ACCT 3313 - Cost Accounting
FALL 2020

General Course Information

<table>
<thead>
<tr>
<th>Information Item</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructor:</td>
<td>Alfreda Dobiyanski, MS, CPA, CMA</td>
</tr>
<tr>
<td>Section # and CRN:</td>
<td>P01- 12898</td>
</tr>
<tr>
<td>Office Location:</td>
<td>Ag/Bus Building 0849, Room 461</td>
</tr>
<tr>
<td>Office Phone:</td>
<td>936-261-9252</td>
</tr>
<tr>
<td>Email Address:</td>
<td><a href="mailto:ardobiyanski@pvamu.edu">ardobiyanski@pvamu.edu</a></td>
</tr>
<tr>
<td>Office Hours:</td>
<td>Virtual Office Hours (Zoom):</td>
</tr>
<tr>
<td></td>
<td>Monday 12:00-12:50 p.m. - ACCT 3313 (P01)</td>
</tr>
<tr>
<td></td>
<td>Monday 8:00-8:50 a.m. - ACCT 4213 (P01)</td>
</tr>
<tr>
<td></td>
<td>Friday 9:10-10:00 a.m. - ACCT 2123 (Z01)</td>
</tr>
<tr>
<td></td>
<td>Friday 10:15-11:05 a.m. - ACCT 2123 (Z02)</td>
</tr>
<tr>
<td></td>
<td>Others by e-mail and/or appointment.</td>
</tr>
<tr>
<td>Mode of Instruction:</td>
<td>Face to Face</td>
</tr>
<tr>
<td>Course Location:</td>
<td>Ag/Bus Building, Room (214)</td>
</tr>
<tr>
<td>Class Days &amp; Times:</td>
<td>MWF 1:00 – 1:50 p.m.</td>
</tr>
<tr>
<td>Catalog Description:</td>
<td>Credit 3 semester hours. The fundamental costs of a manufacturing concern such as raw materials, labor cost, and overhead and the preparation of internal reports for managerial decisions in the areas: planning, control and budgets.</td>
</tr>
<tr>
<td>Prerequisites:</td>
<td>ACCT 2123 - Managerial Accounting</td>
</tr>
<tr>
<td>Co-requisites:</td>
<td>None</td>
</tr>
<tr>
<td>Recommended Text(s):</td>
<td>None</td>
</tr>
</tbody>
</table>

General Course Information Table

Student Learning Outcomes:

Upon successful completion of this course, students will be able to:

<table>
<thead>
<tr>
<th>Program Learning Outcome Alignment</th>
<th>Core Curriculum Outcome Alignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>BBA 1,2,3,4</td>
<td>CT, COM, PR, SR</td>
</tr>
<tr>
<td>BBA 1,4</td>
<td>CT, COM</td>
</tr>
<tr>
<td>BBA 1</td>
<td>CT, EQS</td>
</tr>
<tr>
<td>BBA 1</td>
<td>CT, EQS</td>
</tr>
<tr>
<td>BBA 1</td>
<td>CT, EQS</td>
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<tr>
<td>7.</td>
<td>Understand cost-volume-profit relationships and how to use these in breakeven analysis</td>
</tr>
<tr>
<td>8.</td>
<td>Know how to use variable and absorption costing</td>
</tr>
<tr>
<td>9.</td>
<td>Prepare a master budget</td>
</tr>
<tr>
<td>10.</td>
<td>Use standard costs as a performance measurement</td>
</tr>
<tr>
<td>11.</td>
<td>Prepare a flexible budget and perform variance analysis</td>
</tr>
<tr>
<td>12.</td>
<td>Understand and calculate cost allocations</td>
</tr>
<tr>
<td>13.</td>
<td>Understand capacity analysis</td>
</tr>
</tbody>
</table>

**Student Learning Outcomes Tab**

**BBA Program Learning Goals/Course Objectives/Accrediting Body**  The Association to Advance Collegiate Schools of Business (AACSB)

**Goal 1:** Mastery of Content: Graduates will demonstrate an ability to integrate and use knowledge from multiple business disciplines, and will demonstrate proficiency in their major area business discipline. (MC)

**Goal 2:** Ethics: Graduates will have an ethical perspective. (ET)

**Goal 3:** Global perspective: Graduates will have a global perspective. (GP)

**Goal 4:** Communications: Graduates will demonstrate an ability to be effective communicators. (C)

**Core Learning Goals**

- Communication (COM): Effective development, interpretation and expression of ideas through written, oral and visual communication
- Critical Thinking (CT): Creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
- Empirical & Quantitative Skills (EQS): Manipulation and analysis of numerical data or observable facts resulting in informed conclusions
- Personal Responsibility (PR): Ability to connect choices, actions, and consequences to ethical decision-making
- Social Responsibility (SR): Intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities

**Vision and Mission Statements**

**Vision Statement:**

The Prairie View A&M University College of Business strives to be among the best regional business schools in the nation by empowering students from diverse backgrounds to reach their full potential.

