

House Bill 2504 – Implementation

Please follow the following instruction to be compliant with the Prairie View A&M University’s website naming convention.

File Format Requirements

All the CVs, resumes and syllabi must be in PDF format. No scanned documents are allowed. All documents must be typed using MS Word or any other editor program and then converted to PDF format.

File Naming Conventions

The naming of each type of document should be self explanatory. For this purpose please follow the guidelines in this section for naming your documents.

- **Resumes/CVs:**

To name resumes/CVs of a person, the file name should be saved as their respective PVAMU usernames .

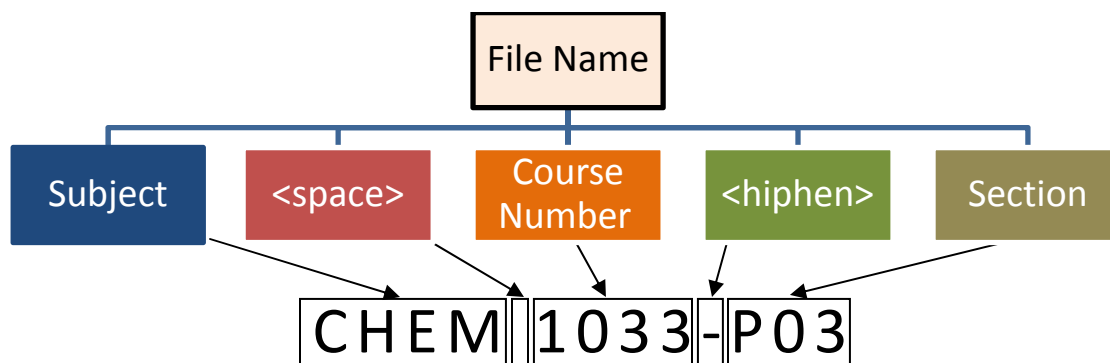
E.g., Resume for Professor John Smith (user name = jsmith | Email: jsmith@pvamu.edu) should be named, “jsmith.pdf” and CV for Professor John B. Doe (username =jbdoe) should be “jbdoe.pdf”.

- **Syllabi:**

For syllabi, the document name should be same as the course subject title.

E.g., for “CHEM 1033 General Inorganic Chemistry”, if the course subject title is “CHEM 1033-P03”, then the document name must be “CHEM 1033-P03.pdf”.

For the above example, the file name is structured as :



NOTE: Create a new document for each section because the subject title is different for each section even if the course is the same. So if the above mentioned Chemistry course has a section P04, then the syllabus document for this course will be “CHEM 1033-P04.pdf”