BIOL 3044 Immunology
Spring 2019

Instructor: Dr. Victoria Mgbemena

Section # and CRN:
P01 and 26354
P61 and 26946
P62 and 28578

Office Location: NSCI 430AC
Office Phone: 936-261-3171
Email Address: vemgbemena@pvamu.edu

Office Hours: By appointment

Mode of Instruction: Face to Face

Course Location: NSCI 122 (lecture), NSCI 407 (lab)

Class Days & Times:
MW P01/26354 Lecture 11:00-11:50 a.m. Room 122
MW P61/24946 Laboratory 9:00-10:50 a.m. Room 407
TR P62/28578 Laboratory 2:00-3:50 p.m. Room 407

Catalog Description: [BIOL 3044, Immunology, (3-1) Credit 4 semester hours. Fundamentals aspects of immunology, antigenic systems, hypersensitivity, and serology]

Prerequisites: Passing grade of C or better in BIOL 1015 General Biology I, BIOL 1025 General Biology II, and BIOL 2054 Genetics

Co-requisites: BIOL 3044 Application and Problem-based Laboratory, section P61/24946 or Application and Problem-based Laboratory, section P62/ 28578.

Publisher: Garland Science
ISBN: 978-0815344667

Student Resources are available on the Howard Hughes Medical Institute (HHMI) website
https://www.hhmi.org/biointeractive/immunology-virtual-lab

Interactive activities can also be found on the following website:
http://www.bio-alive.com/laboratories/immunology-lab.htm

End-of-Chapter Questions for self-testing is highly encouraged.

Materials needed to enhance learning immunology:
1. Students should read the Required Course Textbook chapters prior to class and be prepared to be quizzed by the instructor over the information covered.

2. Students should maintain a folder with all class notes, handouts and quizzes.

3. Number 2 pencils for exams and at scantron forms (882-E compatible)
Student Learning Outcomes:

<table>
<thead>
<tr>
<th>Upon successful completion of this course, students will be able to:</th>
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<tbody>
<tr>
<td>1) Demonstrate an understanding of the basic concepts of immunology.</td>
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<tr>
<td>2) Demonstrate knowledge of innate immunity which provides the first lines defense against infection.</td>
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<td>3) Demonstrate the induced responses of innate immunity.</td>
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<td>4) Demonstrate an understanding of how antigens are recognized by cells of the immune system.</td>
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<td>5) Demonstrate knowledge of the generation of lymphocyte antigen receptors (B-cell receptors and T-cell receptors).</td>
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<tr>
<td>6) Demonstrate knowledge of antigen presentation to T Lymphocytes.</td>
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<td>7) Demonstrate knowledge of the development of the mature lymphocyte receptor repertoires.</td>
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<td>8) Demonstrate an understanding of the development of B and T lymphocytes.</td>
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<td>9) Demonstrate knowledge of the adaptive immune response.</td>
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<td>10) Demonstrate an understanding of the humoral immune response.</td>
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<tr>
<td>11) Demonstrate knowledge of the integrated dynamics of innate and adaptive immunity.</td>
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<tr>
<td>12) Demonstrate knowledge of the integrated dynamics of innate and adaptive immunity.</td>
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<tr>
<td>13) Demonstrate knowledge of the immune system in health and disease.</td>
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<tr>
<td>14) Demonstrate knowledge of the immune system in health and disease.</td>
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<tr>
<td>15) Demonstrate knowledge of autoimmunity and tissue transplantation rejection and tolerance.</td>
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<tr>
<td>16) Demonstrate knowledge of how immune responses are manipulated.</td>
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</table>

Major Course Requirements

Method of Determining Final Course Grade

<table>
<thead>
<tr>
<th>Course Requirement</th>
<th>Value</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) 3 Hourly Lecture Exams</td>
<td>100 pts</td>
<td>300 pts</td>
</tr>
<tr>
<td>2) 3 Lecture Quizzes</td>
<td>10 pts</td>
<td>30 pts</td>
</tr>
<tr>
<td>3) 4 Lab Quizzes</td>
<td>10 pts</td>
<td>40 pts</td>
</tr>
<tr>
<td>4) Attendance</td>
<td>100 pts</td>
<td>100 pts</td>
</tr>
<tr>
<td>5) Final Exam</td>
<td>100 pts</td>
<td>100 pts</td>
</tr>
</tbody>
</table>

Total: total earned/570 percentage

Grading Criteria and Conversion:

A = 89.45% to 100%
B = 79.45% to 89.44%
C = 69.45% to 79.44%
D = 59.45% to 69.44%
F = 0% to 59.44%

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

Microbiology BIOL 3044-P01

2
Instructor: Dr. Victoria Mgbemena  
Weekly Schedule for Spring 2020

The following schedule is **TENTATIVE** only. The academic schedule is subject to change. The student is advised to read the assigned chapter for each class day **before** he/she comes to class. Dr. Mgbemena reserves the right to change the calendar as she deems fit for the class.