**Mission Statement:**

The Prairie View A&M University College of Business provides students from diverse academic and socioeconomic backgrounds with education that helps them become business professionals and leaders who are ethical, entrepreneurial, productive, and prepared to succeed in the global economy. The College achieves excellence through quality teaching, research, service, and engagement with the business community.
Major Course Requirements

Method of Determining Final Course Grade

<table>
<thead>
<tr>
<th>Course Grade Requirement</th>
<th>Value (Points)</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Quizzes/Homework</td>
<td>50</td>
<td>12.5%</td>
</tr>
<tr>
<td>2. Computer Project</td>
<td>50</td>
<td>12.5%</td>
</tr>
<tr>
<td>3. Exam I</td>
<td>100</td>
<td>25%</td>
</tr>
<tr>
<td>4. Exam II</td>
<td>100</td>
<td>25%</td>
</tr>
<tr>
<td>5. Final Exam (Comprehensive)</td>
<td>100</td>
<td>25%</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td><strong>400</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>

Course Grade Requirement Table

I reserve the right to change assignments and due dates as necessary. The student is responsible for homework missed during any absence. An excused missed exam will be replaced by the comprehensive final exam.

Detailed Description of Major Assignments:

<table>
<thead>
<tr>
<th>Assignment Title or Grade Requirement</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Quizzes/Homework</td>
<td>Exam and quiz questions will consist of information from the textbook, class notes, lecture, and homework. Various formats may be used for assignments and quizzes.</td>
</tr>
<tr>
<td>2. Computer Project</td>
<td>A financial statement analysis project using excel. Includes analysis and a written summary.</td>
</tr>
<tr>
<td>3. Exams</td>
<td>Exam and quiz questions will consist of information from the textbook, class notes, lecture, and homework. Various formats may be used for exams. Exams consists of multiple choice questions and possibly problems and essays.</td>
</tr>
</tbody>
</table>

Detailed Description of Major Assignments Table

Exams will be in multiple choice format, possibly some problems and essay questions. The multiple choice questions will cover terms, concepts, and problems (calculations). Exam and quiz questions will consist of information from the textbook, class notes, lecture, and homework. Various formats will be used for assignments and quizzes.

LockDown Browser and Respondus Monitor might be needed to take exams. Examity might be used to take exams. Instructions for exams will be given later. Computers will be needed to take some, possibly all, exams. See technical requirements in this syllabus. If you do not have access to a computer, see the PVAMU Mobile Device Loaner program sight below.

All assignments, quizzes, and exams should be completed and submitted by due dates. These will be submitted or given in class. However, given the Covid pandemic, they might be submitted in ecourses (Canvas). Assignments, quizzes, and exams will be listed in ecourses (Canvas). The points for assignments submitted late may be reduced by 20 percent. Any excused missed exams will be replaced by the comprehensive final exam.

I reserve the right to change formats and due dates as necessary.

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 and/or internet.

Excessive absenteeism, whether excused or unexcused, may result in a student’s course grade being reduced or in 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.

Religious Holy Day Absences
In accordance with Texas Education Code, Section 51.925, sub-chapter (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.”

Title IX: Pregnancy & Related Conditions:
In the case of a student who does not otherwise qualify for leave under the university’s incomplete policy, the university shall treat pregnancy, childbirth, false pregnancy, termination of pregnancy and recovery therefrom as a justification for a leave of absence for so long a period of time as is deemed medically necessary by the student’s physician, at the conclusion of which the student shall be reinstated to the status which she held when the leave began.

Course Procedures or Additional Instructor Policies

Taskstream
Taskstream is a tool that Prairie View A&M University uses for assessment purposes. One of your assignments may be required to be submitted as an “artifact,” an item of coursework that serves as evidence that course objectives are met. If applicable, more information will be provided during the semester by your department, but for general information, you can visit Taskstream via the link in eCourses.

