomes).

**The expository essay i**s a genre of writing where students explore an idea, assess evidence, and present a coherent argument in a clear and concise manner. This can be achieved through methods like comparison, definition, examples, or cause and effect analysis.

# Course Description for English 205

This course will be taught in conjunction with English 1A College Reading and Writing so that students can further their critical reading and writing skills for their English 1A course. Course will include assignments linked to and building on the English 1A coursework.

## Notes for English 205

* All of the rules in this syllabus apply to English 205.
* This course is dependent on English 1A; in other words, what we do in English 205 is determined by what we do in English 1A.
* Your grade in this class is basically based on your grade in English 1A. There are two assignments that you will do each week that are specifically for English 205.
* This class is mandatory and missing it could get you dropped which will mean you will be dropped from English 1A.

# Required Texts and Supplies

* 1. *Warriors* *Don’t Cry* by Melba Pattillo Beals. We are reading the abridged version. It is 226 pages long. DO **NOT RENT THE BOOK.**
     + Here is the ISBN Number: **978-1416948827**
     + Buy it on Amazon [Here](https://www.amazon.com/Warriors-Dont-Cry-Searing-Integrate/dp/B001VEQ7BA/ref=tmm_pap_swatch_0?_encoding=UTF8&qid=1657585572&sr=8-1).
     + You can also buy it in our bookstore.

**Deadline for getting book is Monday, Jan. 15—Bring it to class.**

* 1. A COMPUTER—You need to bring a computer to class every day. You cannot do work on your phones as you are not allowed to have phones during class period. You can borrow computers from the library on a limited basis—see below. We are also in a classroom with computers, so you can use one of those.
  2. Pens/pencils
  3. A binder for handouts.
  4. I also recommend getting a printer. It’s best for you to print out articles and other materials.

# Borrowing Laptops from School

STUDENT LAPTOP CHECKOUT PROCEDURE

The library will have laptops available for students to use during the first week of the Spring 2024 semester (January 8-12). All technology must remain in the library during this time. Beginning January 15, laptops will be available to students for overnight checkout only, with a 72 hour grace period. They can be picked up in the library. We only have 250 laptops available for distribution, and they will be given out 50 per day starting the second week of the semester (January 15-19) on a first come first serve basis while supplies last.

Please note: Students will not be allowed to keep laptops for the entire semester. They must be returned the very next day they receive them, unless they do not have classes scheduled on that following day. The maximum amount of time they can keep the laptops is 72 hours, with no exceptions.

If there are any changes to this procedure, we will inform you as soon as possible.

# Attendance

* If you are physically absent the first week of the semester in either English 1A or 205, you will be dropped.
* If you have two weeks’ worth of absences before the drop date, you will be dropped from both courses at my discretion. Please talk to me if you are absent. I know life happens, and I try to be flexible with making up work if you talk to me. Two weeks worth of absences are 4 days for English 1A and 4 days fro English 205. It’s not a lot. Very few students can miss a lot of class and still succeed.
* I will NEVER give you permission to leave class early or to miss class. I take roll at the beginning of each class. You are late if you are not there when class starts.
* I do not distinguish between excused and unexcused absences. All appointments, interviews, meetings with counselors MUST be scheduled outside of class time. If you work, inform your employer of your class schedule**.** Again, I do understand that sometimes life keeps you from coming to class, so please talk to me.
* If you really do have to miss class, be smart about it. Contact me. Let me know what is going on.

## What if you are sick?

Although we are still not in a pandemic, Covid has taught me one thing:

* If you are really sick—running a fever, throwing up, etc.--stay home.
* If you do not have a fever but think you have a cold, Covid, or anything else, you can wear a mask in class. I still have some and will give you one. I know wearing a mask properly is a pain, but I want everyone to stay healthy. There will be times when I will wear one too.

**I will be dropping at least 4 homework/participation scores.**

# Conferences

Throughout the semester, I will hold mandatory conferences during which we will talk about your essay. These are meant to help you with your work.

# Sharing Work

Sometimes I take part of your work and share it, or I will have you critique each other's work. When I critique work in front of the class, I do so anonymously, and I usually never share more than a paragraph or two. I know sharing work can be scary, but students really learn from helping each other and critiquing work as a class. When I was a student, I learned a lot from what my peers told me about my writing.

