



BIOL 3404 Immunology Spring 2024

Instructor:	Dr. Victoria Mgbemena
Section # and CRN:	P01 and 23354 P61 and 23355 P62 and 23356
Office Location:	E.E. O'Banion Science Building room 430 AC
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Office Hours:	MW 4 p.m.- 5 p.m.; TR 3 p.m.-5 p.m., by appointment
Mode of Instruction:	Face to Face
Course Location:	E.E. O'Banion Science Building, Lecture: 122 / Lab: 407
Class Days & Times:	Lecture: MW (P01) 9:00 a.m. - 9:50 a.m., Lab: TR (P61) 11:00 a.m.-12:50 p.m.; TR (P62) 1:00 p.m.-2:50 p.m.
Catalog Description:	BIOL 3404, Immunology, (3-1) Credit 4 semester hours. Fundamentals aspects of immunology, antigenic systems, hypersensitivity, and serology
Prerequisites:	Passing grade of C or better in BIOL 1501 General Biology I, BIOL 1502 General Biology II, and BIOL 2504 Genetics
Co-requisites:	None
Required Texts:	The Immune System, 4th Edition, by Peter Parham Publisher: W.W. Norton Publishing Company (Required) Paperback: ISBN: 9780815344667 https://www.bkstr.com/prairieviewamunivstore/home

Materials needed to enhance learning immunology:

1. Students should read the Required Course Textbook chapters prior to class and be prepared to be quizzed by the instructor over the information covered.
2. Students should maintain a folder with all class notes, handouts and quizzes.
3. Lab Notebook (spiral, composition-bound, electronic) is **required** for this course.

Student Learning Outcomes:

Upon successful completion of this course, students will be able to:	Program Learning Outcome	Core Curriculum Outcome Alignment
Demonstrate an understanding of the basic concepts of immunology.	Discipline Specific Knowledge	Critical Thinking
Demonstrate knowledge of innate immunity, which provides the first line of defense against infection.	Critical Thinking	Critical Thinking
Demonstrate knowledge of the adaptive immune response.	Critical Thinking	Critical Thinking
Demonstrate an understanding of the development and activation of B and T lymphocytes.	Critical Thinking	Critical Thinking
Demonstrate knowledge of how the immune response is shaped during health and disease.	Integration of Broad Knowledge	Critical Thinking

Major Course Requirements - Method of Determining Final Course Grade

Course Requirement	Value	Total
1) 2 Lecture Exams	50 pts	100 pts
2) 3 Lecture Quizzes (Canvas/eCourses)	10 pts	30 pts
3) 10 Case Study Assignments (Canvas/eCourses)	10 pts	100 pts
4) 3 Lab Quizzes (Canvas/eCourses)	10 pts	30 pts
5) 1 Lab Exam	50 pts	50 pts
6) Participation	40 pts	40 pts
7) Final Exam	100 pts	100 pts

Total: total points earned/450 X 100 = percentage

Grading Criteria and Conversion:

A = 402.50 to 450 points= (89.45% to 100%)

B = 357.50 to 402.49 points= (79.45% to 89.44%)

C = 312.50 to 357.49 points= (69.45% to 79.44%)

D = 267.50 to 312.49 points= (59.45% to 69.44%)

F = 0 to 267.49 points= (0% to 59.44%)

***This grading criteria is set and will not change under any circumstances**

If a student has stopped attending the course (i.e. “stopped out”) at any point after the first day of class but did not officially withdraw from the course and has missed assignments and exams, including the final exam, and performed below the grade level of a D, a grade of FN (failed-non attendance) will be assigned for the final course grade to ensure compliance with the federal Title IV financial aid regulations. In contrast, if the student has completed all assignments and exams, including the final exam, but performed below the grade level of a D, a grade of F will be assigned for the final course grade.

