

STUDENT HANDBOOK

**School of Architecture
Prairie View A&M University**

The School of Architecture at Prairie View A&M University is committed to excellence, in teaching, research and service. A primary goal of the University is to create a campus environment that encourages the active involvement of students in their own personal and intellectual development, thereby promoting responsible citizenship. The policies and practices are designed to promote: attitudes and opportunities for creative, critical and independent inquiry; high standards for the acquisition of knowledge and the achievement of intellectual understanding; freedom from the limitation of ignorance, prejudice and intolerance; self-knowledge and an understanding of the relationships of the individual to society; and knowledge of, and experience with cultures and circumstances that differ from the familiar in location, time or values.

This handbook is intended to serve as a guide to the policies and procedures of the School of Architecture at Prairie View A&M University. Though it is impossible to summarize every aspect of life at the School of Architecture, the handbook is intended to provide information that may be useful throughout the course of a student's education. It is recommended that every student become familiar with the contents of this handbook.

TABLE OF CONTENTS

I. INTRODUCTION

- Dean's Message
- History of School of Architecture
- School Office Hours
- Code of Excellence

II. FACILITIES AND SERVICES

- Studio
- Computer Lab
- Gallery
- Library
- Auditorium
- Fabrication Lab
- Copying/Printing
- Media Service

III. STUDENT ORGANIZATIONS AND ACTIVITIES

- American Institute of Architecture Students (AIAS)
- Construction Specification Institute (CSI)
- National Organization of Minority Architecture Students (NOMAS)
- Women in Architecture (AWA)
- Tau Sigma Delta Honor Society for Architecture and Allied Arts of Design
- Arts Association
- American Institute of Graphic Arts (AIGA)
- Dean's Student Council

IV. ACADEMIC RULES AND REGULATIONS

- Classification of Students
- Courses and Credits
- Registration and Advising
- Class Attendance Policy
- Grades and Grading System
- ADA Grade-Related Grievance Procedure
- Course Withdrawals
- Ordering Transcripts
- Change of Name/Social Security Number
- University Policy on Academic Dishonesty
- Graduation Requirements
- Honors Standards

V. RULES GOVERNING CLASS/COMPUTER LABORATORY

- Class/Studio Conduct
- General Guidelines for Studio Grading
- Personal Conduct
- Safety and Security Policy
- Computer Lab Rules and Policy
- Operating Hours
- Printing and Plotting
- Equipment Checkout Procedures
- Locker Rules and Policy

VI. RULES GOVERNING FABRICATION LABORATORY

- Safety
- Fabrication Lab Rules and Policy
- General Safety Rules

VII. SAFETY, SECURITY AND EMERGENCY

- Building Safety and Security
- Personal Safety and Security
- Important Emergency Phone Numbers

VIII. STUDENT WORKER HIRING POLICY

- Work Study/Student Hourly Positions
- Application/Hiring Procedure
- Helpful Links

IX. STUDENT TRAVEL POLICY

- General Student Travel Guidelines and Agreement
- Student Drivers
- Student Group Travel Requirements and Planning

X. MISCELLANEOUS INFORMATION

- School Events
- Faculty and Staff Directory
- Academic Calendar
- University Catalog
- PVAMU Student Conduct Code
- TAMUS Student Rights and Obligations

I. INTRODUCTION

Dean's Message:

Architects design nations and neighborhoods, general contractors build them, and construction managers oversee the process. We want and expect the architects, construction scientists, and community developers graduating from Prairie View A&M University's School of Architecture to be the best and the most successful in the world. The new School of Architecture building at Prairie View A&M University is a space-like ship waiting to beckon, encourage, and enlighten students who dare to partake of a new creative journey. You see, this space ship is floating, yet locked into place here on campus to be a vessel for the incubation of creative minds. And not only for those who want to dream and create, but also for those who want to construct and fabricate the places we inhabit – places where we work, live and enjoy life. A workshop, if you would, to transform ideas into reality. So you see a spaceship gently touching down on the Prairie View campus to gather up the talented, thinking students – to mold them to greatness.

Dr. Ikhlas Sabouni, Dean
Association of Collegiate Schools of Architecture Distinguished Professor
Texas A&M University System Regents' Professor

History of School of Architecture:

Studies in Architecture began at Prairie View in the 1920's with classes being offered in drafting and building construction. In the 1940's two instructors in architecture were added to the staff and, in 1947, the Board of Regents approved a School of Engineering program. In 1970, the College of Engineering established an Ad Hoc Study Group on Curriculum in Architecture that resulted in the program being changed to a five-year Bachelor of Architecture program in 1972. In 1977, the first professional Bachelor of Architecture degrees were awarded.

The architecture program received its initial accreditation from the National Architectural Accrediting Board (NAAB) in June of 1992 and has maintained accreditation since that time. A university effort in re-organization saw the creation of the Division of Art and Architecture merging the Departments of Art and Architecture with an Associate Dean as the head.

In February 1998 in response to recommendations of the most recent accreditation visit and forceful action within the university, the Division of Art and Architecture was re-structured to become the Prairie View School of Architecture with its own dean and status equal to the other schools and colleges of the university.

The School converted the 5-year Bachelor's Degree to a 5-year Masters Degree commencing in Fall 2002. The School is now one of a small handful programs in the nation that offer a Masters

degree in Architecture in just 5 years. Graduation of the first students with a Masters Degree in Architecture occurred in August 2003.

The Community Development graduate degree program began in Spring 2002. Graduation of the first six students with Masters Degree in Community Development occurred in August 2002 & December 2002. The Construction Science undergraduate program began in Fall 2002. Graduation of the first students with a Bachelor's Degree in Construction Science occurred in Fall 2004. The addition of the Community Urban and Rural Enhancement Studies (CURES) Center occurred in Spring 2002. The addition of the Texas Institute for the Preservation of History and Culture (TIPHC) happened in Fall 2002. Faculty and staff from the Community Development Graduate Program with the TAMUS Office of Community Development initiated the Prairie View A&M University Regional Leaders Forum in 1999-2000. A fourth successful Forum was started in February of 2003.

The Digital Media Arts undergraduate program began in Fall 2014. Michael Rotondi (Roto Architect) and HKS designed the new facilities. The new facility - School of Architecture houses the Architecture Programs, Construction Science Program, Community Development Program, Digital Media Arts program, CURES Center and the TIPHC Center.

School Office Hours:

School of Architecture Business Hours are 8:00 AM – 5:00 PM, Monday through Friday. Each instructor's office hours are posted on the entrance to his/her office.

Learning Culture:

The learning culture of the School is founded on a "Code of Excellence", as follows:

Commitment to Excellence:

Upon admission to and enrollment at Prairie View A&M University, an undergraduate and graduate student becomes a PVAMU Man or a PVAMU Woman, a loyal Panther who agrees to uphold a commitment.

To Excellence in Attitude:

Exhibiting a positive desire to accept the challenges of college life, refusing to allow obstacles to impede progress toward future goals and aspirations.

To Excellence in Personal Management:

Exhibiting the highest respect for self and for the property and rights of others.

To Excellence in Work Ethic and Scholarship:

Exhibiting determination that leads to meeting expectations of class attendance, course

requirements, work-study positions, student organizations and other commitments; exhibiting dedication and persistence required to realize one's full academic potential.

To Excellence in Responsibilities for Peers:

Exhibiting leadership among peers that openly repudiates violence, illicit drug use, possession of weapons, vulgarity, apathy or any form of destructive and inappropriate behavior.

To Excellence in Professional Career Preparation:

Exhibiting deliberate pursuit of professional and career readiness as evidenced by participation in student organizations, academic learning communities, athletic competition, career planning, leadership training, graduate professional school orientations and other career preparation activities.

To Excellence in Community Membership Exhibiting:

responsible citizenship, taking social and political positions that advance the common good while contributing skills and talents in a manner that promotes the general welfare of local, state, regional, national and international communities.

To Excellence in Honesty, Integrity and Character:

Exhibiting commitment to being truthful in the conduct of personal and academic matters, resisting any form of deceit, malfeasance, misrepresentation or fraudulence; exhibiting a high standard of moral conduct as evidenced by one's being fair, dependable and

Studio Culture Policy:

The National Architectural Accrediting Board (NAAB) asks that all schools of architecture have a written policy that describes the culture of the design studio and the expectations of students and faculty involved in studio based education.

The PVAMU Studio Culture Policy affects all aspects of life within the school of Architecture; it should therefore not be viewed as exclusive to studio environment. These guidelines governing intellectual engagement, experimentation, cooperation, collaboration, and time management extend to all courses, events and interactions within the School.

At PVAMU, the *Architectural Studio* is where the nexus of knowledge gathered from diverse academic sources both within, and outside the school, gets synthesized into ideas about the built environment. These Ideas about the built environment are explored through research, design experimentation, and intellectual exchange by all studio participants, while collaboration within the studio and community at large is strongly encouraged. The studio is also a place to take responsibility for the craft and quality of work a student creates, as well as hone the skills and ability to present and defend one's work in public. The studio therefore serves as a comprehensive and central component of the Architecture curriculum. PVAMU School of Architecture design studios are guided by ten themes that serve as the core of its Studio Culture:

- 1. (Veneratio) - Respect:** for yourself and for the opinion, effort, and property of others. Ensuring compliance with the TAMU System Statement of Ethics 07 which states the “adhering to the following principles: (a) honesty, accountability, transparency, respect and trust; (b) integrity of the highest caliber; (c) conduct that is indisputable and beyond reproach; (d) openness and fairness; and (e) commitment to compliance”.
- 2. (Sermo) - Dialogue:** engage in discussion; consider current trends, events and change. Interdisciplinary educational models are imperative for the future of the profession. Crossing disciplinary boundaries within our School through collaboration with Art, Construction Science, and Community Development as well engaging experts in other related fields keep us current and vital in teaching the design process.
- 3. (Rimor) - Examine:** investigative research, study and exploratory reflection. Promoting investigative research that ends in reflections that enhance critical thinking and design skills. Architectural education requires students to research, think, and give a critical opinion that can be well justified by the student’s abilities to present, explain, and produce their final design.
- 4. (Curiositas) - Inquisitive:** Inspire intellectual curiosity; ask the relevant questions. Pedagogy, studio projects, discussions, required reading, and presentations should promote and inspire critical thinking and intellectual curiosity as students explore concepts, program, process, delivery and problem solving in design.
- 5. (Perseptum) - Learn:** Quest for lifelong learning, knowledge and pursuit of goals. Studio culture should promote the students understanding that they have a vital stake in the learning process and should therefore understand the content and process of the studio as indicated in the syllabus. A signed contract serves to foster the students’ agency in the studio and learning process.
- 6. (Accommodo) - Adapt:** modify and change to accommodate our dynamic profession. The architecture studio is inherently a space for a range of creative transactions. Students must be nimble thinkers and designers, moving between various digital platforms, modeling and mapping software, and honing their public presentation personas.
- 7. (Communicare) - Participate:** give objective critique and dialogue; accept criticism. The design studio will be open for communication in a respectful environment. Studio reviews will include students, faculty and external reviewers. Participation of external reviewers in studio presentations, ensures that the design critique remains a fundamental part of the learning experience.
- 8. (Audio) - Hear:** be willing to listen carefully to other opinions before speaking. The idea of diversity is unique to our school and way of doing things - we embody a diversity of cultures, share a diversity of ideas, and encourage a diverse approach to problem solving. The idea of diversity should be embraced, celebrated and nurtured as a strength within the studio.