# Classroom Rules

1. **Be respectful.** This means:
   1. If someone is talking, listen and don’t talk with your neighbor.
   2. Think about what you are saying and how it could affect others. **No** **hate speech, racism, prejudice, stereotyping, sexism, ablism, ageism, or other comments/actions that intentionally hurt people. These comments will not be tolerated and may be reported.**
   3. Come to class on time, and if you are late, come in quietly, and don’t make a big deal about it. Just take your seat, and I will catch you up on what’s going on.
2. **Technology rules**
3. **Device Usage:**
   * Laptops are **sometimes** permitted during class for note-taking and working on essays; however, often they become a distraction to you and your classmates. Many times students will have other tabs open that are not school related. For this reason, if I see students working on anything other than classwork, I will ask you to stop using your computer.
4. **Cell Phone Usage:**
   * Cell phones **are not allowed (unless I give you permission to use one)** during class to avoid distractions.
   * To keep you from using your cellphone, THEY NEED TO BE PUT IN YOUR BAG—not next to you or in your pocket. Put them in your bag. If you don’t have a bag, put it somewhere else where it won’t distract you. **If I ask you** **more than once to put away your phone, you will have the choice to either :**
     + Leave class
     + Give me your phone to hold until the end of class
   * This sounds harsh, but you need to pay attention to what we are doing in class, and if you are texting people, you aren’t paying attention. Plus, it’s rude to be on your phone while I am trying to instruct you.
5. **Respectful Listening:**
   * Remove earbuds or headphones at the start of class to show respect to your fellow students and me.

**Accommodations:** If you need any accommodations related to this policy, please talk to me about this before the next class period. You can email me if you need to. Your needs will be considered.

# Disruptive Behavior

I reserve the right to ask a student to leave class whose behavior is impeding the learning of other students or making it impossible for me to do my job effectively. If you continually disrupt class, you will be asked to leave and counted as absent for that class.  If the behavior becomes too disruptive, disciplinary steps will be taken, as per Board Policy 5550, “including but not limited to the removal, suspension or expulsion of a student.”

# Grading for English 1A-- Grading Contract

Research indicates that grades often undermine student learning and motivation, so in this class, I will not be using letter grades to assess your work, including your essays. Instead, we will have what is called a “grading contract” that spells out what you need to do to earn an A, B, or C for the semester. At the end of the semester, I still have to give you a final grade.

To earn a particular letter grade, you must meet all of the criteria for that grade. If you want an A, you will need to achieve all of the criteria for an A. If you want a B, you will need to achieve all of the criteria for B. **If you meet the essay criteria but not the homework criteria, you will drop to a lower grade level.** For instance, if you get 4 passes on your essays (see below) but don’t do 80% of the homework, you will get a C in the class.

Because I am using a grading contract, you will have to partially keep track of how you are doing, specifically on your essays. **Canvas does not allow me to give high passes, passes, etc. I can only track your homework grade**. I have included a grading tracker at the end of the syllabus for you to keep track of your essay grades.

## A Grade

* Complete and submit all essays
* Earn at least 2 “High Passes” and 3 “Passes” on the essays
* Earn “Completes” on at least 90% of the homework/participation

## B Grade

* Complete and submit all essays
* Earn at least 4 “Passes” on the essays
* Earn “Completes” on at least 80% of the homework/participation

## C Grade

* Complete and submit at least 4 essays including Essay 2, 3, and 4.
* Earn at least 3 “Passes” **One of these passes must be on Essay 3 or 4** as both include research. **Another pass must be on Essay 2 on our book** “Warriors Don’t Cry.”
* Earn “Completes” on at least 70% of the homework/participation
* Note: If you do not earn at least a C, the class will not count for your transfer English composition credit. You will need to repeat the class.

## D Grade

* Complete and submit at least 2 essays
* Earn at least 2 “Passes”
* Earn “Completes” on **at least** 60% of the homework/participation
* If you earn a D or F, you will have to retake this class.

## F Grade

* Don’t do the work or get only 1 “Pass” on an essay.

# Required Coursework

## Homework/Participation Grade:

* You will have **homework** every night. Some homework will need to be completed by midnight the day it is assigned or midnight the night before class. Other homework will be due either right at the beginning of class. All homework will be graded **complete/incomplete.**  To get a complete/incomplete, you have to put in some effort. Of course, if you are confused, let me know and I will help you.
* **In class work—**You will have in-class work that will count towards your homework/participation grade. If you are not in class, you won’t be able to do this work.

**Extra Credit**

* You can get up to 10 extra points towards your homework/participation grade during the semester by
  + Coming in and getting help from me.
  + Seeing a tutor in our reading/writing center.

This is a good option if you miss homework assignments.

## Essays:

You will write 5 essays this semester (this includes the final reflection). You will write three timed/in class essays and two research papers over the semester.

Essays will be graded on the following scale:

High Pass Pass Needs Work Not Attempted

# Course Schedule for English 1A

You will notice that I do not have the course schedule laid out with everything we are doing this semester.