Detailed Description of Major Assignments:

Assignment Title or Grade Requirement	Description
1. Lecture Exams	Taken in person ; exams will cover those topics covered in class, from the textbook and laboratory exercises. A combination of multiple choice, true or false, fill in the blank and essay. Lecture exams will be no more than 50 questions long. Worth 50 points each.
2. Lecture Quizzes	Posted on Canvas/eCourses; Quizzes based on up to two chapters at a time; derived from lecture content. Must be completed through Connect resource. Usually 10-20 questions in length. Worth 10 points each.
3. Lab Exam	Taken in person at the end of the semester. Based off of all laboratory activities and techniques learned in the laboratory. Consist of multiple choice, short answer/essay, true or false, fill in blank. Up to 50 questions. Worth 50 points each.
4. Lab Quizzes	Each lab quiz must be completed on the respective assigned day (see course schedule) within the time limit allotted. The lab quiz will be the first task to complete on the assigned lab day, and will be followed by a virtual lab. Lab quizzes will cover material from lab talks and activities. Readings and guidelines for activities will be posted in lab section of Canvas (P61 or P62). Worth 10 points each.
5. Case Study Assignments	Case Study Assignments will be completed in respective lab groups. Each case study assignment will be posted to Canvas on the assigned day. Each assignment must be completed by 04/15/2024 at 11:59 p.m. to earn full points. Worth 10 points each.
6. Participation	Participation will be assessed based on the timely submission lecture quizzes and exams in the course. View the participation section of the course policy for details. Worth 40 points.
7. Final Examination	Taken at the end of the semester. A culmination of all content learned in the lecture component. Consist of multiple choice, short answer, essay, true or false, fill in blank. Up to 80 questions. Worth 100 points.

BIOL 3404 Immunology -P01/P61/P62

Instructor: Dr. Victoria Mgbemena

Schedule for Spring 2024

The following schedule is **TENTATIVE** only. The academic schedule is subject to change.

The student is advised to read the assigned chapter for each class day **before** coming to class. Dr. Mgbemena reserves the right to change the calendar as she deems fit for the class. All times are Central Standard Time (CST).

<u>Module</u>	<u>Date (week)</u>	<u>Lecture</u>	<u>Lab</u>
Module One: The Innate Response to Infection	Jan 16-Jan 19 Week 1	Wed: Intro to Immunology Concepts	T: Activity #1- Welcome, Introduction R: No Lab
	Jan 22-Jan 26 Week 2	Mon/Wed: CH 1 Elements of the Immune System and their roles in Defense	T: Activity #2- Vocabulary and Introduction to Immunology Lab Techniques and equipment R: Case Study #1
	Jan 29-Feb 2 Week 3	Mon/Wed: CH 2 Innate Immunity: Immediate Response to Infection Lecture Quiz#1-Chp 1,2,3 Posted (Canvas):2/5/24 Due: 3/1/24, 11:59 pm	T: Introduction to Serology, Review R: Case Study #2
	Feb 5-Feb 9 Week 4	Mon/Wed: CH 2 Innate Immunity: Immediate Response to Infection	T: Activity #3- Serial Dilutions Review Labster demo and registration R: Case Study #3
	Feb 12-Feb 16 Week 5	Mon: CH 2 Innate Immunity: Immediate Response to Infection Wed: CH 3 Innate Immunity: The Induced Response to Infection	T: Activity #4- Pipetting Techniques, Practice R: Lab Quiz 1 (Canvas), (Remote-Virtual Lab) JoVE-Cell Migration and Motility/The Immune System
	Feb 19-Feb 23 Week 6	Mon/Wed: CH 3 Innate Immunity: The Induced Response to Infection	T: Activity #5- Pattern Recognition Receptors R: Case Study #4