Course Procedures

This course is a Face to Face class that physically meets in a classroom. However, given the Covid pandemic some classes might need to be held as Internet/Synchronous classes. Any synchronous classes would be conducted at the scheduled class time via CANVAS in e-courses using the internet, ZOOM, and student e-mail. Class details would be in CANVAS. Lecture is the dominant format for the class. Students are expected to read assigned materials prior to class. Homework listed on the syllabus should be worked on paper. Some may be collected and graded. Specific due dates for assignments, quizzes, and exams will be given. Assignments, quizzes, and exams will be submitted in class. However, given the Covid pandemic, some items might have to be submitted in e-courses (Canvas). Students should always be prepared to provide solutions to assigned problems for classroom discussion. Regular class attendance is important to achieve the objectives of the course.

Cell phones should be turned off during class.
No children, pets, or visitors allowed in class.

Formatting Documents
Microsoft Word is the standard word processing tool used at PVAMU. If you’re using other word processors, be sure to use the “save as” tool and save the document in either the Microsoft Word, Rich-Text, or plain text format.
Student Services

College of Business tutoring schedules will be announced when available.

Other services for student assistance are listed below.
Ms. Carolyn S. Davis
Assistant Dean, Recruitment & Academic Enhancement
Academic Progress Monitoring & Academic Achievement Planning
Including but not limited to; Establishing a Study Schedule, Time Management, Goal Setting, Mentoring, etc.
936-261-9237, csdavis@pvamu.edu

Additional Resources:

PVAMU John B. Coleman Library:
https://www.pvamu.edu/library/
Phone: (936)261-1500.

University Bookstore
https://www.bkstr.com/prairieviewamunivstore
Phone number: 936-261-1990

Student FAQs
https://www.pvamu.edu/coronavirus/student-faqs/

PVAMU Mobile Device Loaner Program
https://www.pvamu.edu/its/mobile-device-loaner-program/

Additional External Resources:

YouTube
www.youtube.com
### Semester Calendar

Textbook Assignments: Q = Questions, E = Exercises, P = Problems

<table>
<thead>
<tr>
<th>WEEK</th>
<th>DESCRIPTION</th>
</tr>
</thead>
</table>
| **Week One**: 8/24/20  
**Topic Description**: The Accountants Role in the Organization |
| Readings:  
Assignments: | M  Chapter 1  
W  Q 1-1 thru 1-15  
F  E1-16 |
| **Week Two**: 8/31  
**Topic Description**: An Introduction to Cost Terms and Purposes |
| Readings:  
Assignments: | M  Chapter 2  
W  Q2-1 thru 2-15  
F  E2-20 |
| **Week Three**: 9/7  
**Topic Description**: Cost-Volume-Profit-Analysis |
| Readings:  
Assignments: | M  LABOR DAY HOLIDAY  
Chapter 3  
W  E3-16, E3-17  
F  E3-21, E3-27 |
| **Week Four**: 9/14  
**Topic Description**: Determine How Costs Behave (pgs. 340- 357) |
| Readings:  
Assignments: | M  Chapter 10  
W  E10-16, E10-17, P10-22  
F  EXAM I |
| **Week Five**: 9/21  
**Topic Description**: Job Costing |
| Readings:  
Assignments: | M  Chapter 4  
W  E4-16, E4-23  
F  E4-27 |
| **Week Six**: 9/28  
**Topic Description**: Process Costing |
| Readings:  
Assignments: | M  Chapter 17  
W  P17-30  
F  P17-31, P17-32 |
| **Week Seven**: 10/5  
**Topic Description**: Activity Based Costing and Activity Based Management |
| Readings:  
Assignments: | M  Chapter 5  
W  E5-19 |
Week Eight: 10/12
Topic Description: Master Budget and Responsibility Accounting
Readings: M Chapter 6
Assignments: W E6-17, E6-18, E6-19
F P6-33, P634

Week Nine: 10/19
Topic Description: Flexible Budgets, Direct Cost Variances and Management Control
Readings: M Chapter 7
Assignments: W In class
F E7-24

Week Ten: 10/26
Topic Description: Flexible Budgets, Overhead Cost Variance and Management Control
Readings: M Chapter 8
Assignments: W E8-21
F EXAM II

Week Eleven: 11/2
Topic Description: Inventory Costing and Capacity Analysis
Cost Allocation, Customer Profitability Analysis and Sales Variance Analysis
Readings: M Chapter 9
Assignments: W Chapter 14
E9-16
F E14-16

Week Twelve: 11/9
Topic Description: Allocation of Support Department Costs, Common Costs, and Revenues
Readings: M Chapter 15
Assignments: W E14-25
F E15-21

Week Thirteen: 11/16
Topic Description: Cost Allocation: Joint Products and Byproducts
Readings: M Chapter 16
Assignments: W E16-16, E16-17, E16-18
F Chapter 18