I do not do this because as the class progresses, my “planned schedules” always change based on how students are doing and what help you need. That said, here is a general plan for when essays will be due although I reserve the right to change this.

**Essay 1:** A personal essay written during Weeks 2 and 3.

**Essay 2:** "Warriors Don't Cry," essay written during Weeks 7 and 8.

**Essay 3:** Essay on banned books, developed Week 9 to Week 12. This is a mini-research paper.

**Essay 4**: Research paper dealing with Bias in Education. We will start this around Week 12/ Week 13 and continue through the end of the semester with submission in Week 17.

**Essay 5:** Timed essay during finals week wrapping up the semester and reflecting on what you have learned.

You will have other writing experiences too throughout the semester—some of these will be done in class; others will be done out of class.

# Essay Revisions

You are encouraged to revise your out-of-class essays for a better grade.

To get a better grade on an essay, however, you must follow several steps:

* Read your essay again and my comments. Think of questions you have.
* After you have read your essay and ALL of my comments, come to my office. You need to do this right away—within the first few days of getting your essay back. We will talk about the essay and make sure you understand my comments. This will be a short 5 meeting. If there is time in class, I can talk to you about it then. PLEASE MAKE SURE YOU HAVE READ ALL OF MY COMMENTS AND YOUR ESSAY.
* Revise your essay. Really change your essay. If you have only made a few grammar changes, you will not get a new grade. Before coming to my office with your new draft, **mark the changes you have made ON THE NEW ESSAY VERSION.** You can mark the changes you made in the margins and by carefully underlining changes. DO NOT skip this part.
* Come back to my office with your new drafts and your old drafts. We will read it together. If it’s better, you will get a Pass or High Pass. If it still needs work, we will talk about what you need to change, you will make revisions and then visit me again. This can take several times, but students who go through this process not only improve on this essay, but tend to do better the entire semester.

# Late Work Policy

## Homework/Participation

Homework is due on the due date. No exceptions will be made. **At least** **four assignments will be dropped though.** You can also get extra credit in this category by seeing me and getting help.

## Timed Writings and Essays

These essays are the meat of our class, so if you are going to be late on an essay or miss one of our timed essays, please contact me ASAP so that we can make alternative arrangements.

Some students don’t like taking timed essays. Timed essays give me an example of your writing skills without extra help. Occasionally, these will be turned into out-of-class assignments.

# Academic Honesty Policy

There are two main components to my academic honesty policy:

1. **All writing you submit must be your own (not by AI--Artificial Intelligence--software or essay-for-hire service).** In other words, you cannot use ChatGPT or some other AI technology unless I tell you that you can. Using it when I ask you to use your own brain is cheating. Occasionally, I will have assignments where I allow you to use this technology, but you can only use it in the way I prescribe.

My goal for this class is for you to grow as writers and critical thinkers. That can only happen if you are using your own brain and writing your own papers. If I determine that an essay was not written by you, it will not receive a passing grade, and you will need to re-submit new work of your own.

1. Whenever you include information, ideas, or quotes from another source in your own work, you need to properly quote and cite your sources in MLA (Modern Language Association) format. We will go over how to do this so that you do not commit plagiarism (presenting someone else’s work as your own).

# More on Plagiarism and Using Artificial intelligence like ChatGPT:

Every semester one or more students plagiarize. Now, students are using AI. Sometimes students plagiarize by mistake, or they do it on purpose because they do not feel they are prepared. Whatever the case may be, we will have a conversation about this. You might also get reported to our Behavioral Intervention Team and the Dean of Humanities as well as receive a 0 on an assignment. Depending on the situation, you will be asked to redo the assignment.

Plagiarism is a specific form of cheating: the use of another’s words or ideas without identifying them as such or giving credit to the source. Plagiarism may include, but is not limited to,

* failing to provide complete citations and references for all work that draws on the ideas, words, or work of others,
* failing to identify the contributors to work done in collaboration,
* submitting duplicate work to be evaluated in different courses without the knowledge and consent of the instructors involved,
* or failing to observe computer security systems and software copyrights.
* Copying someone else’s Discussion Board counts as plagiarism.
* Copying someone else’s essay or parts of his/her essay is also plagiarism.
* Copying ideas from an article is plagiarism.
* Using ChatGPT or other AI, is a kind of cheating and follows the same rules as plagiarism. I occasionally use AI detectors. Sometimes these don’t work, but there are other ways to tell if a student uses AI. If I suspect you of using AI, I will send a notice to my dean and you will need to meet with him. More and more, students are using AI because they are confused and don’t get help. We all make mistakes, so fess up, get help, and learn.

