



**Equilibrium Stage Separation Processes - 23539 - CHEG 3305 - P01
Spring 2024 Syllabus**

General Course Information

| Information Item | Information |
|--------------------------------|---|
| Instructor: | Dr. Nabila Shamim, Ph.D. |
| Section # and CRN: | 23539 - CHEG 3305 - P02 |
| Office Location: | C.L. Wilson 201G |
| Office Phone: | 936-261-9410 |
| Email Address: | nashamim@pvamu.edu |
| Office Hours: | 9:30 a.m. – 12:30 p.m. Monday, Virtual by appointment |
| Mode of Instruction: | Face to Face |
| Course Location: | C L Wilson Engineering Bldg 107A |
| Class Days & Times: | TR 9:30 pm - 10:50 am |
| Catalog Description: | (3-0) Credit 3 semester hours. Applications of heat and mass balances and phase equilibria to the design of staged separation processes. Use of graphical methods such as McCabe Thiele. Application to distillation, absorption, stripping, and extraction. |
| Prerequisites: | CHEG 2053- Material and Energy Balance CHEG 3053 - Chemical Engineering Thermodynamics II |
| Co-requisites: | |
| Required Text(s): | Geankoplis, C.J., Transport Processes and Separation Process Principles. 5th Edition, ISBN: 13-978-0-13-418102-8 |
| Recommended Text(s): | Unit Operations of Chemical Engineers. 7th Edition, McCabe, Smith and Harriott, McGraw-Hill, 2005 ISBN: 9780073104454 |

Student Learning Outcomes: This course will utilize the following instruments to determine student grades and proficiency of the learning outcomes for the course. The course has been designed to ensure that students acquire a solid grounding in ABET Outcome 1.

Student Learning Outcomes Table

| Course objectives, and Outcome | Program Learning Outcome Alignment | Core Curriculum Outcome Alignment |
|---|---|--|
| <p>Course Objectives: Links shown in brackets are to course outcomes that satisfy these objectives.</p> <ol style="list-style-type: none"> 1. Demonstrate knowledge of nomenclature, dimensions, and units relevant to this course topic. | | |

| | | |
|--|--|--|
| <ol style="list-style-type: none"> 2. Apply key equations to single and multiple stage separation processes, as follows: <ol style="list-style-type: none"> A. Thermodynamic equilibrium B. Conservation of mass, and C. Conservation of energy. 3. Develop and apply equations and solution methods for analyzing equilibrium staged separation processes. 4. Simulate equilibrium staged separation processes to determine the degree of separation achieved, and design equilibrium staged separation processes to achieve a desired degree of separation using the following methods: <ol style="list-style-type: none"> A. Graphical analysis methods B. Computer based simulation 5. Decide between alternative methods of separation to determine which is most applicable for a given separation process. | | |
|--|--|--|

Student Learning Outcomes (SLO)

| | |
|--------------|---|
| SLO1 | Demonstrate knowledge of nomenclature, dimensions, and units relevant to this course topic. |
| SLO 2 | Depict a process in a flow diagram labeling unknown and known quantities and calculate Steady state mass flux using Fick's law. |
| SLO3 | Utilize Henry's and Raoult's laws to determine vapor and liquid composition. |
| SLO 4 | Calculate compositions for single stage and multiple stage systems and find out the number of equilibrium stages using McCabe Theile Method and Fenske equation |
| SLO 5 | Identify the phases present and select an appropriate method of separation. |
| SLO 6 | Design a packed bed column and Calculate tower heights, number of trays, and efficiency using correct formulas |
| SLO7 | Simulate separation processes using computer software such as Aspen/HYSYS. |
| SLO8 | Use Hunter Nash Method to calculate number of stages for separation units |

ABET OUTCOMES:

Course Outcome 1: Ability to identify, formulate, and solve complex engineering problems by applying principles of engineering, science, and mathematics

The two performance criteria used to assess this outcome consist of

1. Identify and Formulate engineering/technical/computing problems using principles of engineering/mathematics/science

Students are able to:

Given a complex engineering problem, the students are able to:

- i. Solve for an unknown process variable using general algebra and linear algebra techniques.
- ii. Apply calculus and differential equation principles when determining diffusion.
- iii. Interpret and construct graphs and tables such as a triangle plot and calculating area under a curve.
- iv. Write and reduce mass balance equations around trays, stages, or overall processes.
- v. Write and reduce energy balance equations around trays, stages, or overall processes.
- vi. Identify the phases present and select an appropriate method of separation.
- vii. Depict a process in a flow diagram labeling unknown and known quantities.
- viii. Utilize Henry's and Raoult's laws to determine vapor and liquid composition.

- ix. Calculate compositions for single stage and multiple stage systems using Fenske equation.
- x. Calculate mass fluxes, molar fluxes, and overall fluxes using correct formulas.
- xi. Calculate tower heights, number of trays, and efficiency using correct formulas.