Week Fourteen: 11/23
Topic Description: Spoilage, Rework, and Scrap
Readings: M Q18-2,3,4 and Q18-(11-15)
Assignments: W THANKSGIVING HOLIDAY
F THANKSGIVING HOLIDAY

Week Fifteen: 11/30
Topic Description: REVIEW AND FINAL EXAMS (Final Exam will be given per the University calendar)
M Review for Final Exam
<table>
<thead>
<tr>
<th>Readings:</th>
<th>FINAL EXAMS (Final Exam will be given per the University calendar)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignments:</td>
<td></td>
</tr>
</tbody>
</table>
Student Support and Success

John B. Coleman Library
The library and its partners have as their mission to provide resources and instructional material in support of the evolving curriculum, as a partner in Prairie View A&M University's mission of teaching, research, and service and to support the University's core values of access and quality, diversity, leadership, relevance, and social responsibility through emphasis on ten key areas of service. It maintains library collections and access both on campus, online, and through local agreements to further the educational goals of students and faculty. Phone: 936-261-1500; Website: J. B. Coleman Library.

Academic Advising Services
Academic Advising Services offers students a variety of services that contributes to student success and leads towards graduation. We assist students with understanding university policies and procedures that affect academic progress. We support the early alert program to help students get connected to success early in the semester. We help refer students to the appropriate academic support services when the student is unsure of the best resource for their needs. Some students are supported by faculty advisors in their respective colleges. Your faculty advisor can be identified in PantherTracks. Advisors with Academic Advising Services are available to all students. We are located across campus. You can find your advisor's location by academic major at the Academic Advising Website, Phone: 936-261-5911.

The University Tutoring Center
The University Tutoring Center (UTC) offers free tutoring and academic support to all registered PVAMU students. The mission of the UTC is to help provide a solid academic foundation that enables students to become confident, capable, independent learners. Competent and caring staff and peer tutors guide students in identifying, acquiring, and enhancing the knowledge, skills, and attitudes needed to reach their desired goals. Tutoring and academic support is offered face-to-face in the UTC, in virtual face-to-face sessions, and through online sessions at PVPlace. Other support services available for students include Supplemental Instruction, Study Break, Academic Success Workshops, and Algebra Study Jam. Location: J. B. Coleman Library, Rm. 307; Phone: 936-261-1561; Email: pvtutoring@pvamu.edu; Website: University Tutoring Center.

The Writing Center
The Writing Center provides well-trained peer tutors that assist students with writing assignments at any stage of the writing process. Tutors help students with various writing tasks from understanding assignments, brainstorming, drafting, revising, editing, researching, and integrating sources. Students have free access to Grammarly online writing assistance. Grammarly is an automated proofreading and plagiarism detection tool. Student must register for Grammarly by using their student email address. In addition, students have access to face-to-face as well as virtual tutoring services either asynchronously via email or synchronously via Zoom. Location: J. B. Coleman Library, Rm. 209; Phone: 936-261-3724; Website: The Writing Center; Grammarly Registration.

Academic Early Alert
Academic Early Alert is a proactive system of communication and collaboration between faculty, academic advisors, and PVAMU students that is designed to support student success by promptly identifying issues and allowing for intervention. Academic Early Alert helps students by providing a central location to schedule advising appointments, view advisor contact information, and request assistance. Students who recognize that they have a problem that is negatively affecting their academic performance or ability to continue school may self-refer an Academic Early Alert. To do so, students will log in to PVPlace and click on Academic Early Alert on the left sidebar. Phone: 936-261-5902; Website: Academic Early Alert.

Student Counseling Services
The Student Counseling Services unit offers a range of services and programs to assist students in maximizing their potential for success: short-term individual, couples, and group counseling, as well as crisis intervention, outreach, consultation, and referral services. The staff is licensed by the State of Texas and provides assistance to students who are dealing with academic skills concerns, situational crises, adjustment problems, and emotional difficulties. Information shared with the staff is treated confidentially and in accordance with Texas State Law. Location: Hobart Taylor, 2nd floor; Phone: 936-261-3564; Website: Student Counseling Services.
Office of Testing Services
Testing Services serves to create opportunities by offering suite of exams that aid in the students’ academic and professional success. Currently we administer entrance (HESI A2), college readiness (TSI assessment), Prior Learning (CLEP, DSST), and proctored exams. Location: Wilhelmina Delco, 3rd Floor, Rm. 305; Phone: 936-261-3627; Email: aetesting@pvamu.edu; Website: Testing Services.