# Accommodations for Students with Disabilities

If you have a verified need for an academic accommodation or materials in alternate media (i.e. Braille, large print, electronic text, etc.) per the Americans with Disabilities Act (ADA) or Section 504 of the Rehabilitation Act, please contact me as soon as possible. I will work with the DSPS (Disabled Students Programs and Services) office to make sure that you get the help that you require. In order to get accommodations, you must sign up with DSPS.

# Student Learning Outcomes and the Skills You Need to Master

The goal of the course is to master the skills below. It is often the case where students will get a pass or high pass in some of the skills below, but not all. After I fill out a rubric, I look at the rubric holistically. You might do well and get a pass on the introduction, thesis, conclusion, and grammar, but still need work on topic sentences and the body paragraphs. As the body paragraphs are the meat of the essay, I will have you redo them and make a few changes in other areas of the essay. In the comments, you will get a “NEEDS WORK” on the essay to indicate that you need to redo it. There is no shame in this. Often, students need to revise an essay. This is how you learn! I know this might frustrate you, especially if you always did well in English classes. You are, however, in college, and it’s my job to push you to become a better writer.

## SLO 1:  ACADEMIC WRITING and READING:

Write a documented, well-organized research paper of at least 1,500 words that demonstrates critical thinking and command of the English language.  **YOU MUST PASS ESSAY 3 OR 4 TO SHOW THIS.**

## SLO 3 SUMMARIZE AND COMPREHEND COLLEGE-LEVEL PROSE (WILL INCLUDE A FULL READING).

**YOU MUST PASS ESSAY 2 TO SHOW THIS.**

These are the skills the show that you have met SLO 1 and SLO 2. You must show this on various essays.

### Skill 1.1--Introduction Paragraph

**Criteria for a High Pass:**

* + Uses critical thinking and creativity to introduce the topic in a meaningful way that provides context for the thesis and leads up to the thesis well.
  + This can be done in several ways.  The introduction can give:
    - background information
    - an interesting story
    - a description of something
    - facts or statistics (make sure you cite any statistics)
    - the opposing viewpoint
    - a definition.

### Skill 1.2—Thesis

**Criteria for a High Pass:**

* Arguable thesis statement, which includes a fresh and original angle on the topic.
* The thesis comes at the end of the introduction.
* It gives a topic and an opinion that will be proved in the essay.
* Each body paragraph relates to the thesis and that relationship is obvious.
* The reader does not have to guess at what the essay will be about or how each paragraph relates to the thesis.

### Skill 1.3—Topic Sentences

**Criteria for a High Pass:**

* Topic sentences support the thesis and clearly establish the paragraph’s purpose.  You are using clear and precise language that is not formulaic; each topic sentence is unique. They don’t all sound the same.
* The topic sentences contain transitions to connect the ideas between each paragraph.

### Skill 1.4—BODY PARAGRAPHS—EVIDENCE, ANALYSIS, AND SYNTHESIS (This Is Where You Will Find an Assessment for SLO 3)

**Criteria for High Pass:**

* Body paragraphs prove the topic sentences and the thesis statement.  Body paragraphs should:
* Use quality sources that are accurate, reliable, and appropriate.
* Include sufficient evidence to prove the point in that paragraph.
* have appropriate context for evidence.
* Include summaries or paraphrases which contain essential details that are accurate representations of the source(s). The student shows an understanding of the text(s); this includes being able to interpret the text(s), draw conclusions, synthesize information logically, make connections, understand key vocabulary, etc.  (SLO 3)
* Adequately introduce sources. Quoted or summarized material starts with the author's name, credentials (the first time you use the source), the name of the article (the first time you use the source), and a suitable signal verb:  argues, asserts, or claims. In other words, you are following MLA format. (SLO 3)
* Have a logical progression of ideas both within the paragraphs and between the paragraphs.
* There is no repetition.
* Have strong analysis. This is the “so what” of the paper.  You are explaining why the evidence is important.
* Be free from plagiarism or AI uses.

### Skill 1.5—Conclusion

**Criteria for a High Pass:**

* The author does NOT restate the main idea of each body paragraph.
* The writer completes the essay’s ideas in a meaningful way, leaving the reader something to think about. This can be done by:
* Giving solutions to problems.
* Speculate further about the thesis suggesting reasonable action, etc.
* Connect back to the introduction.
* Look to the future—Apply new information to their lives to see things more globally.

### Skill 1.6—Overall Sentence Structure/Grammar

**Criteria for a High Pass:**

* The writer demonstrates command of Academic English.
* There are few sentence-level errors—including few run-on or fragmented sentences.
* There is also proper capitalization, punctuation, and spelling.
* Overall, the essay is well-edited and the word choice shows an awareness of the audience.