	Feb 26-Mar 1 Week 7	Mon: CH 3 Innate Immunity: The Induced Response to Infection	T: Activity #6- Complement Fixation Test R: Case Study #5
Module Two: Development of the Adaptive Immune Arm	Mar 4-Mar 8 Week 8	Mon: CH 4 Antibody Structure and the Generation of B-Cell Diversity Wed: 3/6 EXAM 1 CH 1,2,3 Lecture Quiz#2-Chp 4,5 Posted (Canvas):3/8/24 Due: 4/2/24, 11:59 pm	T: Lab Quiz 2 (Canvas); (Remote-Virtual Lab) JoVE-Antibody Generation: Producing Monoclonal Antibodies Using Hybridomas R: Case Study #6
	Mar 11-Mar 15 Week 9	Spring Break	Spring Break
	Mar 18-Mar 22 Week 10	Mon/Wed: CH 4 Antibody Structure and the Generation of B-Cell Diversity	T: Activity #7-Dot Blot R: Case Study #7 (Canvas)
	Mar 25-Mar 29 Week 11	Mon: CH 4 Antibody Structure and the Generation of B-Cell Diversity /CH 5 Antigen Recognition by T Lymphocytes Wed: CH 5 Antigen Recognition by T Lymphocytes	T: Activity #8-Protein Estimation-Biuret Assay R: Case Study #8
	Apr 1-Apr 5 Week 12	Mon/Wed: CH 5 Antigen Recognition by T Lymphocytes Lecture Quiz#3-Chp 7,9 Posted (Canvas):4/3/24 Due: 4/30/24, 11:59 pm	T: Activity #9-Antibody: Antigen Interactions- Ouchterlony Assay R: Case Study #9
	Apr 8-Apr 12 Week 13	Mon: CH 5 Antigen Recognition by T Lymphocytes Wed: 4/10 LECTURE EXAM 2 CH 4,5	T: Lab Quiz 3(Canvas); (Remote-Virtual Lab) 1)Labster ELISA/ HHMI Interactive R: Case Study #10

Module Three: Immunity and Memory	Apr 15-Apr 19 Week 14	Mon: CH 7 Development of T Lymphocytes Wed: CH7/CH 9 Immunity Mediated by B Cells and Antibodies	T: Lab Exam Review 4/15, 11:59 pm: All Case Study Assignments due Thurs: 4/18 LAB EXAM
	Apr 22-Apr 26 Week 15	Mon/Wed: CH 9 Immunity Mediated by B Cells and Antibodies/* CH 11 Immunological Memory and Vaccination	No Lab Meetings
	Apr 29-May 3 (Week 16)	Review	No Lab Meetings
	May 1-May 8 (Week 17)	FINAL EXAMINATION: Chp 1,2,3,4,5,7,9&11* (Date TBA)	No Lab Meetings

Course Evaluation Methods and Instructor Policies:

QUIZZES: The University's Academic Catalog grading policy is used in this course. The instructor will provide instructions for preparing for each lecture and lab quiz. Lecture and Lab Quizzes will be completed through eCourses/Canvas. A minimum two-week period is allotted for completion of each Lecture Quiz; please refer to schedule for dates. Based on the class' progression, the instructor reserves the right to amend the quiz dates. Students will be notified of date changes at least one week in advance. Each individual quiz is worth 10 pts each. **Late or otherwise missing quiz assignments will not be accepted; quizzes will not be reopened for submission past the original due date.** With a valid and verifiable excuse, the student may be able to **drop up to one quiz** from the grade total. Refer to attendance/absence policy below. The instructor may reserve the right to drop a low quiz score at the end of semester.

EXAMS: Exams will be taken in person at the start of each specified period. Students will not be permitted to sit for an exam during the period if an exam has already been submitted during that period, and the test taker(s) has left the exam room. It will be the responsibility of every student to sign in upon handing in their exam. There are 2 lecture exams, 1 lab exam and one final exam. The exams may be a combination of multiple choice, true or false, fill in the blank, short answer, calculation (for lab exam) or free response/essay. Lecture and lab exams are worth 50 pts each. The final exam is worth 100 points. **The mid-term grade** may be calculated according to points earned up until that date. The final exam will be cumulative. The **final exam period** for this course is scheduled **May 1-May 8. A confirmation on the date will be provided by the instructor prior to the final exam week.** The instructor will be unable to accommodate any final exams before or after the scheduled exam period, so students should plan accordingly. With a valid and verifiable excuse, the student may be able to **reschedule up to one lecture exam (not the final)**. Without a valid and verifiable excuse, the assigned grade for a missing exam will be a zero, or otherwise decided at the instructor's discretion.