Office of Diagnostic Testing and Disability Services
The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, contact the Office of Disability Services. As a federally-mandated educational support unit, the Office of Disability Services serves as the repository for confidential disability files for faculty, staff, and students. For persons with a disability, the Office develops individualized ADA letters of request for accommodations. Other services include: learning style inventories, awareness workshops, accessibility pathways, webinars, computer laboratory with adapted hardware and software, adapted furniture, proctoring of non-standardized test administrations, ASL interpreters, ALDs, digital recorders, livescribe, and a comprehensive referral network across campus and the broader community. Location: Hobart Taylor, Rm. 1D128; Phone: 936-261-3583; Website: Disability Services.

Center for Instructional Innovation and Technology Services (CIITS)
Distance Learning, also referred to as Distance Education, is the employment of alternative instructional delivery methods to extend programs and services to persons unable to attend college in the traditional manner. The Center for Instructional Innovation and Technology Services (CIITS) supports student learning through online, hybrid, web-assisted and 2-way video course delivery. For more details and contact information, visit: CIITS Student Webpage; Phone: 936-261-3283.

Veteran Affairs
Veteran Services works with student veterans, current military and military dependents to support their transition to the college environment and continued persistence to graduation. The Office coordinates and certifies benefits for both the G.I. Bill and the Texas Hazlewood Act. Location: Evans Hall, Rm. 102; Phone: 936-261-3563; Website: Veteran Affairs.

Office for Student Engagement
The Office for Student Engagement delivers comprehensive programs and services designed to meet the co-curricular needs of students. The Office implements inclusive and accessible programs and services that enhance student development through exposure to and participation in diverse and relevant social, cultural, intellectual, recreational, community service, leadership development and campus governance. Location: Memorial Student Center, Rm. 221; Phone: 936-261-1340; Website: Office for Student Engagement.

Career Services
Career Services supports students through professional development, career readiness, and placement and employment assistance. The Office provides one-on-one career coaching, interview preparation, resume and letter writing, and career exploration workshops and seminars. Services are provided for students at the Northwest Houston Center and College of Nursing in the Medical Center twice a month or on a requested basis. Distance Learning students are encouraged to visit the Career Services website for information regarding services provided. Location: Anderson Hall, 2nd floor; Phone: 936-261-3570; Website: Career Services.

University Rules and Procedures

Academic Misconduct (See Student Planner)
You are expected to practice academic honesty in every aspect of this course and all other courses. Make sure you are familiar with your Student Planner, especially the section on academic misconduct (see University Administrative Guidelines on Academic Integrity). Students who engage in academic misconduct are subject to university disciplinary procedures. As listed in the PVAMU Undergraduate Catalog, Graduate Catalog, and the Student Planner, the following are examples of prohibited conduct. This list is not designed to be all-inclusive or exhaustive. In addition to academic sanctions, any student found to have committed or to have attempted to commit the following academic misconduct may also be subject to disciplinary review and action as outlined in the PVAMU Student Planner.
Forms of Academic Dishonesty:

1. **Cheating**: Deception in which a student misrepresents that he/she has mastered information on an academic exercise that he/she has not learned, giving or receiving aid unauthorized by the instructor on assignments or examinations. Examples: unauthorized use of notes for a test; using a "cheat sheet" on a quiz or exam; any alteration made on a graded test or exam which is then resubmitted to the teacher.

2. **Plagiarism**: Careless or deliberate use of the work or the ideas of another; representation of another’s work, words, ideas, or data as your own without permission or appropriate acknowledgment. Examples: copying another’s paper or answers, failure to identify information or essays from the Internet and submitting or representing it as your own; submitting an assignment which has been partially or wholly done by another and claiming it as yours; not properly acknowledging a source which has been summarized or paraphrased in your work; failure to acknowledge the use of another's words with quotation marks.

3. **Multiple Submission**: Submission of work from one course to satisfy a requirement in another course without explicit permission. Example: using a paper prepared and graded for credit in one course to fulfill a requirement and receive credit in a different course.

4. **Conspiracy**: Agreeing with one or more persons to commit an act of academic/scholastic dishonesty.

5. **Fabrication of Information/Forgery**: Use or submission of contrived, invented, forged, or altered information in any assignment, laboratory exercise, or test; tampering with or production of a counterfeit document, particularly documents which make up the student's academic record. Examples: making up a source or citing nonexistent publication or article; representing made up data as real for an experiment in a science laboratory class; forging a change of grade or student withdrawal record; falsifying any document related to a student academic exercise.