9. (Pondera) - *Equilibrium*: balance between study, work, recreating and rest. Balance is needed to maintain a healthy lifestyle and to promote good health and well-being. Also, balance is accomplished by addressing the value of time management. This value is a key component to academic and professional success that includes: plan the work; prioritize the work, set goals and deadlines for projects, and break large tasks into their smaller components.

10. (Professio) - *Professionalism*: be conscientious, in dress, speech, attire, conduct and affiliations. Students and faculty are expected to conduct themselves in a professional and ethical manner. During regular class periods, all students are expected to dress appropriately in accordance with university regulations so that no disruptions in the learning experience will occur.

II. FACILITIES AND SERVICES

Studio:

Design studios are the primary working space for students in the School of Architecture. These spaces are intended to provide a working environment conducive to the process of creating design. Architecture Design Studios are located on the 1st and 3rd floors. Art and Digital Media Arts Studios are on the 3rd floor. Each Studio desk can be equipped with personal computer in a secured cabinet and flat monitor screen.

Computer Lab:

The Computer lab is located in Rm. 223. Windows XP workstations are available 8:00am to 5:00pm Monday through Friday with related input and output devices such as scanners, printers and plotters. Platforms access current versions of all significant design software: AutoCAD, Architectural Desktop, 3D Studio VIZ, Revit Architecture, Adobe Photoshop, Illustrator, SketchUp, Lumion, Premier etc. Hardware and software are continually upgraded.

The Digital Media Arts Computer Lab is located in room 232. MacPro workstations are available 8:00am–5:00pm with peripherals such as scanners, printers and plotters for Digital Media Arts majors and minors except when a class is in session. Students will have access to Adobe Creative Cloud Products, Final Cut Pro and educational versions of 3D Studio Max. Hardware and software are continually upgraded.

Lab technical problems should be referred to the lab staff, or to the lab administrator, Prof. Yunsik Song: yusong@pvamu.edu or 936-261-9818.

Gallery:

The Architecture Gallery is located on the first floor - Rm 145. The Culture Center (Texas Institute for Preservation of History and Culture) Gallery is located on the first floor - Rm 146 inside the Culture Center. Permanent and temporary exhibitions are available for public viewing between 8:00 am - 5:00 pm, Monday through Friday.

Library:

All books and publications pertaining to design are located in the John B. Coleman Library (Section NA on the 3rd floor) located across L. W. Minor street from the School of Architecture building. The Architecture Library is located in Rm 258 of the Architecture Building. Image Slides,

books and magazines are available 8:00am to 5:00 pm, Monday through Friday. For further information, contact Prof. Yunsik Song: yusong@pvamu.edu or 936-261-9818.

Auditorium:

The Auditorium is located on the 2nd floor of the Architecture Building – Rm. 263. Various Lectures, Conferences and Symposiums are held in the Auditorium throughout the year. For scheduling and/or reservation information, contact Ms. Billie Evans: bjevans@pvamu.edu or 936-261-9803.

Fabrication Lab:

The Fabrication Lab is located in Room 128. The lab is designed to be used as a practical laboratory extension of the design studio. The shop is equipped for all phases of woodworking, metalworking, and machining. The shop is available to all School of Architecture students and to all students enrolled in School of Architecture courses. It is open during the hours of 8:00 am-5:00 PM, Monday through Friday. It is also staffed nights and weekends during the school year with a trained group of work-study students when budget funds are available. Digital Fabrication Lab - Rm. 128, located within the Model Shop area contains a number of pieces of numerically controlled cutting and fabrication equipment (Laser Cutters, CNC Router, CNC Plasma and 3D Printer) for student models.

Students must be trained before being allowed to use this room and its equipment. For safety reasons, the room is closed after hours, unless a staff, faculty or work study student, who has completed safety training is present. For further information, contact Prof. Yunsik Song: yusong@pvamu.edu or 936-261-9818.

Copying/Printing:

Students may only use the departmental copiers for their research assistantship work as authorized by their faculty supervisor. There are self-service copiers available for student use for a nominal fee at the Printing and Copying Services in the Memorial Student Center. For further information, contact Ms. Billie Evans: bjevans@pvamu.edu or 936-261-9803.

Media Service:

Media Services offers a wide range of equipment and instructional support services to School of Architecture students, teaching assistants, faculty and staff. Additionally, the unit offers support for web course and instructional web page development, multimedia, analog and digital video production, digital imaging, desktop publishing, large format color printing and

presentation support. Media Services is located in the computer lab Rm 223. For further information, contact Prof. Yunsik Song: yusong@pvamu.edu or 936-261-9818.

III. STUDENT ORGANIZATIONS AND ACTIVITIES

Student organizations play an important role in preparing students to adjust to the responsibilities of their profession. All students are encouraged to become active members in the appropriate organizations sponsored by the School of Architecture. For further information related with Student Organization Policy, please use the link provided below:
<http://www.pvamu.edu/sa/studentengagement/organizations/org-policy-main-01/org-policy-recognition-procedure/>

American Institute of Architecture Students (AIAS):

The Prairie View Chapter of the AIAS is the local membership organization of the national student organization. The purpose of AIAS is to organize architecture students and combine their efforts to advance the science and art of architecture. The mission of AIAS is to promote excellence in architectural education, training and practice, and to foster an appreciation of architecture and related disciplines among all persons.

Construction Specification Institute (CSI):

The Prairie View Student Chapter of the Construction Specifications Institute is the local membership organization of the national student organization for Architecture and Construction Science Students. The mission of CSI is to continuously improve the process of creating and sustaining the built environment. CSI does that by facilitating communication among all those involved in that process. Becoming involved with local chapter can provide opportunities to:

- 1) Volunteer and serve on committees to enhance your talents for achievement;
- 2) Participate at chapter-sponsored field trips, educational and technical programs, seminars and the Construction Documents Technology Program; and
- 3) Participate and provide exhibits relating to your course work at Chapter Product Shows.

National Organization of Minority Architecture Students (NOMAS):

The Prairie View Student Chapter of the National Organization of Minority Architects is the local membership of organization of the national minority student organization. The National Organization of Minority Architects has been organized to:

- 1) Foster communications and fellowship among minority architects;
- 2) Form a federation of existing and proposed local minority architectural groups;
- 3) Fight Discrimination and other selection policies being used by public and private sector clients to unfairly restrict minority architects' participation in design and construction;
- 4) Act as a clearing house for information and maintain a roster on practitioners;

- 5) Promote the design and development of living, working, and recreational environments of the highest quality;
- 6) Create and maintain relationships with other professionals and technicians whose work affects the physical and social environment;
- 7) Encourage the establishment of coalitions of member firms and individuals to form associate and joint venture relationships;
- 8) Speak with a common voice on public policy;
- 9) Work with local, state, and national governments on issues affecting the physical development of neighborhoods and communities; and
- 10) Be an effective source of motivation and inspiration for minority youth.

NOMAS Membership provides the opportunity for minority architects and design professionals to be in a network of like-minded professionals pursuing excellence and demanding opportunity.

Women in Architecture (AWA):

The Student Chapter of AWA (Association for Women in Architecture) is the professional society for women students majoring in architecture dedicated to advancing and supporting the positions of women in architecture and allied fields. The AWA provides support to its members by developing educational programs, lectures and tours, and by providing opportunities for mentoring and mutual support. The AWA also raises money for annual scholarship awards to women students pursuing degrees in architecture or allied fields.

Tau Sigma Delta Honor Society for Architecture and Allied Arts of Design:

The Tau Sigma Delta Honor Society for Architecture and Allied Arts of Design is a national honor society founded to develop scholarship, leadership, and character among the students of the architecture program.

American Institute of Graphic Arts (AIGA):

AIGA sets the national agenda for the role of design in its economic, social, political, cultural and creative contexts. AIGA is the oldest and largest membership association for professionals engaged in the discipline, practice and culture of designing. Founded as the American Institute of Graphic Arts in 1914 as a small, exclusive club, AIGA now represents more than 16,000 designers through national activities and local programs developed by 48 chapters and more than 150 student groups.

AIGA serves as a hub of thought-leadership and activity for the designing community. The association is committed to stimulating thinking about design through conferences, competitions, exhibitions, publications and websites. AIGA inspires, educates and informs

designers, helping them to realize their talents and to advocate the value of design among the media, the business community, public agencies and the general public. While AIGA was created to advance the design profession, its members now place a higher priority on AIGA's work in communicating the value of design to audiences outside the profession.

Dean's Student Council:

The Dean's Student Council includes two to four students from each of the first four years of architectural study. The students are elected by a faculty committee. This group acts as liaison between the students and the administration. It meets on a regular basis with the Dean.

IV. ACADEMIC RULES AND REGULATIONS

Classification of Students:

Freshman:

A student who has enrolled in regular college work but has earned fewer than 30 semester credit hours. Developmental/Remedial/Study Skills courses do count toward full-time status and course loads but not classification.

Sophomore:

A student who has earned 30 to 59 semester credit hours.

Junior:

A student who has earned 60 to 89 semester credit hours.

Senior:

A student who has earned at least 90 semester credit hours.

Courses and Credits:

Unit of Credit:

The unit of credit used at Prairie View A&M University is the semester hour. A semester hour is the equivalent of one lecture contact hour per week for one semester. Time requirements for the semester credit hour in activities other than lecture vary according to the nature and objectives of the activities.