LAB ACTIVITIES: Corresponding material for each lab activity will be posted in Canvas/eCourses in lab sections P61 or P62. **Each student is responsible for keeping notes and handouts in a lab notebook.** The student should read the material before coming to lab to complete the assigned activity. Absences during lab activities do not excuse the student from being responsible for the material on assessments. Virtual labs will be done **remotely** and will be denoted in the schedule (see above) accordingly. The student will complete the virtual lab activity on their own. The virtual labs **will not count for a lab activity assignment** unless otherwise announced.

CASE STUDY ASSIGNMENTS:

Case Study Assignments will be completed in respective lab groups. Each lab group will be responsible for providing the **Case Study Summary** on their assigned day. Participation with the group will earn extra point(s) toward an assessment of the instructor's choosing. If a team member is not present for the summary, they may not earn the points. If a student is absent for an excused or unexcused reason, they may seek additional extra points opportunities provided during the semester. Each **Case Study Assignment** must be completed by **04/15/2024 at 11:59 p.m.** on Canvas to earn full points. Any case study assignments not submitted by the due date will result in a grade of zero assigned to the case study assignment, unless otherwise decided by the instructor. Plagiarism will result in a grade of zero assigned to the assignment and will be eligible for reporting to the Academic Affairs Office.

PARTICIPATION: If a break in participation is anticipated, please notify the instructor as soon as possible. The **participation** grade will be calculated as follows:

- Submission of all assignments by the deadline = 40
- No/late submission for 1 quiz = 38
- No/late submission for 2 quizzes = 36
- No/late submission for 3 or more quizzes = 34
- No/late submission for 1 or more lecture or lab exams = 32

Multiple missing submissions (failure to submit more than 3 quizzes **and** 1 exam) will earn a participation grade of 20.

Note that this is the policy for participation only. If the student has not submitted the assignment, without a valid excuse, a **grade of zero (0)** will also be entered in the gradebook for that assignment.

ATTENDANCE/ABSENCES: The instructor understands that the unexpected may happen. The instructor will follow the university policy on absences. The instructor must report attendance per university guidelines. You must read the section entitled "**Class Attendance Policy**". If a student is absent for class, it is that student's express responsibility to retrieve any content and material covered. Valid and verifiable excuses include those due to unforeseen and irreparable issues with technology, illness, attendance at university approved functions, civil or military services, or family bereavements. The instructor may request verification from The Office of Student Conduct for any reported absence.

EXTRA ASSIGNMENTS: The instructor retains the right to add more assignments to the course in order to assess student outcomes. One extra credit assignment may be offered for a minimum of **two points** added to the final grade. Other assignments may also be provided as extra credit opportunities. Students will be given at least one week's notice for completion and submission of such assignments. No late submissions will be accepted.

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. [Library Website](#) Phone: 936-261-1500

Academic Advising Services

Academic Advising Services offers students various services that contribute to student success and lead toward graduation. We assist students with understanding university policies and procedures that affect academic progress. We support the early alert program to help students connect 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 within Academic Advising Services are available to all students. We are located across campus. Find your advisor's location by academic major on the [advising website](#). 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 and virtually in online sessions. Other support services available for students include Supplemental Instruction, Study Breaks, Academic Success Workshops, and Algebra Study Jam. Location: J. B. Coleman Library, Rm. 307; Phone: 936-261-1561; Email: pvtutoring@pvamu.edu; [University Tutoring Website](#)

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; [Writing Center Website](#), [Grammarly Registration](#)