**Cheating Policy**

[https://www.pvamu.edu/student-success/sass/testing/cheating-policy/](https://www.pvamu.edu/student-success/sass/testing/cheating-policy/)

**Nonacademic Misconduct (See Student Planner)**

The University respects the rights of instructors to teach and students to learn. Maintenance of these rights requires campus conditions that do not impede their exercise. Campus behavior that interferes with either (1) the instructor’s ability to conduct the class, or (2) the ability of students to benefit from the instructional program, or (3) the rights of others will not be tolerated. An individual engaging in such disruptive behavior may be subject to disciplinary action. Such incidents will be adjudicated by the Office for Student Conduct under nonacademic procedures.

**Sexual Misconduct**

Sexual harassment of students and employees at Prairie View A&M University is unacceptable and will not be tolerated. Any member of the university community violating the university's sexual harassment policy will be subject to disciplinary action. In accordance with the Texas A&M University System guidelines, your instructor is obligated to report to the Office of Title IX Compliance ([titleixteam@pvamu.edu](mailto:titleixteam@pvamu.edu)) any instance of sexual misconduct involving a student, which includes sexual assault, stalking, dating violence, domestic violence, and sexual harassment, about which the instructor becomes aware during this course through writing, discussion, or personal disclosure. The faculty and staff of PVAMU actively strive to provide a learning, working, and living environment that promotes respect that is free from sexual misconduct, discrimination, and all forms of violence. If students, faculty, or staff would like assistance, or have questions, they may contact the Title IX Coordinator at 936-261-2144 or [titleixteam@pvamu.edu](mailto:titleixteam@pvamu.edu). More information can be found at the [Title IX Webpage](https://www.pvamu.edu/student-success/sass/testing/cheating-policy/) including confidential resources available on campus.

**Pregnancy, Pregnancy-related, and Parenting Accommodations**

Title IX of the Education Amendments of 1972 prohibits sex discrimination, which includes discrimination based on pregnancy, marital status, or parental status. Students seeking accommodations related to pregnancy, pregnancy-related condition, or parenting (reasonably immediate postpartum period) are encouraged to contact Student Disability Services or the Dean of Students' Office for additional information and to request accommodations. More information can be found at this [webpage](https://www.pvamu.edu/student-success/sass/testing/cheating-policy/).

**Non-Discrimination Statement**

Prairie View A&M University does not discriminate on the basis of race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation or gender identity in its programs and activities. The University is committed to supporting students and complying with the Texas A&M University System non-discrimination policy. It seeks to establish an environment that is free of bias, discrimination, and harassment. If you
experience an incident of discrimination or harassment, we encourage you to report it. If you would like to speak with someone who may be able to afford you privacy or confidentiality, there are individuals who can meet with you. The Director of Equal Opportunity & Diversity has been designated to handle inquiries regarding the non-discrimination policies, and can be reached at Harrington Science Building, Suite 109 or by phone 936-261-1744 or 1792.

Class Attendance Policy (See Catalog for Full 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 and/or internet. Excessive absenteeism, whether excused or unexcused, may result in a student’s course grade being reduced or in 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.

Student Academic Appeals Process
Authority and responsibility for assigning grades to students rests with the faculty. However, in those instances where students believe that miscommunication, errors, or unfairness of any kind may have adversely affected the instructor's assessment of their academic performance, the student has a right to appeal by the procedure listed in the University Catalog and by doing so within thirty days of receiving the grade or experiencing any other problematic academic event that prompted the complaint. Students can file Academic Complaints and/or Grade Appeals at this webpage.

Technical Considerations

Minimum Recommended Hardware and Software:
- Intel PC or Laptop with Windows 10 or later version; Mac with OS High Sierra*
- Smartphone or iPad/ Tablet with Wi-Fi*
- High speed Internet access
- 8 GB Memory
- Hard drive with 320 GB storage space
- 15” monitor, 800x600, color or 16 bit
- Sound card w/speakers
- Microphone and recording software
- Keyboard & mouse
- Most current version of Google Chrome, Safari or Firefox
- Webcam

*Smartphone, Google Chrome books and Android tablets may not be supported. iPads are the only tablets supported.

Note: Be sure to enable Java & pop-ups in the Web browser preferences

Participants should have a basic proficiency of the following computer skills:
- Sending and receiving emails
- A working knowledge of the Internet
- Microsoft Word (or a program convertible to Word)
- Acrobat PDF Reader
- Windows or Mac OS
- Video conferencing software

Netiquette (online etiquette)
Students are expected to participate in all discussions and virtual classroom chats as directed. Students are to be respectful and courteous to others on discussions boards. Foul or abusive language will not be tolerated. Do not use ALL CAPS for communicating to others AS IT CAN BE INTERPRETED AS YELLING. Avoid slang terms such as “wassup?” and texting abbreviations such as “u” instead of “you.” Limit and possibly avoid the use of emoticons. Be cautious when using humor or sarcasm as tone is sometimes lost in an email or discussion post and the message might be taken seriously or sound offensive.