Course Loads:

The normal full-time course load ranges from 12 semester hours to 18 semester hours per semester during the regular academic year and six semester hours during a five-week summer term. Undergraduate students required to enroll in one or more developmental course as a result of placement examinations are restricted to a maximum 15 credit hour course load in a regular semester and six semester hours in a five-week summer term. The total credit hours earned for the two summer sessions may not exceed 12.

Course Overloads:

Undergraduate students with a 3.0 GPA or higher may be allowed to take a maximum of 21 semester credit hours during any regular semester and 12 semester credit hours during the combined summer semesters. Taking of courses simultaneously at another institution or by distance education, which would cause the student's total workload to exceed the maximum overload, will not be permitted. If a student persists in registering at another institution without approval of the Dean of the respective College or School, the work taken will not be acceptable for transfer to PVAMU.

Independent Study Courses:

Independent study courses are permitted on a highly selective need basis. Any student enrolling in an independent study course must have the prior approval of the supervising faculty member, the Department Head in which the course is to be taken, Dean of the College and the Provost and Senior Vice President for Academic Affairs. No more than 6 such credit hours may be counted toward a degree.

Registration and Advising:

Registration is the selection of classes following appropriate advisement. A student has not completed registration and is not entitled to University privileges until required fees have been paid. Persons planning to register for classes at Prairie View A&M University for the first time or who are returning to the University after being dis-enrolled for one or more previous regular semesters (fall or spring) should be sure that they have met the University's admission requirements. It is recommended that students provide immunization documentation to include TB screening. Applicants for any category of admission will not be permitted to register in courses offered at the main campus in Prairie View, Texas, or at any distant site where courses are offered, if admissions requirements have not been met.

Students that pre-register, will be dropped if they have to complete an appeal for Financial Aid. If the appeal is approved, they are not guaranteed the same courses. Students that have a past due balance greater than \$200/- will not be allowed to register. Students that have reached the maximum 6 drops, will have to be registered by the Registrar's Office.

'Holds' that prevent students from registration are:

- 1) TSI (Testing Office);
- 2) Meningitis Shot Records (Health Center);
- 3) Academic Probation Issues (Admission's/Registrar's);
- 4) Housing Transcript/Housing;
- 5) Student Conduct; and
- 6) Academic Transcript not received by the Admission's Office. The holds must be removed from the respective office in order to register.

Students must submit appeals at least 2 to 3 months in advance of the semester they wish to attend. If it is submitted closer to the beginning of school, they may be denied entry into the University and/or will have to pay fees.

Undergrad students with 6 hours remaining for graduation, can enroll in a graduate course. The student's GPA must be 3.0 or higher.

Regarding overrides, students can only receive a 'Time Override' for 20 minutes or less.

Class Attendance Policy:

Prairie View A&M University requires regular class attendance. Attending all classes supports full academic development of each learner whether classes are taught with the instructor physically present or via distance learning technologies such as interactive video. 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.

Excused Absences:

Absences due to illness, attendance at University approved activities, and family or other emergencies constitute excused absences and must be supported by documentation presented to the instructor prior to or immediately upon the student's return to class. Students are always responsible for all oral and written examinations as well as all assignments (e.g., projects, papers, reports).

Excessive Absences:

Accumulation of one week of unexcused absences (for the number of clock hours equivalent to the credit for the course) constitutes excessive absenteeism. The instructor is not required to accept assignments as part of the course requirement when the student's absence is unexcused.

Absences on Religious Holy Days:

In accordance with Texas Education Code, Section 51.925, subchapter (Z), a student may be absent from classes for the observance of a religious holy day and will be permitted to take missed examinations and complete missed assignments provided the student has notified the instructor of the planned absence in writing and receipt of the notice has been acknowledged by the instructor in writing. "A religious holy day means a holy day observed by a religion whose place of worship is exempt from property taxation under the Texas Tax Code, Section 11.20."

Grades and Grading System:

The standard University grading scale is indicated below:

<u>Grade</u>	<u>Meaning</u>	<u>Score Range</u>	<u>Grade Values</u>
A	Excellent	90-100	4
B	Good	80-89	3
C	Satisfactory	70-79	2
D	Passing	60-69	1
F	Failing	0-59	0
S	Satisfactory	70-100	0
U	Unsatisfactory	0-69	0
I	Incomplete		0

W	Withdrawal from Course	0
WV	Withdrawal from University Voluntarily	0
MW	Military Withdrawal	0
WA	Administrative Withdrawal	0

Incomplete “I” Grade:

An “I,” incomplete, may be granted only when an authorized absence or other cause beyond the student’s control has prevented the student from completing a major course requirement, usually a final examination or major paper due near the end of a course. The student must have a passing average in all work completed at the time the incomplete is given. Incomplete work must be completed and a grade recorded within one calendar year from the close of the term in which the grade was earned. If the incomplete is not removed within the time allotted, the “I” will be changed to “F” by the Registrar. This regulation does not apply to thesis problems, research credit courses, internships or student teaching, which may go beyond the end of the semester but does apply to terminal project credit courses.

Repeated Course Grade:

If a course is repeated, the official grade is the last grade earned. This is especially important to determining current GPA and could affect financial aid status, honor roll, candidacy for a student organization position, membership in an organization, graduation or other opportunity. Note: Courses taken more than twice may be charged at a higher rate.

Grade Point Average:

The grade point average (GPA) is determined by adding Grade Values multiplied by Credit Hours for all courses completed during a period and dividing that total by the total credit hours attempted during the period. Withdrawal (W), Voluntary Withdrawal (WV), Military Withdrawal (MW), Administrative Withdrawal (WA) and Incomplete (I) will not be included among grades used to compute grade point averages.

ADA Grade-Related Grievance Procedure:

Prairie View A&M University maintains multiple complaint procedures based on the nature of the dispute. The website of various offices as well as the Faculty Handbook and the Student Conduct Code and Planner contains an exhaustive listing of procedures to address each particular case. In accordance with the Texas A&M University at College Station, the following procedure addresses ADA grade disputes: 08.01 TAMUS Policy Statement - The Texas A&M University System (System) will strictly comply with all applicable legal requirements prohibiting discrimination against employees, students, applicants for employment, or the public.

08.01 Authority and Scope of the Equal Opportunity Program:

1.2 No individual will, on the basis of race, color, sex, religion, national origin, age, or disability, be excluded from participation in, or be denied the benefit of, or be subjected to discrimination under any system program or activity.

Rules:

The student's semester grade shall be based upon the grading rule statement included in the course information distributed at the first class meeting. The rule shall include the calculation of grades, including weights as applicable for tests, laboratory assignments, field study work, projects, papers, homework, class attendance and participation and other graded activities. No such rule should be in contradiction of other provisions of University or System Rules.

Procedure - Grade Disputes based on Denial of Reasonable Classroom Accommodations:

- 1) The instructor of the class is the primary authority with respect to a student's proficiency and final grade in that course. Eligible students should self-identify with the Office of Disability Services by providing documentation of a disability. Eligible students are issued a letter of accommodations to notify faculty of reasonable accommodations for which the student qualifies. A student who believes that his or her final grade reflects a capricious, arbitrary or prejudiced academic evaluation (after official notice of a disability and letter of accommodations have been issued to the instructor at the beginning of the grading period) should first discuss the matter with the instructor of the class within 90 days of the grade being issued.
- 2) If no satisfactory resolution is reached with the instructor, or if the instructor is unavailable, and the student wishes to appeal, the student shall report the dispute to the department head. A grade appeal must be initiated in writing with the course instructor or, if the instructor is unavailable, with the department head within 180 days (six months) of the last day of the semester or summer session in which the disputed grade was earned. The department head will examine the student's appeal in order to determine if the student has established a prima facie case of capricious, arbitrary or prejudiced academic evaluation. If not, the department head will so inform the student and the instructor without delay.
- 3) If a prima facie case exists, the department head will then secure from all parties (including the Office of Disability Services) statements and such other information as he or she deems helpful and will issue his or her findings and remedies, if any. In doing so, the department head will be guided by the principle that it is up to the student to show that a capricious, arbitrary or prejudiced academic evaluation has occurred.
- 4) The student or the instructor may appeal the department head's decision to the dean or designee of the college in which the course is offered. The dean or designee will attempt to resolve the matter by informal means within a reasonable period of time.
- 5) If no resolution can be reached, the Dean or designee will notify the student, the instructor and the department head. Upon receipt of such notification, the student and/or the instructor may file a formal appeal with the appeals panel in the office of the Provost and Senior Vice President for Academic Affairs.

Compliance with Disability Laws:

The University is committed to providing reasonable accommodations, upon request, to employees, students and visitors to the University. All announcements in University publications and for University events shall contain a statement informing persons with disabilities with the procedures for requesting special accommodations. New construction projects and renovations shall comply fully with all federal, state and local codes. Prairie View

A&M University strives to ensure non-discrimination and to resolve complaints related to disability in a prompt and equitable manner. The Director of Disability Services shall be an active participant and resource in the solution of complaints following the University's informal and formal grievance procedures.

Informal Grievance Procedure:

An individual who wish to raise a specific complaint regarding University compliance with the Americans with Disabilities Act (ADA) or its amendments is encouraged to informally seek resolution of the dispute at the lowest level through discussions with the alleged violator.

Formal Grievance Procedure:

If a formal ADA complaint becomes necessary, the individual should document the complaint in writing using the ADA Student Complaint Form through the Office of Disability Services. The documentation should be given to the Director of Disability Services within 30 calendar days of the root or trigger event. The written complaint must include:

- 1) Concise statement of the University rule or policy upon which the grievance is based;
- 2) The date of any action the student is appealing;
- 3) Summary of actions the student has taken or has been offered to resolve the matter informally; and
- 4) Documentation which support the complaint.

The complaint and documentation will be forwarded to the appropriate administrator as specified by the issue. These documents will be reviewed by the appropriate administrator who shall meet with the complainant within 15 calendar days of the receipt of the documentation to gather more information and attempt to resolve the conflict. The appropriate administrator shall respond in writing to the grievance within 15 calendar days of the meeting. It is recommended that the written response be mailed to the complainant by certified mail, return receipt requested.

Appeals:

If the appropriate administrator is not able to reach a resolution, the complainant may report the grievance in writing to the Vice President in the relevant area of the complaint within 10 calendar days of receipt of the response. The Vice President or designee shall conduct a meeting with the complainant and all persons involved in the grievance and shall, within 30 calendar days issue a written answer to the complainant. The appropriate Vice President will conduct an appeals review with advice from the Office of General Counsel within 15 business days of receipt. The review will determine if the appeal:

- 1) Involves new facts, which if true, would demonstrate a violation of an anti-discrimination statute or regulation;
- 2) Contains new allegations that appear to be substantially credible;
- 3) Addresses a violation, which if true, results in a personal wrong to the grievant;
- 4) Is not frivolous.