Panther Navigate

Panther Navigate is a proactive system of communication and collaboration between faculty, academic advisors, and students that is designed to support student success by promptly identifying issues and allowing for intervention. Panther Navigate helps students by providing a central location to schedule advising appointments, view campus resources, and request assistance. Students who recognize that they have a problem that negatively affects their academic performance or ability to continue school may self-refer an academic early alert. To do so, students will log in to Canvas and click on Student Alerts on the left sidebar within a course. Students also have the option to download the Navigate Student app. Phone: 936-261-5902; [Panther Navigate Website](#)

Student Counseling Services

The Student Counseling Services 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, 2nd floor; Phone: 936-261-3564; [Health & Counseling Center Website](#)

Office of Testing Services

The Office of Testing Services serves to facilitate and protect the administration of educational and professional exams to aid students, faculty, staff, and the community in their academic and career goals. We provide proctoring services for individuals who need to take exams for distance or correspondence courses for another institution, exams for independent study courses, or make-up exams. In order for a proctored exam to be administered by our office, the instructor of the course must first submit the online PVAMU Testing Services – Test Proctoring Form (this form can only be completed by the instructor) to the Office of Testing Services 72 hours prior to the first exam being administered. Once the Test Proctoring Form has been submitted, the instructor will inform their testers so they can then register for an appointment with our office on one of the selected proctored exam test dates within the testing window for the exam and pay the applicable fees. To access the OTS – Test Proctoring Form, to schedule a proctored exam appointment, or to find more information about our proctoring services, please visit the [OTS – Proctoring Service website](#). Location: Wilhelmina Delco, 3rd Floor, Rm. 305; Phone: 936-261-3627; Email: aetesting@pvamu.edu; [Testing Website](#)

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; [Disability Services Website](#)

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 classes in the traditional manner. CIITS supports student learning through online, hybrid, web-assist, and 2-way video course delivery. For more details and contact information, visit [CIITS Student Website](#). Phone: 936-261-3283 or email: ciits@pvamu.edu.

Veteran Affairs

Veteran 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; [Veteran Affairs Website](#)

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; [Student Engagement Website](#)

Center for Careers & Professional Development

This center supports students through professional development, career readiness, and placement and employment assistance. The center 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 center website for information regarding services provided. Location: Anderson Hall, 2nd floor; Phone: 936-261-3570; [Center for Careers & Professional Development Website](#)

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.

PVAMU's General Statement on the Use of Generative Artificial Intelligence Tools in the Classroom

Generative Artificial Intelligence (GAI), specifically foundational models that can create writing, computer code, and/or images using minimal human prompting, are increasingly becoming pervasive. Even though ChatGPT is one of the most well-known GAIs currently available, this statement includes any and all past, current, and future generations of GAI software. Prairie View A&M University expects that all work produced for a grade in any course, be it face-to-face or virtual, will be the sole product of a student's endeavors to meet those academic goals. However, should an instructor permit their students to use artificial intelligence as a resource or tool, students must not substitute the substance of their original work with the results of using such GAI tools. This clearly violates the [University's Administrative Guidelines on Academic Integrity](#) and its underlying academic values.

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 ability 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) 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, Dr. Zakiya Brown, at 936-261-2144 or titleixteam@pvamu.edu. More information can be found at [Title XI Website](#), including confidential resources available on campus.

Protections and Accommodations for Pregnant and Parenting Students

The U.S. Department of Education's Office for Civil Rights (OCR) enforces, among other statutes, Title IX of the Education Amendments of 1972. Title IX protects people from discrimination based on sex, sexual orientation, and gender identity in education programs or activities that receive federal financial assistance. This protection includes those who may be pregnant and parenting. Title IX states: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education

program or activity receiving Federal financial assistance.” Students seeking accommodations related to pregnancy or parenting should contact the Office of Title IX for information, resources, and support at titleixteam@pvamu.edu. Additional information and/or support may be provided by the Office of Disability Services or the Office of the Dean of Students.

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.