Video Conferencing Etiquette
When using Zoom, WebEx or other video conferencing tools, confirm the visible area is tidy, clear of background
clutter, inappropriate or offensive posters, and other distractions. Ensure you dress appropriately and avoid using high traffic or noisy areas. Stay muted when you are not speaking and avoid eating/drinking during session. Before class session begins, test audio, video and lighting to alleviate technology issues.

**Technical Support**

Students should go to the Password Reset Tool if they have password issues. The page will provide instructions for resetting passwords and contact information if login issues persist. For other technical questions regarding eCourses, call the Center for Instructional Innovation and Technology Services (CIITS) at 936-261-3283 or email ciits@pvamu.edu.

**Communication Expectations and Standards**

Emails or discussion postings will receive a response from the instructor, usually in less than 48 hours. Urgent emails should be marked as such. Check regularly for responses.

**Discussion Requirement**

Online courses often require minimal to no face-to-face meetings. However, conversations about the readings, lectures, materials, and other aspects of the course can take place in a seminar fashion. This will be accomplished by the use of the discussion board. The exact use of discussion will be determined by the instructor.

It is strongly suggested that students type their discussion postings in a word processing application such as Word and save it to their PC or a removable drive before posting to the discussion board. This is important for two reasons: 1) If for some reason your discussion responses are lost in your online course, you will have another copy; 2) Grammatical errors can be greatly minimized by the use of the spell-and-grammar check functions in word processing applications. Once the post(s) have been typed and corrected in the word processing application, copy and paste to the discussion board.

**COVID-19 Campus Safety Measures**

To promote public safety and protect students, faculty, and staff during the COVID-19 pandemic, Prairie View A&M University has adopted policies and practices for the Fall 2020 academic term to limit virus transmission. Students must observe the following practices while participating in face-to-face courses and course-related activities (office hours, help sessions, transitioning to and between classes, study spaces, academic services, etc.):

- **Self-monitoring** - Students should follow CDC recommendations for self-monitoring. Students who have a fever or exhibit symptoms of COVID-19 should participate in class remotely and should not participate in face-to-face instruction.

- **Face Coverings** - Face coverings (cloth face covering, surgical mask, etc.) must be properly worn in all non-private spaces including classrooms, teaching laboratories, common spaces such as lobbies and hallways, public study spaces, libraries, academic resource and support offices, and outdoor spaces where 6 feet of physical distancing is difficult to reliably maintain.

- **Physical Distancing** - Physical distancing must be maintained between students, instructors, and others in course and course-related activities.

- **Classroom Ingress/Egress** - Students must follow marked pathways for entering and exiting classrooms and other teaching spaces. Students should leave classrooms promptly after course activities have concluded, should not congregate in hallways and should maintain 6-foot physical distancing when waiting to enter classrooms and other instructional spaces.

- **Face-to-face Class** - To attend a face-to-face class, students must wear a face covering (or a face shield if they have an exemption letter). If a student refuses to wear a face covering, the instructor should ask the student to leave and join the class remotely. If the student does not leave the class, the faculty member should report that student to the Office for Student Conduct for adjudication. Additionally, the faculty member may choose to teach that day's class remotely for all students.
• **COVID-19 Guidelines for Student Conduct Adjudication** - The mandatory COVID-19 Training/Certification taken by all students serves as the 1st Warning for violation of COVID-19 Guidelines.
  
  o 1st incident: upon review of Incident Report and finding of responsibility — Conduct Probation
  
  o 2nd incident: upon review of Incident Report and finding of responsibility — Suspension
  
  o Consult the Code of Student Conduct in the Student Planner or [Student Conduct website](mailto:studentconduct@pvamu.edu) for additional information on Conduct Probation and Suspension.

• **Personal Illness and Quarantine** - Students required to quarantine must participate in courses and course-related activities remotely and must not attend face-to-face course activities. Students should notify their instructors of the quarantine requirement. Students under quarantine are expected to participate in courses and complete graded work unless they have symptoms that are too severe to participate in course activities. Students experiencing personal injury or illness that is too severe for the student to attend class qualify for an excused absence. To receive an excused absence, students must provide appropriate documentation to the Office for Student Conduct, [studentconduct@pvamu.edu](mailto:studentconduct@pvamu.edu).