### Skill 1.7— Overall MLA Format of Document and Correctly Formatted Works Cited Page If Sources Are Used.

**Criteria for a High Pass:**

**MLA FORMAT**

* Essays must be typed in Times New Roman font size 12 with no bold, capitalized, or italicized fonts.
* Essays must be double-spaced throughout.
* Before and after spacing must be set to zero.
* Margins should be 1” on all sides of the paper and justified on the left.
* On the top left-hand side of the paper, you should include (in this order):
* Your name
* The class and the teacher’s name
* The Essay Number (ie: Essay 1 or Essay 1 Revision 2)
* Submission date
* After the class information, put your title, centered, on the next line. Make sure you don’t make the title a bigger font than the rest of the paper; don’t put the title in quotes, bolded or italicized font.
* Give your title a creative name (not the name of the assignment or the name of the major reading).
* All pages (including the first) are numbered with the number in the upper-right corner, one half-inch from the top—use the auto-insert function. The page number is preceded by your last name.  This information needs to be formatted in the header.

**WORKS CITED FORMAT**

* Work Cited is a new page (hard page or page break created)
* Line spacing is correct
* Sources are listed alphabetically
* Hanging indent used for second and any subsequent lines for sources that take up more than one line
* Quotation marks and italics are used appropriately.
* Titles of articles are surrounded with quotation marks
* Titles of books and journals are italicized
* **NOTE: For** Skill 1.7 you either do both correctly and get a HIGH PASSor you make mistakes and get a NEEDS WORK. You can continue to submit until it is correct.

### Skill 1.8:  Follows Instructions/Requirements

**NOTE: For** this skill, you either get a Yes or a No. You do not get points for it. If you get a NO, then you must redo the paper. We will talk.

## SLO 2: COMPLETE A TIMED ESSAY INDEPENDENTLY IN CLASS.

* **Skill 2.1—**Write a basic introduction in a timed environment.
* **Skill 2.2—**Writes a thesis in a timed environment.
* **Skill 2.3—**Writes topic sentences in a timed environment.
* **Skill 2.4—**Writes multiple body paragraphs in a timed environment.
* **Skill 2.5—**Writes a conclusion in a timed environment.
* **Skill 2.6—**The essay has been properly edited in a timed environment.
* **Skill 2.7—**Essay includes a correctly formatted Works Cited (if sources are used)

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| **IMPORTANT DATES FOR SPRING 2024** | | | |
|  | | | |
| **DATE** | **DAY** | **EVENT / DEADLINE** |
| January 8 | (M) | Start of Spring 2024 semester |
| January 8 - March 8 | (M-F) | Short-term Spring 2024 classes, first nine weeks |
| January 15 | (M) | Martin Luther King, Jr. Day observed (no classes held, campus closed) |
| January 19 | (F) | Last day to drop a Spring 2024 full-term class for full refund |
| January 26 | (F) | Last day to register for a Spring 2024 full-term class in person with add authorization |
| January 26 | (F) | Last day to drop a Spring 2024 full-term class to avoid a “W” in person |
| January 28 | (Su) | Last day to drop a Spring 2024 full-term class to avoid a “W” on Self-Service |
| January 28 | (Su) | Last day to add a Spring 2024 full-term class with add authorization on Self-Service |
| February 16 | (F) | Lincoln Day observance (no classes held, campus closed) |
| February 19 | (M) | Washington Day observance (no classes held, campus closed) |
| March 1 | (F) | Deadline to apply for graduation for Spring 2024 completion |
| March 8 | (F) | Last Day to drop a Spring 2024 full-term class (letter grades assigned after this date) |
| March 11 - May 17 | (M-F) | Short-term Spring 2024 classes, second nine weeks |
| March 25 - March 29 | (M-F) | Spring recess (no classes held, campus open Mar 25-28) |
| March 29 | (F) | Good Friday observance (no classes held, campus closed) (classes reconvene Apr 1) |
| May 13-17 | (M-F) | Spring 2024 final exams week |
| May 17 | (F) | Last day to change a Spring 2024 class to/from Pass/No-Pass grading basis |
| May 17 | (F) | End of Spring 2024 semester/commencement |

# Essay Grade Tracker

**Essays Status:** High Pass Pass...Needs Work...Not Attempted

|  |  |
| --- | --- |
| **Essay** | **Essay Status** |
| Essay 1 |  |
| Essay 2 |  |
| Essay 3 |  |
| Essay 4 |  |
| Essay 5 |  |
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* al exams week December 8 (F) End of Fall 2023 semester