If the above conditions are not met; the Vice President may terminate the appeal and notify the complainant. If the appeal meets all of the above criteria, the Vice President will conduct interviews and obtain information, as deemed appropriate and necessary and conclude to

uphold, modify, or reverse the original determination of the administrator in the former process. The determination of the appropriate Vice President is the final decision. A copy of the written decision of the Vice President shall be provided to the EEO and the Director of Disability Services who shall maintain the files and records relating to the complaint.

If you need an ADA Complaint Form, please use the link provided below:

<https://www.pvamu.edu/disabilityservices/forms/student-complaint-form/>

Prairie View A&M University does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. Ms. Alexia Taylor, Title IX Coordinator, has been designated to handle inquiries regarding the non-discrimination policies. Ms. Taylor can be reached at P. O. Box 518; MS 1100 A. I Thomas Bldg. Suite 102 Prairie View, Texas 77446 or by calling 936-261-2123.

Course Withdrawals:

Course Changes and Withdrawals:

Course changes and withdrawals are accepted only as designated in the academic calendar. All such changes in registration require the approval of the student's adviser or Dean. No change in registration is complete until filed with the Office of the Registrar for recording. A student who wishes to withdraw from a course other than an undergraduate pre-college developmental course (reading, writing, mathematics, study skills) but whose adviser, Department Head or Dean will not approve may appeal to the Provost and Senior Vice President for Academic Affairs.

Voluntary Withdrawal from a Course:

A student may withdraw from a course before the Change of Program Period ends without having the course recorded on his/her permanent record. Withdrawal from a course will be allowed until two weeks after mid-term examinations during the fall and spring semesters, and one week before the date of the final examination during a summer term. No withdrawal from a course will be allowed after that point. Withdrawals must be approved by the adviser/ Department Head/Dean. The student is automatically assigned a grade of "W" to indicate a course withdrawal. The "W" will not be calculated in the GPA. Withdrawals from courses may affect housing, graduation, financial aid, membership in organizations or other opportunities.

Voluntary Withdrawal from the University:

Students seeking to withdraw from the University may seek advice and counsel from several sources: Registrar, Course Instructors, Department Head or Dean. A student may be required to meet with a transition coordinator who will assess the student's rationale for withdrawal, and will, through referral, coordination, counseling or other University resources, assist the student with remaining enrolled if possible. A student who officially withdraws after the Change of Program Period through the last class day will receive a grade of "WV" for all courses affected by the withdrawal.

Withdrawal of Students Ordered to Military Active Duty:

A student called to active duty after the summer semester of 1990 will have three options as follows: 1) Refund of the tuition and fees paid by the student for the semester in which the student is required to withdraw; 2) Grant the student a grade of "MW" in each of his or her academic courses and designate "withdrawn-military" on the student's transcript; or 3) If an instructor determines that a student has satisfactorily completed a substantial portion of the course and demonstrated mastery of the material, then an appropriate final grade may be assigned. In all cases, the student should provide a copy of the military order to the Academic Dean. The Dean will ensure that the Registrar has a copy of this order to keep in the permanent file. In those events where the student chooses the second option, the Dean will ensure that grades of "MW" are recorded for courses in which the student is enrolled. The instructor for each course will prepare the necessary documentation for removing the "MW" grade and forward the information to the Department Head for storage in the student's record in the college or school. In addition, a copy of the documentation will be forwarded to the Registrar for storage in the student's permanent file. The time limit for the removal of a grade of "MW" for a student called to active military duty after the summer semester of 1990, shall be one calendar year from the official date of release from military active duty. Failure to enroll as a student during the one calendar year following release from military active duty will result in the grade of "MW" remaining permanently on the academic record.

Administrative Withdrawal:

To be administratively withdrawn from the University is to be dismissed from the University. A student may be dismissed from the University for failure to earn satisfactory academic progress, failure to pay legitimate debts on schedule or for inappropriate behavior that is detrimental to good order. Administrative withdrawal does not relieve the student of the responsibility for all debts, including tuition, fees, room and board, and other incidental charges for the full semester. Administrative withdrawal due to failure to meet financial obligations will result in the following:

- 1) Transcripts being withheld;
- 2) Room and board privileges being lost; and
- 3) Classroom admittance being denied. A student who has been dismissed for financial reasons can have privileges restored upon payment of all outstanding charges and a reinstatement fee.

Ordering Transcripts:

A transcript is the record of an individual's course work at the University. Before an official transcript can be released, all admission requirements, fiscal and financial aid obligations to the University must be met. Official transcripts may be requested in writing to Prairie View A&M University, P.O. Box 519; MS 1002, Prairie View, TX 77446 or in person from the Office of the Registrar. There is no cost for transcripts.

Students attending Prairie View A&M University beginning Fall 1988 and later may request a transcript via the Web on PantherTracks at <http://panthertracks.pvamu.edu>. The student

should follow the on-line instructions. Students with questions about how to log-on to PantherTracks should first review the Frequently Asked Questions page on the Website. Students who attended Prairie View A&M University prior to Fall 1988 must request a transcript in writing. The transcript request form and instructions can be accessed via the Web at www.pvamu.edu by clicking on the link for the Registrar's Office. A written request should include the complete name of the student as recorded while attending the University, social security number, date of birth, first and last enrollment semesters, number of transcripts requesting and the address where the transcript(s) are to be mailed. All written transcript requests must have the student's signature; failure to sign the request will delay processing. Please allow 3-5 weekdays from the date the request is received, except during peak periods for processing. A student must provide identification at the Office of the Registrar when requesting and picking up a copy of a transcript in person. Without the written consent of the student, the University will not release a transcript except when directed by a court-ordered subpoena.

Change of Name/Social Security Number:

At Prairie View A&M University, a currently enrolled student may request a change of name by presenting any two (2) original documents as follows:

- 1) Driver's license or passport; or
- 2) Court order, divorce decree or marriage license to the Office of the Registrar, Room 302, Willie A. Tempton, Sr. Memorial Student Center.

A request to change your social security number must be made by presenting your social security card along with an original photo id (i.e. driver's license, passport) to the Office of the Registrar, Room 302 Willie A. Tempton, Sr. Memorial Student Center.

University Policy on Academic Dishonesty:

Course credit, degrees and certificates are to be earned by students and may not be obtained through acts of dishonesty. Students are prohibited from participation in acts of academic dishonesty, including tampering with records or falsifying admissions or other information. Disciplinary action will be taken against any student who alone or with others engages in any act of academic fraud or deceit.

The University's policy on academic dishonesty is as stated: It is the responsibility of students and faculty members to maintain academic integrity at the University by refusing to participate in or tolerate academic dishonesty. Each instance of academic dishonesty should be reported to the department in which the student has declared a major so that it can become a part of the student's file; to the Department Head of the instructor of the course in which the alleged infraction occurred; and to the Office for Academic Affairs as deemed necessary.

Offenses and Appropriate Disciplinary Actions:

Commission of any of the following acts shall constitute academic dishonesty. This listing is not exclusive of any other acts that may reasonably be determined to constitute academic dishonesty. The penalty for an offense, whether first or later, will generally range from a letter of reprimand to expulsion, depending upon the severity of the offense. If an offense leads to course credit or the acquisition of a degree or certificate and it is revealed after following appropriate procedures that the offense was indeed committed, the University has the right to rescind course credit, degrees or certificates awarded.

Offense related with acquiring information:

- 1) Acquiring answers for an assigned work or examination from an unauthorized source;
- 2) Working with another person or persons on an assignment or examination when not specifically permitted by the instructor;
- 3) Copying the work of other students during an examination.

Offense related with providing information:

- 1) Providing answers for an assigned work or examination when not specifically authorized to do so;
- 2) Informing a person of the contents of an examination prior to the time the assignment is completed or the examination is taken.

Offense related with plagiarism and dual submissions:

- 1) Failing to credit sources used in a work or product in an attempt to pass off the work as one's own;
- 2) Attempting to receive credit for work performed by another, including papers obtained in whole or in part from individuals or other sources;
- 3) Attempting to receive credit in one or more classes for the same paper or project without written approval of instructors involved.

Offense related with conspiracy:

- 1) Agreeing with one or more persons to commit an act of scholastic dishonesty.

Offense related with acquisition:

- 1) Acquisition of examinations, answers to examinations or assignments.

Offense related with fabrication of information:

- 1) The falsification of the results obtained from a research or laboratory experiment;
- 2) The written or oral presentation of results of research or laboratory experiments without the research or laboratory experiments having been performed.

Offense related with misrepresentations, alterations of documents and forgery:

- 1) Taking an examination for another person or allowing someone to take an examination for you;

- 2) Signing an attendance sheet for another student or committing similar acts of impersonation;
- 3) The changing of admissions data, test results, transcripts, grade reports or other documents.

Sanctions:

The following sanctions can be enforced for breaches of the University Academic Dishonesty Policy:

- 1) Grade Penalty;
- 2) Letter of Reprimand;
- 3) Probation;
- 4) Suspension;
- 5) Dismissal; and
- 6) Expulsion.

Following the review, the Dean's decision regarding eligibility for re-admission will be communicated in writing to the student who has the right to appeal that decision to the University Academic Dishonesty Disciplinary Committee. The standard of review to be used in all proceedings under this section shall be fundamental fairness. Strict rules of evidence and procedures are not required so long as the proceedings are conducted in such a manner as to allow both sides to fairly and fully explain the circumstances. Decisions regarding admissibility of evidence and the weight to be given to same shall be made by the party who is conducting the hearing.

Academic Dishonesty:

The instructor of record shall be the instructor of the course in which the claim of academic dishonesty is being made or the appropriate committee chair for a graduate student taking examinations required by the Department or College.

At the point of discovery, the instructor shall:

- 1) Inform the student of the alleged academic dishonesty and explain the sanction(s);
- 2) Hear the student's explanation of circumstances and judge the student to be guilty or not guilty of academic dishonesty;
- 3) If he/she judges him/her to be guilty, he/she will make a written report to the Head of the Department offering the course, with a copy to the student, the Department Head for the program in which the student has declared a major and the Office of Academic and Student Affairs, outlining the incident and including a recommendation of disciplinary action(s) to be imposed;
- 4) Inform the student, in writing, of his/her right to appeal to the Head of the Department offering the course regarding either the question of guilt or the sanction(s) and explain the procedures the Department Head will follow if his/her decision is appealed to that level. The instructor's recommendation may be dismissed, reduced, upheld or increased by the Department Head.