<table>
<thead>
<tr>
<th>Date (week)</th>
<th>Lecture</th>
<th>Lab</th>
</tr>
</thead>
</table>
| January 13 –17 | CH 1 Elements of the Immune System and their roles in Defense  
CH 2 Innate Immunity: Immediate Response to Infection | Laboratory Safety Contracts  
Introduction to the Lab  
Slide observation |
| Jan 21–24 | CH 2/CH 3 Innate Immunity: The Induced Response to Infection | Pattern Recognition  
Receptors  
Serial Dilutions |
| Jan 27 –31 | CH 3, CH 4 Antibody Structure and the Generation of B-Cell Diversity  
Lecture Quiz 1: 1/31, 11:59p CST | Antibody: Antigen Interactions  
Lab Quiz 1: 1/30 |
| Feb 3–7 | CH4, CH 5 Antigen Recognition by T Lymphocytes | Quantitative Precipitation Test |
| Feb 10–14 | CH4, CH 5  
**EXAM 1, CH 1, 2, 3: 2/12** | Immunodiffusion  
CH 6 The Development of B Lymphocytes |
| Feb 17–21 | CH 5 The Development of T Lymphocytes/CH 7 Immunity Mediated by B Cells and Antibodies  
Lecture Quiz 2: 2/22, 11:59p CST | Electrophoresis of Serum  
**CH 8 T Cell-Mediated Immunity**  
Virtual Labs |
| Feb 24–28 | CH 7 Immunity Mediated by B Cells and Antibodies/CH 9 Immunity Mediated by B Cells and Antibodies | Dot Blots  
Virtual Labs |
| March 2–6 | CH 9 Immunity Mediated by B Cells and Antibodies, CH 11 Immunological Memory and Vaccination | Complement  
Virtual Labs |
| March 16–20 | CH 9, CH 11  
**EXAM 2, CH 4, 5, 7: 3/17**  
Lecture Quiz 3: 3/20 11:59p CST | Case Study: Ebola Virus  
Virtual Labs |
<table>
<thead>
<tr>
<th>Date</th>
<th>Topic</th>
<th>Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 23–Apr 3</td>
<td>CH 13 Failures of the Body's Defenses/ CH 15 Transplantation of Tissues and Organs</td>
<td>Enzyme-Linked Immunosorbent Assay Virtual Labs</td>
</tr>
<tr>
<td>April 6-10</td>
<td>CH15, CH 17 Cancer and Its Interactions with the Immune System</td>
<td>Acquired Immunodeficiency Disease Testing Simulation ABO Blood Typing</td>
</tr>
<tr>
<td>April 20-24</td>
<td>CH 17 EXAM 3, CH 9, 11, 12: 4/15</td>
<td>Case Study/Discussion: CAR-T and T-cell targeted immunotherapies Lab Quiz 4: 4/23</td>
</tr>
<tr>
<td>May 1-6</td>
<td>Final Exams (Date TBA) CH 13, 15, 17</td>
<td></td>
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</tbody>
</table>

Course Evaluation Methods and Instructor Policies:

**Course Evaluation Methods and Instructor Policies:**

QUIZZES: The University’s Academic Catalog grading policy is used in this course. The instructor will provide instructions for preparing for each lecture and lab quiz. Lecture Quizzes will be completed through eCourses. Lab Quizzes will be taken in lab. Two lab quiz dates have been provided in the syllabus; the remaining two will be unannounced “pop” quizzes. Based on the class’ progression, the instructor reserves the right to amend the quiz dates. Students will be notified of date changes at least one week in advance. Each individual quiz is worth 10 pts each. The lowest lecture and lab quiz grades will be dropped at the end of the course. Quizzes will not be made up or rescheduled for any unexcused absence. A maximum of two make ups will be allowed for missed lab quizzes due to university functions only (MUST SHOW DOCUMENTATION with the appropriate dates listed). Lecture quizzes will not be made up for any absence, excused or unexcused. see attendance/absence policy below.

EXAMS: There are 3 lecture exams and one final exam. The exams may be a combination of multiple choice, true or false, fill in the blank, short answer or essay. All exams are worth 100 pts each. The midterm grade will be calculated according to points earned up until that date. The final exam will not be cumulative. The final exam period for this course is scheduled from April 29-May 6. The exact date will be provided by the instructor prior to the final exam week. Please do not make plans to travel before May 6th until the final exam date has been announced. The instructor will be unable to accommodate any final exams before the scheduled exam period, so students should plan accordingly.

ATTENDANCE/ABSCENSES: The instructor understands that the unexpected may happen. An excused absence will be accepted for missed exams only, due to illness, attendance at university approved functions, civil or military services, or family bereavements. In the event that a student must miss an exam for any of the aforementioned reasons, verifiable documentation MUST be provided as soon as possible before the student will be allowed to make up the exam. The student must make up the exam within two weeks of the scheduled exam date, unless prior approval is granted by the instructor. If proper documentation is not submitted and approved, the exam cannot be made up.