2. Solve CEP/computing problems.

Given a problem, the student is able to:

- (i) Graph equilibrium data using Excel.
- (ii) Simulate separation processes using computer software such as Aspen/Hysys.
- (iii) Graph operating lines such as the stripping line and enriching line in Excel.
- (iv) Plot equilibrium data and operating lines on an XY plot and determine the number of stages/trays and the feed location.
- (v) Discuss simulation results and recommendations in memos and reports.

| Course Grade Requirement | Weight% | Total |
|--------------------------------------|----------|------------|
| 1. Quizzes (5 and more) | 20% | 20% |
| 2. Assignments | 10% | 10% |
| 3. Midterm Exams (2) | 15% each | 30% |
| 4. Final Exam | 20% | 20% |
| 5. Projects (2 ASPEN HYSYS projects) | 20% | 20% |
| Total: | | 100 |

Grading Criteria and Conversion:

A = 90 and up

B = 80 - 89

C = 70 - 79

D = 60 - 69

F = 59 or below

A signifies that the student has mastered the subject matter and understands all concepts covered.

B signifies that the student has a good understanding of the subject matter with few exceptions.

C signifies that the student has an adequate understanding of the material and can follow most concepts.

D signifies that the student does not understand important class concepts needed to be successful in future courses.

F signifies that the student has missed significant assignments or does not understand several concepts.

Detailed Description of Major Assignments:

| Assignment Title or Grade Requirement | Description |
|---------------------------------------|---|
| 1. Assignments | The purpose of the assignments is to aid in learning the material. Some assignments need to be solved using polymath/MATLAB. Because of the tight timeline, late homework will not be accepted. The online quiz assignments designed to supplement and reinforce course material |
| 2. Midterm Exam | The two tests designed to measure knowledge of presented course material covered during the first half and second half of the semester. |
| 3. Quizzes | The quiz assignments designed to supplement and reinforce course material |
| 4. Projects | focused on concepts within the course, are important in training student skills and for the student to acquire a professional approach to the subject |
| 5. Final Exam | The final exam is a comprehensive test that covers the material taught during lecture, covered online. |

Detailed Description of Major Assignments Table

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.

Students have two weeks to contest any grade. Matters unresolved between the student and instructor must be brought before the department head within 2 weeks of the student meeting with the instructor.

TESTS & TESTING POLICY

All tests are closed book. No exams will be dropped.

No electronic device will be allowed including iPads and eReaders.

No graphing calculators are allowed for any test or quiz. Students must purchase a small scientific calculator to use on exams. A cell phone cannot be used as a replacement for a graphing calculator on an exam.

No bathroom breaks are allowed during a test or a quiz. If a student leaves the test area during this time, their exam/quiz will be collected and considered finished by the student.

QUIZZES

Quizzes will be given throughout the semester. Quizzes will be based on material covered in class and homework assignments.

Quizzes will be scheduled at a given time by the instructor.
Quizzes will short maximum about 20 minutes
No graphing calculators are allowed for any test or quiz.

Assignment POLICY & GUIDELINES

Practice problems have been provided for students on the tentative lecture schedule. These problems are for your independent practice and not for weekly submission.

Specific assignments will be given throughout the semester as the instructor examines the specific need of the class.

Students must submit these assignments during a given time frame. No late or replacement assignments will be accepted.

If a student chooses to disobey the university's honor code and copy the solution manual instead of submitting the student's own independent work, the student will receive a grade of zero on the assignment and will be referred to the department head. Such meetings must take place within a week of the infraction.

All submitted assignments must be submitted on white paper.

Write only on the front of the paper

Write your name, date, and assignment number on the front page.

Number your pages! From time-to-time, students staple the pages out of order.

Homework is due in canvas. Late homework assignments will NOT be accepted!

CLASS ACTIVITIES AND PARTICIPATION GRADES

Class activities/e-discussions will often occur during the semester.

These activities may be computer based or involve the textbook.

As instructed Students will submit these assignments during a given time frame.

BOOK POLICY

The textbook for this course is REQUIRED. Students without textbooks will eventually fail the course; Books can be purchased through the bookstore or online.

FINAL EXAM PROCEDURES

The comprehensive final exam will be closed book.

All students are required to take the final exam. No exemptions are given.

It is the student's responsibility to take the exam on time and upload the test in canvas in the given time frame Any act of cheating will result in a grade of zero for that student, and the student will be referred to the department head. Such meetings must take place within a week of the violation

Course Expectations

Be sure that you understand your teacher's expectations for the online course. Read the course syllabus and getting started pages very carefully, noting due dates of activities, quizzes, and assignments, and printing materials if desired. If you have any questions about what you are expected to do in the course, contact your instructor immediately by email. Do not contact your instructor for technical support that is unrelated to course content.

Communicating with your teacher/professor and/or classmates by email. Online Code of Conduct

Students have the right to express themselves and participate freely in an online class. However, they are expected to treat each other and the instructor with courtesy and respect. Offensive or inappropriate language is not to be used in any form of communication e.g., emails, discussion postings, group projects, submitted assignments. Students are allowed to disagree with each other or the instructor but must do so in a civil manner.

The discussion area of the course is reserved for postings related to course work only. Postings of a personal or non academic nature are not permitted and may be removed by the instructor should they appear. Grades and personal issues should be handled by private email or chat to the instructor.