Prior to reaching a final decision regarding any sanction to be imposed, the Department Head shall check the student's record in the Office of Student Affairs or the department in which the

student has a declared major to determine the appropriate disciplinary action for a person with his/her previous offenses. Note: Where there is no department, responsibility assigned to a Department Head will go to the Dean of the College.

If the student chooses not to appeal and the Department Head concurs with the instructor's recommendation, the Department Head will implement the sanction. A copy of the report will be forwarded to the Dean of the College in which the alleged offense occurred and the Dean of the College in which the student has declared a major.

If the Department Head proposes to change the instructor's recommendation, the Department Head shall conduct a hearing. The student and the instructor shall be allowed to present witnesses and provide evidence relating to the charges. The recommendations resulting from this hearing shall be forwarded in writing to the Dean of the College offering the course and to the student. The student may appeal to the Dean.

If the student chooses not to appeal the recommendation of the Department Head, the Dean of the College offering the course will enforce the sanction.

Should the student appeal to the Dean, an appeal at this level may be based on written summaries only. However, should the Dean choose to hear witnesses or hold an informal hearing, it should be done within five (5) business days of receipt of the recommendation from the Department Head. Within five (5) business days of the hearing, if one is to be held, or five (5) business days of receipt of the recommendation, if there is to be no hearing, the Dean shall review the charges and render a written notification.

A student who wishes to appeal the decision of the Dean, in whole or in part, shall appeal to the University Academic Dishonesty Disciplinary Committee, which will be appointed jointly by the Provost and Senior Vice President for Academic Affairs and the Associate Vice President for Student Affairs. The committee is to be comprised of one-third faculty, one-third Student Affairs professional staff and one-third students.

Once a charge of academic dishonesty has been finally resolved, notice of the same shall be provided in writing to the student, the instructor, the Head of the Department offering the course, the Dean of the College offering the course, the Head of the Department in which the student has declared a major, the Dean of the College in which the student has declared a major and the Office for Student Affairs and the Office for Academic Affairs.

Following a first offense, the student must be given a copy of the University Academic Dishonesty Policy by the Department Head of the College in which the offense occurred and the said policy should be discussed with the student.

Student Rights and Responsibilities in Academic:

Dishonesty Cases: Students have the right to accept the decision of the instructor for a particular offense. This does not preclude review of records for past offenses and imposition of

penalty for accumulated violations. Students shall be afforded the following rights in the hearing conducted by the Department Head.

The Dean's appeal shall not be considered a hearing covered by these regulations:

- 1) Right to a written notice of the charges at least three (3) business days before the hearing may proceed;
- 2) Right to waive the three-day notice of charges;
- 3) Right to reasonable access to the case file;
- 4) Right to review all evidence and question any witness against the student;
- 5) Right to present evidence or witnesses in his/her own behalf;
- 6) Right to have an observer present during the hearing. The observer cannot be a witness in the hearing or represent the student in the hearing;
- 7) Right to appeal the disciplinary recommendation to the Dean of the College offering the course and, finally, to the University Academic Dishonesty Disciplinary Committee.

If the student wishes to have an attorney present at a hearing before the Department Head or Dean, the Department Head or Dean will be afforded the same opportunity to have equal representation present. If the student wishes to appeal a recommendation made by the instructor, Department Head or Dean, he/she must provide written notice to the proper level within five (5) working days of receiving notice of the recommendation. Only in unusual circumstances may this deadline be extended by the entity conducting the hearing. Further Notes Related to Disciplinary Action in Academic Dishonesty Cases Offenses punishable by probation, suspension, dismissal, expulsion or other penalties must be reported in writing to the University Academic Dishonesty Disciplinary Committee within three (3) business days of the decision, even if the student waives his/her right to an appeal.

Academic Probation and Suspension Policy:

Failure to maintain minimum standards will cause a student to be placed on probation or suspension. Conditions governing probation and suspension are as follows:

- 1) Any student whose cumulative grade point average falls below 2.00 will be placed on probation.
- 2) Any student on probation who does not receive a 2.00 semester grade point average will be suspended.
- 3) Any student on probation for three consecutive regular semesters will be suspended. (This is possible if the student who has a cumulative grade point average earns a semester grade point average of 2.00 or above but does not raise the cumulative grade point average above 2.00). However, a student on probation who has earned a 2.00 or better for three consecutive semesters can appeal the suspension to the Admission and Academic Standards Committee before serving the suspension. A decision to continue the student's probation in lieu of suspension must be approved by the Provost and Senior Vice President for Academic Affairs.
- 4) If a student's cumulative GPA drops below 1.00 at the end of any regular semester (fall or spring), the student will be suspended.

- 5) The length of the first suspension is one regular semester. The second suspension is for one year. After a second suspension, a student must meet all academic requirements or be dismissed.
- 6) Academic probation and suspension will be noted on the student's permanent record.
- 7) Following suspension, a student will be on probation for the next semester and thus governed by the guidelines for students on probation.

Students who are suspended are expected to strengthen their academic skills by pursuing credit or non-credit courses or programs related to their academic or career objectives or engage in other activities that can positively impact students' preparation for success upon returning to the University following a suspension.

Graduation Requirements:

Each degree program has established courses, examinations and other performance requirements that students must satisfy to be awarded a degree. General graduation requirements include:

- 1) Satisfactory completion of work in an academic major;
- 2) Satisfactory completion of the Core Curriculum requirements;
- 3) A minimum cumulative grade point average of 2.00;
- 4) A minimum grade point average of 2.00 in the major;
- 5) A minimum grade point average of 2.00 in the minor;
- 6) Completion of the residency requirement: A minimum of 36 semester hours of credit toward a degree must be earned in residence at PVAMU;
- 7) Completion of 30 of the final 36 semester hours of credit in residence at PVAMU.

The University requires that a student be in good standing to be awarded a degree. There must be no academic, financial or disciplinary deficiencies at the time of final clearance, which occurs during the 30-day period following commencement. Any discovery of failure to satisfy the good standing requirement, including involvement in inappropriate conduct up to and through final examinations, a cooperative education, internship assignments or commencement, will result in a review and in a sanction, which must be satisfied prior to the awarding of a degree or may result in a candidate's being denied the awarding of a degree from PVAMU.

Transfer Credit during Last Enrollment Period:

A student who has the permission of the Dean of his/her College to complete a requirement for graduation at another institution during his/her final semester at the University, must have on file in the Office of the Registrar, an official transcript of any grade received at the other institution prior to commencement. Students who do not meet this requirement will not be permitted to graduate and may not participate in the commencement exercise. A student who does not graduate because of failure to satisfy this requirement must reapply for graduation during the next graduation period. An official transcript is the only acceptable documentation of the completion of a graduation requirement.

Transfer of Grades from Other Institutions:

Undergraduate students matriculating at Prairie View A&M University may wish to take courses from other institutions of higher education. Prior to enrolling in a face-to-face or electronically delivered course at another institution, the student who wishes to take courses to be transferred back to Prairie View A&M University and to be counted toward degree requirements must obtain approval from the respective Department Head and Dean. Written specifications identifying the course or courses to be taken must be signed by the student, the Department Head and the Dean. The original letter or form will be forwarded to the Office of the Registrar for inclusion in the student's record. If there is no agreement on file in the Office of the Registrar, grades for courses taken at other institutions will not be accepted.

Teacher Certification Requirement:

Students seeking degrees in education or degree majors in other fields with eligibility for teacher certification must be admitted to teacher education by the Whitlowe R. Green College of Education before enrolling in teacher education professional education courses. Entrance and exit examinations are required. Students interested in being certified as teachers after graduation should contact the Office of the Dean, Whitlowe R. Green College of Education, for information and advisement following admission to PVAMU.

Registration Requirement:

Students completing work required for a degree must be enrolled during the term in which the work is completed and the application for graduation is filed. A fee is required for registration in absentia.

Removal of "I" Grades:

A student who has a grade of Incomplete, "I", must arrange to complete the work and receive a grade that meets the accepted minimum to pass the course and to receive credit in the major or minor. No student will be awarded a degree until the "I" grade has been converted to a passing grade. All grades of "I" must be removed and replaced with passing grades for courses included in degree requirements. A student should not re-enroll in a course for which a grade of "I" has been recorded. Graduate Students receive "IP"

Second Baccalaureate Degree Requirement:

A second bachelor's degree will be conferred when a student has completed at least 30 semester hours in residence (24 semester hours in upper division [3000 – 4999] courses beyond those counted toward the first degree). Any additional requirements of the Department and College approving the respective degree plan and state legislative mandated requirements must be completed. If the student did not take six (6) semester hours of U.S. History and six (6) semester hours of U.S. Government, the student must take the courses or pass CLEP examinations to meet this 12 semester hour requirement that Texas mandates for all bachelor's degree recipients.

Application for Graduation:

A student who plans to receive a degree from Prairie View A&M University must apply for graduation. Students are to apply one semester prior to the graduation semester/term. A student waiting until the final semester of enrollment to apply for graduation must apply no later than the fifth class day of the fall and spring semester and the fifth class day of the first summer term (see academic calendar for these deadline dates). If any student submits an application for graduation after the established semester deadlines, the student's application will be processed for the following semester. To start the process, secure the application form and checklist from the Office of the Registrar. Proceed to your academic Department Head, then on to your academic Dean for approval. A fee is required as part of the application process. Students must go to the Office of Student Financial Aid to sign up for exit loan counseling, which is mandatory. Finally, submit the approved application along with your receipt of payment to the Office of the Registrar. Students who are indebted to the University will not be allowed to participate in the commencement exercise. The degree will be posted, if earned, but the transcript and diploma will be withheld until the debt is paid.

Time Limit of Graduation:

Students graduate under the catalog requirement for the academic year in which they first enroll in the University, provided those requirements are completed within a continuous six-year period. The academic year begins with the fall semester. Students enrolling for the first time during summer session are subject to the catalog for the following academic year. If degree requirements are not completed within the six-year period, students must meet all requirements effective for the catalog under which they expect to graduate. If attendance is interrupted for as much as one (1) academic year, or if a student transfers from one degree program to another, the catalog requirement in effect at the time of re-admission or transfer applies.