The Prairie View A&M University Academic Calendar subject to change as state, system, and local guidelines evolve in relation to COVID. Any updates will be posted to [https://www.pvamu.edu/coronavirus](https://www.pvamu.edu/coronavirus).

**Last Updated: 07/22/2020**

*This page is best viewed in Chrome or Firefox*

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apr 15 Wednesday</td>
<td>Deadline to Submit Financial Aid Verification Documents- Fall 2020 16-week session</td>
</tr>
<tr>
<td>Aug 24 Monday</td>
<td>Financial Aid Satisfactory Academic Progress (SAP) Appeal Deadline</td>
</tr>
<tr>
<td>Aug 24 Monday</td>
<td>First Class Day</td>
</tr>
<tr>
<td>Aug 24 Monday</td>
<td>Tuition &amp; Fees Payment Due Date</td>
</tr>
<tr>
<td>Aug 24 - Aug 26</td>
<td>Late Registration Fee Begins ($50.00)</td>
</tr>
<tr>
<td>Aug 24 - Aug 31</td>
<td>Attendance Reporting Period (NS/SH) Students who do not attend class during this period will have their courses removed and financial aid reduced or cancelled</td>
</tr>
<tr>
<td>Aug 26 Wednesday</td>
<td>Final Day to Register with Late Fee</td>
</tr>
<tr>
<td>Sep 07 Monday</td>
<td>Labor Day Holiday (University Closed)</td>
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<tr>
<td>Date</td>
<td>Event</td>
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<tr>
<td>Sep 07</td>
<td>Financial Aid Refunds Begin</td>
</tr>
<tr>
<td>Sep 09</td>
<td>12th Class Day (Census Date)</td>
</tr>
<tr>
<td>Sep 09</td>
<td>Final Day to Drop/Withdraw from Course(s) without Academic Record (A Financial Record will still exist)</td>
</tr>
<tr>
<td>Sep 10</td>
<td>Withdrawal from Courses with Academic Record (&quot;W&quot;) Begins</td>
</tr>
<tr>
<td>Sep 15</td>
<td>Drop for Non-Payment of Tuition and Fees @ 5:00 p.m.</td>
</tr>
<tr>
<td>Oct 08 -</td>
<td>Mid-Semester Examination Period</td>
</tr>
<tr>
<td>Oct 10</td>
<td>Mid-Semester Grades Due</td>
</tr>
<tr>
<td>Nov 02</td>
<td>Final Date to Apply for Fall 2020 Graduation (ceremony participation)</td>
</tr>
<tr>
<td>Nov 02</td>
<td>Application for Graduation-Degree Conferral only for Fall 2020 Graduation Begins (no ceremony participation or name listed in the program)</td>
</tr>
<tr>
<td>Nov 02</td>
<td>Final Day to Withdraw from Course(s) with Academic Record (&quot;W&quot;)</td>
</tr>
<tr>
<td>Nov 09 -</td>
<td>Priority Registration for continuing students for Spring 2021 semester</td>
</tr>
<tr>
<td>Nov 13</td>
<td>Registration for all other student for the Spring 2021 semester</td>
</tr>
<tr>
<td>Nov 29</td>
<td>Thanksgiving Holiday (University Closed)</td>
</tr>
<tr>
<td>Dec 02</td>
<td>Final Day to Apply for Degree Conferral only for Fall 2020 Graduation (No ceremony participation or name listed in the program)</td>
</tr>
<tr>
<td>Dec 02</td>
<td>Final Day to Submit Application for Tuition Rebate for Fall Graduation 2020 (Undergraduate Candidates)</td>
</tr>
<tr>
<td>Date</td>
<td>Event</td>
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<tr>
<td>Dec 02, Wednesday</td>
<td>Final Day to Withdraw from the University (from all courses) for the Fall 2020 16-week session</td>
</tr>
<tr>
<td>Dec 02, Wednesday</td>
<td>Last Class Day</td>
</tr>
<tr>
<td>Dec 03 - Dec 09,</td>
<td>Final Exams</td>
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<tr>
<td>Thursday through</td>
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<tr>
<td>Wednesday</td>
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<tr>
<td>Dec 09, Wednesday</td>
<td>Final Grades Due for Graduation Candidates (12:00 p.m.)</td>
</tr>
<tr>
<td>Dec 12, Saturday</td>
<td>Commencement</td>
</tr>
<tr>
<td>Dec 14, Monday</td>
<td>Final Grades due for all other students (11:59 p.m.)</td>
</tr>
<tr>
<td>Dec 24 - Jan 01, 2021, Thursday through Friday</td>
<td>Winter Break (University Closed)</td>
</tr>
</tbody>
</table>