Emails or chats to the instructor that are considered offensive or inappropriate will be sent back to the writer with a request to rewrite and resubmit. If the emails continue to be unacceptable, the student will be referred to the Academic Office and denied access to the course until proper approval has been granted to the student.

Students are expected to submit work which is their own. Plagiarism or cheating will not be tolerated. If either is the case the student may have his/her grade for the assignment/quiz lowered or may fail the course. Students may view the School's Academic Honesty Policy from the Student Services Page at [some website].

Academic Honesty and Student Policies

All applicable college policies regarding student affairs should be adhered to at all times.

Visit the [catalog] to read the complete policies.

No information in this student manual is meant to supersede these policies ..

Attendance Policy

Prairie View A&M University requires regular class attendance. Excessive absences will result in lowered grades. 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.

Course Schedule

Equilibrium Stage Separation Processes - 23539 - CHEG 3305 - P01

Spring 2024

| Modules | Topic | Assignment/Activity (Online) | Assignment/Activity (Face-to-Face[F2F]) |
|--|---|--|--|
| Introduction Module: [Week 1] | Course Introduction | <ul style="list-style-type: none"> Read the syllabus Introduction to Mass Transfer | |
| Module 2: [Week 2] | Chapter 19 Steady state Mass Transfer | <ul style="list-style-type: none"> View lecture Notes in e-course McCabe, Read chapter 17 Assignment 1 assigned | <ul style="list-style-type: none"> In class activity to calculate Flux. In class activity Diffusion in liquid |
| Module 3: [Week 3] 12th Class Day (Census Date) | Chapter 21 Convective mass transfer | <ul style="list-style-type: none"> View lecture Notes in e-course McCabe, Read chapter 2 | <ul style="list-style-type: none"> In class activity Rate constant and Arrhenius plot |
| Module 4: [Week 4] | Chapter 22 Absorption | <ul style="list-style-type: none"> Read chapter 22 View lecture notes | <ul style="list-style-type: none"> Quiz 1 Diffusion in gases and liquids |
| Module 5: [Week 5] | Chapter 22 Absorption | <ul style="list-style-type: none"> Read chapter 22 View lecture notes Assignment 2 | <ul style="list-style-type: none"> In class activity Absorption Lec on Aspen HYSYS Feb 16, 2022 Quiz 2 Film theory |
| Module 6: [Week 6] | Chapter 22 Absorption | <ul style="list-style-type: none"> View lecture notes Project 1 on Absorption assigned. | <ul style="list-style-type: none"> In class activity Absorption |
| Module 7 [Week 7: Feb 28 2022 and March 2 2022] | Chapter 22 Absorption | <ul style="list-style-type: none"> Read chapter 22 View lecture notes Review problems for Exam 1 | <ul style="list-style-type: none"> Packed bed absorption column design Quiz 3 Absorption |
| Module 8: [Week 8] | Review for Exam 1 | <ul style="list-style-type: none"> View lecture notes | Exam 1 |
| Week 9 | | | |
| Module 9: [Week 10] | Chapter 26 Distillation | <ul style="list-style-type: none"> View lecture notes McCabe Chp 21 Complete In class activity Not graded Assignment 3 Assigned | <ul style="list-style-type: none"> Project 1 Due |

| Modules | Topic | Assignment/Activity (Online) | Assignment/Activity (Face-to-Face[F2F]) |
|--------------------------------|---|--|---|
| | | <ul style="list-style-type: none"> Project 2 on Distillation assigned | |
| Module 10: [Week 11] | Chapter 26 Distillation | <ul style="list-style-type: none"> View lecture notes | <ul style="list-style-type: none"> In Class activity of distillation |
| Module 11: [Week 12] | Chapter 26 Distillation | <ul style="list-style-type: none"> Read chapter 26 View lecture notes | <ul style="list-style-type: none"> Pages 280 -312 Quiz 4 on Distillation |
| Module 12: [Week 13] | Chapter 27: Liquid Liquid Extraction | <ul style="list-style-type: none"> View lecture notes McCabe Chp 23 | |
| Module 13: [Week 14] | Chapter 27: Liquid Liquid Extraction | <ul style="list-style-type: none"> McCabe Chp 23 View lecture notes | <ul style="list-style-type: none"> Quiz 5 on Liquid liquid extraction |
| Module 14: [Week 15] | Chapter 27: Evaporation / Drying/Crys tallization | <ul style="list-style-type: none"> Read chapter 27 View lecture notes Assignment 4 on Crystallization/Humidification | <ul style="list-style-type: none"> Exam 2 Class room to be announced |
| Module 15 [Week 16] | Chapter 23: Humidificat ion | <ul style="list-style-type: none"> View Lecture notes | <ul style="list-style-type: none"> Overall discussion on course Final Project 2 Due |
| Module 16 | Final Exam | Date will be announced later | |

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.

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) 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. More information can be found at the [Title IX Webpage](#) 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](#).

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

*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.
 - 1st incident: upon review of Incident Report and finding of responsibility — Conduct Probation
 - 2nd incident: upon review of Incident Report and finding of responsibility — Suspension
 - Consult the Code of Student Conduct in the Student Planner or [Student Conduct website](#) 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.