Commencement and the Conferring of Degrees:

Students may not graduate until completion of all degree requirements has been certified by the Registrar and academic Dean. Formal conferring of degrees and awarding of diplomas take place at the earliest commencement exercise following graduation. Commencement exercises are scheduled in May, August and December of each year. Participating students must wear appropriate academic attire. Graduating students who wish to receive their diplomas in absentia may do so by filing a request with the Registrar at least one week prior to commencement. The University has the right to withhold a degree if academic, financial or disciplinary deficiencies arise before the degree is posted. The University may rescind a previously granted degree if it becomes aware of information leading to the determination that the degree should never have been granted.

Canceling a Graduation Application After Submittal to the Registrar's Office:

A student has 10 business work days after the application deadline to cancel an application. No cancellations will be accepted after this period. The Graduation Cancellation Form must be completed and submitted to the Office of the Registrar by the graduation applicant. Graduation fees are non-refundable and non-transferable.

Honors Standards:

Honor Roll:

The University honor roll is published at the end of each semester of the academic year. To qualify for the semester honor roll, a student must have carried a minimum 12 semester hour course load, maintained a 3.50 average or greater and earned no grade lower than C. The minimum GPA for the semester honor roll is 3.50. Developmental courses may not be included in the computation of GPA for honor roll.

Dean's Honor Roll:

The Dean's Honor Roll is published at the end of the fall and spring semester of the academic year. To qualify a student must have earned a minimum of 12 semester hours, excluding any developmental or other courses below college level. A student may qualify for the Dean's Honor Roll with a semester GPA between 3.00 and 3.49.

Graduating with Honors:

Honors recognition at graduation is based on consistent high scholarship and cumulative grade point average for a minimum of 45 semester hours and an associate degree or 60 semester hours earned at Prairie View A&M University. A student may graduate with honors in one of three categories:

Summa Cum Laude	Cumulative GPA 3.90 - 4.00
Magna Cum Laude	Cumulative GPA 3.70 - 3.89
Cum Laude	Cumulative GPA 3.50 - 3.69

V. RULES GOVERNING CLASS/COMPUTER LABORATORY

Class/Studio Conduct:

Following are strategies for allowing us to be together in a common environment of good cheer and work. The following items are intended as guidelines for the occupation and use of studio space:

- 1) The studios will be presentable as a work place for architects or artist at all times. Students are responsible for keeping their areas clean and floors free from obstructions.
- 2) Consider your own appearance as that of a young professional at all times.
- 3) Alcohol, smoking, bicycles and pets are not permitted in the School of Architecture Building.
- 4) Visitors are not permitted in studio during class hours.
- 5) When you leave your work area, be sure that all materials of value are either properly secured or removed from the studio. The University assumes no responsibility for theft or vandalism of your personal property. Note: you should not place anything of value on the floor, it will be thrown away. Daily cleaning and recycling programs will be scheduled on a studio wide basis.
- 6) Loud noise is forbidden. No music will be allowed. Radios, tape players, and other audible devices are to be used in conjunction with headphones at all other times. Televisions are not permitted in the School of Architecture.
- 7) All students are to have a self-healing cutting mat. Do not use knives or cutters directly on classroom desks and tables. Used blades should be safely and properly disposed of in containers provided in each studio space. Do not throw blades in the trash can.
- 8) Damage (excluding reasonable "wear and tear") to the School of Architecture building and/or furnishings will be billed directly via the bursar to the accounts of students involved.
- 9) Computers are for design work: no e-mail, web surfing, games, etc. during studio hours.
- 10) The studio is a public space and a learning environment, hence, all cell phones shall be turned off and social visits are not allowed under any circumstances during studio time. Children are not allowed in any School of Architecture class.
- 11) Class will begin at the appointed time.
- 12) Class is dismissed when so indicated by the instructor. Students are expected to be on time and stay throughout the entire class period. Leaving the classroom before the class is dismissed without prior approval from the instructor will result in a loss of grade points at the discretion of the Instructor.
- 13) All class members are required to keep the classroom in a clean and orderly manner to facilitate the number of students using it each day. Failure to maintain the classroom as requested by the instructor will result in a loss of grade points at the discretion of the Instructor.
- 14) Lecture Notes and Handouts will be sent to your official university email. Handouts distributed during a class period will not be distributed at any other time. It is the student's responsibility to get a copy from another student or source.

15) Pushpins will be used to hang student work in the pin-up areas. If an item cannot be hung on pushpins, the building proctor will provide a solution. Pin-up walls will be painted at the end of the academic year.

Attendance:

Attendance is mandatory for the course during studio hours. Please organize your time accordingly by running errands and handling social obligations before or after studio time. Students absent from studio must bring in valid documentation confirming a medical or family emergency. Students are expected to attend all reviews for the full duration even when not presenting.

Late Work Policy:

Because this is a professional education, projects are due at the assigned time. Late work will not be accepted. Unfinished projects will be given a grade based on the work completed at the deadline. In addition, all projects must be turned in for grading in order to receive a final grade report for the semester. It is better to turn in an incomplete assignment than to receive a zero.

Student Work Ownership Policy:

All work submitted in conjunction with a class as part of the instructional program are the property of the School until they have been graded and released by the instructor. The School of Architecture reserves the right to retain and use these materials for educational, programmatic and/or promotional purposes. The School of Architecture will exercise care with these materials; however, the School of Architecture does not assume liability for their loss or damage. All work retained will be returned after the next accrediting visit. Therefore, all students are responsible for documenting their own work and compiling a portfolio. The portfolio will be required for consideration in applying to the graduate program.

General Guidelines for Studio Grading:

The following guidelines govern the overall assessment and grading strategies related with project work completed in design studios. Course syllabi related with various design studios will address specific grading strategies based upon the discretion of the Instructor.

A (Excellent) 90.00 % & Above:

Student's work is of exceptional quality and the solutions to problems show a depth of understanding of the program requirements. Project is fully developed and presented well both orally and graphically. Student has developed a strong and appropriate concept which clearly enhances the overall solution. The full potential of the problem has been realized and demonstrated.

B (Good) 80.00 % to 89.99 %:

Student's work shows above average understanding and clear potential. All program requirements are fulfilled and clearly and concisely presented.

C (Fair) 70.00 % to 79.99 %:

Student's work meets minimum objectives of course and solves major problem requirements. Work shows normal understanding and effort. Quality of project as well as the development of knowledge and skills is average.

D (Poor) 60.00 % to 69.99 %:

Student's work shows limited understanding and/or effort. Minimum problem requirements have not been met. Quality of project or performance as well as development of knowledge and skills is below average.

F (Failure) 59.99 % & Below:

Student's work is unresolved, incomplete and/or unclear. Minimum course objectives or project requirements are not met, and student's work shows lack of understanding and/or effort. Quality of project or performance is not acceptable.

Personal Conduct:

Students are expected to conduct themselves in ways that support individual learning and the learning of others. To that end, members of the classroom community will conduct themselves in a professional and ethical manner to achieve these objectives. Any conduct construed to interfere with the learning opportunities of members of the class may result in the removal of the student from the class for that day. Repeated inappropriate conduct will result in permanent removal from the class. Based upon the fact that you are preparing for professional employment, you are expected to adhere to the following specific guidelines:

- 1) During regular class periods all students are expected to dress appropriately in accordance with university regulations so that no disruptions in the learning experience will occur.
- 2) No hats or caps will be allowed to be worn in the classroom during class sessions.
- 3) Professional dress is expected for all design and technical presentations in class.
- 4) No food or drink is allowed in the classroom at any time.
- 5) Cellular telephones are to be turned off or put on silent ring tone during the class period. Texting is strictly prohibited during the class period. No "ear phone" units will be allowed.
- 6) Laptops must emit no noise. Make sure your laptop is warmed up and your battery charged before class starts. Checking email, playing a game, messaging and other non-class related activities are not allowed.
- 7) Harassment of your fellow students of any kind will not be tolerated.
- 8) No children, friends, family members or guests are allowed in the class without prior approval.

Safety and Security Policy:

Specific procedures and policies related with the School Facilities are listed below:

- 1) The Environmental Health and Safety Department is available to students for reference and training purposes.
- 2) Injuries or accidents should be reported immediately to Emergency (Medical) @ 2-911 or PVAMU Department of Public Safety @ 936-261-4823. If you or a friend have been injured, do not attempt to go to the Health Center alone, either request help from Campus Security or ask a fellow student for assistance.
- 3) The use of X-acto knives or similar cutting devices are to be conducted with the utmost care for personal safety, university owned furnishings and room finishes. Install a cutting surface on your student desk. Do not use knives or cutters directly on classroom desks and tables. Used blades should be safely and properly disposed.
- 4) Fire corridors must be kept clear of furnishings and debris at all times. The construction of partitions of any kind is prohibited by fire and campus safety regulations.
- 5) Studio furnishings may not be moved from their designated locations. All studio furnishings have been placed to maintain easy access and egress. No additional furnishings such as couches, stuffed chairs, beds, etc., will be permitted in the studio at any time. The Studio Coordinator reserves the right to dispose of any furnishings that are inappropriate to the studio environment.
- 6) Studio alterations shall not be undertaken without the permission of the Dean of the School of Design. Such changes may violate building codes and may jeopardize the program. Any approved alterations must be removed at the end of the academic year or term of use of the studio space.
- 7) When you leave your work area, be sure that all materials of value are either properly secured or removed from the studio. The University assumes no responsibility for theft or vandalism of your personal property. Note: you should not place anything of value on the floor - it is liable to be mistaken for garbage by the cleaning staff. Weekly cleaning and recycling programs will be scheduled on a studio wide basis.
- 8) For personal safety, health, and security reasons, students are not permitted to sleep in, or use studios for residential purposes.
- 9) Personal power tools may not be operated in studio areas unless the student has proper authorization from the Shop Supervisor. Such tools may be operated only in designated model making areas during specified non-class times.
- 10) Flammable solid waste must be properly disposed in the red waste containers provided in each building. All combustible items such as paint thinner and turpentine must be stored in the fire-proof cabinets that are placed in the Fabrication Lab. Wood scraps, paper, sawdust, and other rubbish are fire hazards and must not be allowed to accumulate.
- 11) The use of plaster is only permitted with a signed Plaster Procedures Agreement with the Facilities Manager.
- 12) At the end of each semester the School asks that you clean out your lock-box and desk because you will most likely relocate to a new desk the following semester. The School cannot be held responsible for your belongings over the semester break.

Computer Lab Rules and Policy:

The Computer Lab learning environment is meant to be conducive to scholarly endeavors such as research and course related work. To this end, the School of Architecture administration asks that all patrons observe policies and rules listed below.