Makeup Work for Legitimate Absences

Prairie View A&M University recognizes that there are a variety of legitimate circumstances in which students will miss coursework and that accommodations for makeup work will be made. If a student's absence is **excused**, the instructor must either provide the student an opportunity to make up any quiz, exam, or other work contributing to the final grade or provide a satisfactory alternative by a date agreed upon by the student and instructor. Students are encouraged to work with instructors to complete makeup work before known scheduled absences (University-sponsored events, administrative proceedings, etc.). Students are responsible for planning their schedules to avoid excessive conflicts with course requirements.

Absence Verification Process

All non-athletic absences (e.g., Medical, Death/Funeral, Court/Legal-related, etc.) for which a student seeks to obtain a valid excuse must be submitted to the Dean of Students/Office of Student Conduct, with supporting documentation, for review and verification. Please use the [Online Reporting Forms](#) to access/complete/submit the *Request for a University Excused Absence* form for an excuse. Upon receipt, a staff member will verify the documentation and provide an official university excuse, if applicable. The student is responsible for providing the official university excuse issued by the Office for Student Conduct to the professor(s). Questions should be directed to the Dean of Students via email: deanofstudents@pvamu.edu or phone: (936) 261-3550 or Office for Student Conduct via email: studentconduct@pvamu.edu or phone: (936) 261-3524.

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 Catalina
- Smartphone or iPad/tablet with wi-fi*
- High-speed internet access
- 8 GB memory
- Hard drive with 320 GB storage space

- 15" monitor, 1024 x 768, color
- Speakers (internal or external)
- 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

* Some courses may require remote proctoring. At this time only Chromebooks, laptops, and desktops running Windows or Mac work with our proctoring solution, but iPads are not compatible. Most other applications will work with Android or Apple tablets and smartphones.

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 (Zoom)

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 [Password Reset Tool](#) 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.

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

In accordance with the latest guidelines from the PVAMU Health Services, the following measures are in effect until further notice.

- Students who are ill will be asked to adhere to best practices in public health, such as masking, handwashing, and social distancing, to help reduce the spread of illness across campus.
- Mandatory self-reporting will no longer be required by students. Students will be responsible for communicating with their professors regarding COVID, similarly to any other illness.
- There will be no mandatory isolation. Students who are too ill to engage in classroom activities will be responsible for securing the appropriate documentation to support the absence.
- Students who self-isolate will be responsible for communicating with their professors and securing an excuse from Student Conduct.
- All students will have access to [TimelyCare](#), a telehealth platform that provides virtual medical care 24/7 and by appointment in the Student Health Clinic. Students are encouraged to enroll with TimelyCare at the beginning of the semester, at timelycare.com/pvamu.
- Students will have access to COVID testing in the Student Health Clinic by appointment. Testing is for students who are symptomatic ONLY.

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

Priority Deadline to Submit Financial Aid Verification Documents

Monday

Nov 06, 2023

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

Monday

Nov 07, 2023

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

Tuesday

Nov 08, 2023

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

Wednesday

Nov 09, 2023

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

Thursday

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

12th Class Day (Census Date)

Wednesday

Jan 31

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

Wednesday

Feb 01

Withdrawal from Courses with Academic Record (“W”) Begins

Thursday

Feb 06

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

Tuesday

Feb 12

20th Class Day

Monday

Mar 07 - Mar 09

Mid-Semester Examination Period

Thursday through
Saturday

Mar 11 - Mar 16

Spring Break (Student Break)

Monday through
Saturday

Mar 13

Mid-Semester Grades Due

Wednesday

Mar 15

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

Friday

Mar 20

Founders Day/Honors Convocation

Wednesday

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 Monday	Study Day(No Classes in Session)
Apr 30 - May 08 Tuesday through Wednesday	Final Exams
May 09 Thursday	Final Grades due for Graduation Candidates (12:00 pm)
May 11 Saturday	Commencement
May 14 Tuesday	Final Grades due for all other students (11:59 p.m.)

Please visit <https://www.pvamu.edu/registrar/academic-calendars/spring-2024-16-week-session/> for the Spring 2024 calendar and important dates.