Computer Availability and Priority of Use:

Computers in the lab are available during regular school hours on a first-come, first-served basis. Computer training classes take priority over individual use. All decisions as to the use of the computers are at the discretion of the Computer Lab Administrator or the member of Technology Committee in the School of Architecture.

Copyright and Licensing Restrictions:

The user is responsible for observing all copyright laws. The software and documentation made available in the lab is for use only in the lab and is not to be duplicated for use elsewhere. Duplicating a copyrighted program or documentation is illegal and is an Honor Code violation. Terms of use are governed by individual subscriber agreements for each system.

Food, Music and Noise Regulations:

Food, drinks and tobacco products are not allowed in the lab at any time. Patrons must use headphones when listening to music in the Computer Lab. No excessive noise is allowed in the computer lab. Examples of excessive noise are loud talking, yelling and excessively loud laughing, playing music without the use of headphones, including music played through the computer and other devices.

Display of Improper Material Regulations:

Lab patrons are to refrain from visiting websites or playing digital media (digital video files, CD's and DVD's) that exposes potentially offensive materials. Potentially offensive materials are pictures, sound or video of a sexual or violent nature.

Assumption of Risk:

The School of Architecture makes no guarantee with respect to any equipment, programs, or other materials in the computer lab. The entire risk as to the quality and performance of the computer equipment, programs, and documentation is with the user. The lab is not responsible for loss of data due to faulty programs or equipment.

Data Storage:

Users may not store their files on the hard drives of the individual workstations or on the School of Architecture network. The Lab Administrator may delete individual data stored on the hard drive or network drive without notice for the purpose of regular network management. Users may not save their personal settings on individual workstations.

Reporting Equipment Problems:

Report any PC or printer problems, such as paper jams, toner replacement, backed-up print jobs, etc., to the student lab-assistant or lab administrator. Do not attempt to fix any lab equipment on your own. Lab supplies (paper reams, toner etc.) are to be handled by staff only.

Operating Hours:

The normal operating hours of the computer lab/classroom will coincide with the normal business hours of the University, which are 8:00 am to 5:00 pm with the following exceptions:

- 1) The computer lab will not be available for general use during class times;
- 2) The computer lab will be closed when the university closes for holidays;
- 3) The computer lab will be closed as required due to University related special events.

A student worker will manage the after-hour's operation of the computer lab/classroom. The after-hour's schedule will be posted on the door of the Computer Lab.

Printing and Plotting:

Printers and plotters are located in Rm. 225. A student worker will be responsible for monitoring, managing, and distributing print jobs. Color Prints will be allowed only at the end of the semester during final reviews. An exception to this policy will be made at the request of course instructor that requires color prints for course related work. Students are strongly advised to conserve paper and ink. Printing and plotting schedules will be as follows:

- 1) During normal business hours, the printing and plotting schedules will coincide with normal operating hours of the computer lab/classroom.
- 2) The after-hour's printing and plotting schedules will coincide with the after-hour's operations of the computer lab/classroom.

Equipment Checkout Procedures:

The Academic Computer Technician or a delegated student worker will check out equipment to students. The equipment checkout schedule will coincide with operating hours of the computer lab/classroom. Students will be required to leave a valid picture ID (driver's license or school ID) when checking out equipment. Students will be required to fill out and sign an agreement form that outlines their responsibilities and penalties when checking out equipment.

Locker Rules and Policy:

Professor Norwood (Rm. 250 or 936-261-9802) will distribute student locker keys. Student lockers and desks must be emptied by the third day after the end of class. Any material left after that date will be disposed. All locker keys will be stored in a central key cabinet in the

administration area. Numbers will be removed from keys and re-stamped with a new code. (Keys and locks are currently stamped with same number.) Keys are to be distributed by Building Proctor (Professor Norwood.) Students will pay a \$10/- deposit at the cashier's window, then present Professor Norwood with a copy of that receipt to receive their key. If a student loses their key, there will be a \$25 fee for each replacement. All students will return their keys at the end of each semester. (A date will be set by the Building Proctor). Students who do not return keys by said date will not be able to access grades. If a student has not turned in their key by the third day after the deadline, their name will be sent to the University Police for further action. Lockers will also be inspected after the key due date and fines will be assessed if necessary. Student deposits will be returned upon leaving the program.

VI. RULES GOVERNING FABRICATION LABORATORY

Safety:

Safety, though difficult to define because it is an attitude, can be described as “the minimization or elimination of injury and loss resulting from non-deliberate acts such as accidents.” Failure to develop proper, safe attitudes, habits and skills is the real culprit of accidents.

Fabrication Lab Rules and Policy:

Lab Guests/Visitors:

Any person who has completed the lab safety course may accompany lab guests and visitors. He or She is responsible for that guest/visitor. In addition, guests and visitors will not be allowed to operate any equipment. All guests or visitors must wear eye protection.

Eye Protection:

Eye protection must be worn at all times in the lab facility. (Non-tinted, plastic-lens prescription glasses will suffice). Failure to wear eye protection will result in loss of lab privileges. At the first offense a warning will be administered. A second offence will result in a loss of lab privileges until meeting with the Program Coordinator and Lab Manager.

Safety Class Requirements:

Every student must satisfactorily complete all required lab safety courses before becoming a shop user. All lab users must have a valid Prairie View A&M University identity card and sign “in” and “out” of the lab facility (procedures are posted in the lab).

Injury Causing Accidents:

In the event of an injury causing accident, the following procedures must be followed:

- 1) Notify the Lab Supervisor immediately. Lab personnel will follow established university procedures.
- 2) All personal injury accidents require a meeting between the injured person, the Lab Manager and the Program Coordinator before lab privileges will resume. The purpose is to determine the cause of the accident for the prevention of future accidents.

Non-Injury Accidents:

In the event of accidents resulting in equipment damage, material “kickbacks”, jamming, or other unsafe events, the following procedures must be followed:

- 1) Notify the Lab Supervisor immediately. If equipment is damaged, alert all others in the lab to prevent another individual from using that machine.
- 2) A meeting is required between the person involved in the accident and the Lab Manager before lab privileges will resume.

Lab Occupancy Limits:

In order to maintain a safe working environment, strict user limits are enforced. Therefore, faculty should schedule their lab related project with the Lab Supervisor at the beginning of the semester. No more than 10 students are allowed in the Lab facility at any one time. Exceptions may be scheduled in advance with the shop manager if adequate supervisory personnel are available.

Cleaning of Lab Facility:

The Lab facility is under the control of the School of Architecture and is not cleaned by the janitorial staff. Therefore, lab users are responsible for all clean-up efforts as listed below:

- 1) Each student is responsible for clean-up of his or her own debris and return of tools to their designated place.
- 2) Each student is required to assist in a general lab clean-up at the end of the day or when deemed necessary by shop supervisory personnel.
- 3) Students failing in their clean-up responsibilities will face a loss of lab privileges. At the first offense a warning will be administered. A second offence will result in a loss of lab privileges until meeting with the Program Coordinator and Lab Manager.

Theft of Materials and Equipment:

Theft of materials or equipment will not be tolerated. Any student caught stealing will be dismissed from the School of Architecture permanently and may be expelled from the University.

Storage of Materials and Projects:

Special arrangements may be made for large material storage. Such storage is allowed only for limited time periods and requires a specific removal date. All materials stored beyond the removal dates will become property of the lab.

General Lab Hours:

The lab is available for users between 8:00 am to 5:00 pm, Monday through Thursday. The lab will be available to users on Friday by appointment only.

General Safety Rules:

The following general safety rules govern the use of the fabrication lab:

- 1) By law, every person is required to wear approved eye protection while in the lab.
- 2) All accidents, even if very small, must be reported to the Lab Supervisor.
- 3) A safe attitude will protect you and others.
- 4) Remove all rings, wristwatches and necklaces before operating machinery.
- 5) Open toed shoes and neckties are not allowed in the lab.
- 6) Never wear loose clothing- tuck in shirttails, etc.
- 7) Tie back/up long hair when operating machinery.
- 8) All safety guards must be in place while operating equipment. (Do not remove).

- 9) Use equipment for its intended use. If in doubt, ask for help.
- 10) No one should use equipment until he or she has received proper and safe instruction and feel comfortable with its operation.
- 11) Do not cut plaster or other casting materials on any power machine.
- 12) Always keep your eyes on your fingers, ears tuned to the sound of the machine, and nose tuned to the smell of smoke.
- 13) Operator never talks while operating a machine.
- 14) Never talk to someone who is operating a machine.
- 15) Make sure machines are in the "off" position and motion has stopped before leaving them.
- 16) Make sure machine's work surface is clean, unobstructed and ready for use.
- 17) Clean up your mess. Wipe up all spilled liquids. Pick up your materials. Sweep up any loose debris.
- 18) If you have made an adjustment on a piece of equipment, return it to its normal position after you are done.
- 19) Students are not to attempt repairs to any equipment that is broken. Notify the Lab Supervisor immediately.
- 20) Do not use broken or damaged equipment.
- 21) Follow all special and regular safety rules for operation of equipment.
- 22) Disposal of solvents, finishes, chemicals, and other hazardous materials of any kind in the proper containers.
- 23) Return all tools to their proper storage place after use.
- 24) If you are unsure of the operation of a piece of equipment, read the safety manual and ask for help from the Lab Supervisor.
- 25) Think- develop and practice good, safe habits.
- 26) Respect the rights and property of other students. Horseplay, running, yelling and/or fighting will not be tolerated. Violation of this policy will result in permanent loss of lab privileges.
- 27) Be thoughtful and helpful towards others in the lab.
- 28) Stack and store projects carefully in assigned areas.
- 29) No used lumber. (Nails or other debris ruins blades).
- 30) No smoking in the lab. If you smoke outside the lab, pick up your butts.
- 31) These rules are meant to protect you from injury; please obey them.

VII. SAFETY, SECURITY AND EMERGENCY

Building Safety and Security:

Security systems are currently installed in the Architecture Building. These systems require the use of “Electronic Security Cards” for entry into the buildings after hours and over the weekends. Please make sure you bring your Electronic Security Cards with you if you come to the building at these times. Ms. Billie Evans (Rm. 106 or 936-261-9803) will distribute key cards to get access to the building. Loss of key will be charged to the students. At no time should a School of Architecture student open a locked building door or permit access to the building to someone else. In addition, there are several security cameras located throughout the building. Do not let the presence of these devices reduce your level of concern over your own safety and that of others.

Strangers in the building should be asked to identify themselves and their business. Generally, this can be accomplished in a friendly manner. But, should the person in question appear suspicious, you owe it to yourself and your fellow students to notify campus security at once, particularly during off hours. Do not confront suspicious individuals. All building users should notify security officers or University police officers immediately if they observe any individual inside the building acting suspiciously or without a University ID card. If a police officer or security officer observes anyone in the building between 10 PM and 7 AM without their ID card, that person will be asked to leave the building and to return with the ID card.

Everyone should be alert for anyone who attempts to enter the building through an exit door as someone is leaving. Such observations should be reported to police or security immediately. All building users must exit through non-emergency exit doors only. If an emergency situation arises and no officers are in the immediate area, persons should immediately call extension 1375 (university police dispatch/emergency number) to report the incident.

Personal Safety and Security:

The School of Architecture does not accept responsibility for the loss of items or for items left unattended. Because of the high cost of books, studio equipment and calculators, students are urged to exercise care in where they place these items and their safety. Students are strongly advised to follow the following personal safety tips:

- 1) Keep your car locked.
- 2) Keep your room locked.
- 3) Label your personal items with your name.
- 4) Know where the blue light phones are located.
- 5) Do not bring valuable jewelry on campus (or leave in an unsecured area, such as a locker or desk drawer).
- 6) Walk with a friend at night.

- 7) Travel well-lit paths or areas.
- 8) Keep items stored in your car out of sight in the trunk.
- 9) Properly secure your bike and record its serial number.
- 10) Be cautious when alone in a public laundry or taking trash out at night.
- 11) When suspicious, trust your feelings and go to a safe place.
- 12) Hang up the phone on obscene callers and notify the police (on campus dial 4823).
- 13) Do not pick up hitch hikers or stranded motorists you do not know.
- 14) Mark your books and do not leave them unattended.
- 15) If you are the victim of sexual assault, robbery, theft, or any other crime and report it immediately to the police.

Important Emergency Phone Numbers:

PVAMU city numbers are 857, while campus numbers are 261.

All faiths Chapel	(936) 857-4940
Campus Information	(936) 857-3311
Emergency (Medical)	2-911
Houston Area Women’s Center Rape Crisis Hotline	(713) 528-RAPE
National Domestic Violence Hotline	1-800-799-SAFE
Owens/Franklin Health Center	(936) 261-2511
Student Affairs	(936) 857-2693
PVAMU Department of Public Safety	(936) 857-4823
Waller County District Attorney	(979) 826-7718
Waller County Sheriff’s Office	(979) 826-8033
City of Waller Police Department	(936) 372-2525
City of Hempstead Police	(979) 826-3332
City of Prairie View Police	(936) 857-3521

VIII. STUDENT WORKER HIRING POLICY

Work Study/Student Hourly Positions:

Students should first verify if they have been awarded work study. Once a work-study position is posted online, students that have been awarded can apply for said job. Once a Student Hourly position is posted online, a student can apply for said job.

Application/Hiring Procedure:

All applicants' application will be reviewed in order to choose a viable candidate. Applications will be reviewed by the Supervisor and three written or verbal references must be reviewed before a decision is made. Once a candidate is recommended for hire, they must then submit the following documents in order for a hiring proposal to be created:

- 1) Student Work Schedule.
- 2) Success Guide Certification.
- 3) Confidential Release Form.
- 4) Blood borne Pathogen (BBP) Personnel Assessment.

Once the Hiring Proposal has been approved by Student Employment Office (SEO), the candidate will receive an email notification with instructions to provide the following documents to the Student Employment Office, in person, by the student:

- 1) Employee Personal Data Sheet.
- 2) W-4 Tax Withholding form.
- 3) 1-9 Form.
- 4) Acceptable Forms of Identification.
- 5) International Employment Eligibility Form (International F-1 Students Only).

A UIN, if the student has not already received one, will be available in 24 hours after the above documents are submitted to the SEO. The student must then complete the six (6) State Mandated Trainings. The student employee may begin working AFTER all processes has been approved and cleared through the SEO. Orientation and department training begins on the first day of employment.

Rehire Student Employees Policy:

Student employees who have worked in at least one of the two previous semesters may submit the following documents to their hiring department. The hiring department will attach those documents to the EWR:

- 1) Job Offer Letter.
- 2) Current Award Letter (if work-study): Date must be within 48 hours of EWR creation.
- 3) Student Work Schedule.

Helpful Links:

Student Resources: <http://www.pvamu.edu/studentemployment/student-resources/>
Selective Service Online VERIFICATION: <https://www.sss.gov/regver/wfverification.aspx>
Selective Service Online REGISTRATION: <https://www.sss.gov/RegVer/wfRegistration.aspx>

IX. STUDENT TRAVEL POLICY

The School of Architecture at Prairie View A&M University continues to support the growth of its students through student travel opportunities. Student travel plays an important role in enhancing the growth of our students as it provides experiential learning activities that become a part of their life-long lessons. Traveling as a student enhances the overall educational experiences of students through the development of, exposure to and participation in social, cultural, intellectual, community service, leadership abilities and scientific involvements. It further prepares them for the intricacies of business travel when entering the workforce. In keeping with PVAMU travel policy, the School of Architecture shall require the completion and submission of the following documents:

- 1) Student travel itinerary with accurate travel information;
- 2) Travel passenger list with one emergency contact person, but two is suggested, and a working telephone number for each;
- 3) Student travel guideline and agreement form should be read and signed by student and turned in to the School of Architecture Administration.

These travel procedures follow PVAMU Office of Travel Services, Travel Procedures Manual (updated 2013) and TAMUS policy (13.04). Please use link below for further information regarding TAMUS policy:

<http://policies.tamus.edu/13-04.pdf>

The following procedures apply to faculty, staff, students, and volunteers who engage in transporting students off campus in a University owned, rented, or chartered vehicle on any University business or related travel activities. Travel in personal automobiles is specifically exempted from the requirements of these procedures. Failure to comply with these procedures may result in the suspension of student travel for the director/department responsible for arranging the trip. The President or his/her designee may authorize exceptions to these procedures on a case-by-case basis.

General Student Travel Guidelines and Agreement:

All Prairie View A&M University students traveling for the purpose of attending conferences, workshops, programs and events representing either their student organizations or the university must follow the procedures as prescribed below:

- 1) Are expected to conduct themselves in a manner that positively reflects upon themselves and Prairie View A&M University;
- 2) Are governed by the Student Code of Conduct as outlined in the university student handbook while attending all conferences, workshops, programs, and events;
- 3) Are expected to participate fully in the conference or workshop by attending all programs and events as outlined by the conference. If participating as a group, the group will seek to attend as many different sessions as possible in order to obtain the greatest amount of information and/or resources;

- 4) Are expected to dress appropriately for the conference event based on the guidelines provided by the conference organizers. Any questions regarding dress should be directed to the advisor(s) or the conference organizers prior to leaving;
- 5) Alcohol use is prohibited during the duration of the travel to and from the conference or workshop programs and activities. Exception may only be made by the university president or designee, and;
- 6) Must complete, sign and return the Recognition and Assumption of Risk Agreement to the event traveler advisor prior to the event travel departure time (obtainable from the Division of Student and Enrollment Services).

Any violation of the code of conduct and the above listed requirements may result in appropriate disciplinary action, including, but not limited to, loss of privileges to attend future conferences or events, restitution of funds provided for you to participate in the event, and/or possible suspension from Prairie View A&M University.

Student Drivers:

No student will be authorized to drive a University-owned or leased vehicle to transport students off campus on any University authorized and/or funded trip. The only allowable exception to this requirement would be in the event of an extreme emergency situation (i.e. the primary and secondary driver become ill or incapacitated during the trip).

No student will be authorized to use their personal vehicle to transport students on any University authorized and/or funded trip.

A student may be authorized to travel on his/her own for PVAMU related business or activities, but said travel must be authorized using the Business Travel Leave Request Form (http://www.pvamu.edu/Include/Business_affairs/Forms/Travel/Business%20Travel%20Leave%20Request%20Form.pdf) and the student must have attended the University provided Driver & Travel Safety Training offered through the Office of Environmental Health & Safety (EHS). Proof of this training must be attached to the Business Travel Leave Request Form.

Any individual who holds an employed position at the University, and whose employment status does not depend on their status as a student, may be approved to transport students.

Student Group Travel Requirements and Planning:

Designated staff member(s) and/or faculty will accompany each student travel group.

Prior to the trip, the faculty or staff traveling with the students must complete a Pre-Trip Authorization Request via Concur; a Student Travel Itinerary; and, a Travel Passenger List and submit the forms through the appropriate approval channels. NOTE: At the time the

authorization request is submitted, it is recognized that the Travel Passenger List will not include the students' signatures; however, all other information should be on the form.

A copy of the Student Travel Itinerary and Travel Passenger List (including signatures of students' actually traveling in University owned, rented or chartered vehicles) for all approved travel involving students must be filed with the University's Department of Public Safety prior to the day of departure. Note: The Office of Travel Services will not issue a travel reimbursement unless the Student Travel Itinerary and Travel Passenger List forms have been certified as being received by the University's Department of Public Safety prior to the trip.

X. MISCELLANEOUS INFORMATION

School Events:

For information related with scheduled school events, please contact: Ms. Billie Evans (Rm. 106, bjevans@pvamu.edu or (936) 261-9803).

Faculty and Staff Directory:

For a complete listing and information related with the School of Architecture faculty, please use the link provided below:

<http://www.pvamu.edu/soa/contact/faculty-and-staff/>

Academic Calendar:

For information related with the Academic Calendar, please use the link provided below:

<http://www.pvamu.edu/registrar/academic-calendars/>

University Catalog:

The Catalog contains all programs offered by Prairie View A&M University, providing enrolled students with the information needed regarding their chosen academic path and helping prospective students make important enrollment decisions. For further information, please use the link provided below:

<http://catalog.pvamu.edu/pdf/2015-16.pdf>

PVAMU Student Conduct Code:

PVAMU students have rights that are to be respected. Student rights and responsibilities are intended to reflect the philosophical base upon which all University student rules are built. This philosophy acknowledges the existence of both rights and responsibilities, which are inherent to an individual not only as a student at Prairie View A&M University but also as a citizen of this country. For further information, please use the link provided below:

https://issuu.com/studentconduct4/docs/code_of_conduct/1?e=14155828/9908767

TAMUS Student Rights and Obligations:

The TAMUS Student Rights and Obligations policy outlines the core rights of students at the universities (academic institutions) of The Texas A&M University System (system) and the responsibilities with which they are associated. For further information, please use the link provided below:

<http://policies.tamus.edu/13-02.pdf>