Attendance for the class is worth 100 pts. Every student will download the Acadly app or TopHat to access activities during lecture. The instructor will provide instructions on how to download the app. This must be completed before the start of the second week of class. The instructor will periodically take attendance using Acadly or a traditional roll call, and this determination will factor into the overall grade. If a student misses
class and attendance is taken, that student will be counted absent, regardless of the nature of the absence, excused or unexcused. Student participation and engagement in the class is crucial to the learning experience. As such, active learning and participation is strongly encouraged and will be used to factor into the attendance grade. Activities and/or worksheets given in class are also possible determinants of attendance.

If a student is absent, it is that student’s express responsibility to retrieve any content and material covered.

**OTHER ASSIGNMENTS:** The instructor retains the right to add more assignments to the course in order to assess student outcomes. Students will be given at least one week’s notice for completion and submission of such assignments. If a student is absent for an extra assignment for any reason, excused or unexcused, it is the student’s express responsibility to retrieve any content, materials or instructions necessary to complete the assignment in timely manner and submit the assignment **no later than one week following the assignment's announcement.** No late submissions will be accepted. As such, the point totals for the course will be amended to accommodate the new assignments. The instructor reserves the right to include extra credit opportunities as she deems necessary.

**Additional Instructor Policies and Course Procedures**

I.  **Taskstream:**

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

II.  **Type of Course:**

This is a one semester comprehensive coverage of modern concepts of human and mouse immunology concepts for upper division biology majors. This four-semester credit hour course presents two lecture meetings and two laboratory periods. The instructor will conduct discussion-type classes. This type of class requires student participation in class discussions and demonstrations. Students are provided opportunities to raise questions, respond to questions asked by the instructor, and solve problems by using either audiovisual or oral presentations to the class. Therefore, students must be prepared to actively participate in class by studying the topics before they are discussed in class. Students must be prepared to demonstrate their knowledge of immunology concepts being studied by writing and drawing answers on the classroom marker boards. The lecture periods are designed to reinforce the textbook and enhance the student’s understanding of biological concepts.

III.  **Course Objectives:**

1. To study a historical perspective of Immunology.

2. To study the latest developments in innate sensing mechanisms and new findings in innate lymphoid cells and the concept of “immune effector modules”.

3. To develop an understanding of innate and adaptive immune responses to pathogens around the effector module concept and the function of tissue-resident memory T cells.

4. To develop an understanding of the many new techniques, including the CRISPR/Cas9 system and mass spectrometry/proteomics.

5. To enhance knowledge of the chemokine networks.

6. To study the new findings for γ:δ T cell recognition and for the targeting of activation-induced cytidine deaminase (AID) class switch recombination.

7. To learn new knowledge on integrin activation, cytoskeletal reorganization, and Akt and mTOP signaling.
8. To understand the quickly advancing field of mucosal immunity.

9. To develop an understanding of CD4 T cell subsets including follicular helper T cells that regulate class switching and affinity maturation.

10. To develop knowledge of primary and secondary immune deficiencies to include new treatment of immune evasion by pathogens and HIV/AIDS.

11. To learn about allergy and allergic diseases.

12. To develop an understanding of autoimmunity and tissue transplantation.

13. To learn of new breakthroughs in cancer immunotherapy, including “checkpoint blockade” and chimeric antigen receptor (CAR) T-cell therapies.

14. To develop an understanding of the fundamental concepts and principles of immunology and the contributions of Prairie View A & M faculty and graduates to establishing these concepts.

15. To develop an understanding for the scientific method and its applications to problem solving in clinical immunology case studies.

16. To inspire students to enhance their critical thinking skills through the study and discussion of clinical immunological case studies.

17. To stimulate students of immunology to become intellectually self-reliant.

18. To develop an understanding of important concepts of the mammalian immune response.

19. To enhance the understanding of how immune responses can either provide protection from infections and cancer or result in a range of disorders.

20. To develop an understanding the cells and molecules of the immune system and how they work together in providing defenses against invading microorganisms.

21. To develop knowledge of the different types of cells, organs, and microenvironments that make up the immune system and the functions they perform.

22. To develop an understanding of the structure and functions of receptors and signaling in the immune response.

23. To develop an understanding of the principles of innate immunity.

24. To develop knowledge of how antigens are recognized by cells and molecules of the immune system.

25. To develop an understanding of the repertoire development for an immune response.

26. To develop an understanding of other cells that provide both the front line defenses of innate immunity and inflammation necessary to stimulate B and T lymphocytes such as macrophages, dendritic cells, granulocytes, mast cells, and natural killer cells.

27. To develop an understanding of the principles of adaptive immunity.

28. To learn how T-Cells and B-Cells develop.

29. To develop an understanding of how innate and adaptive immunity work together to battle common types of infection.
30. To develop an understanding of how cells adapt to infection and provide long lasting protective-immunity.

31. To develop an understanding of how the activation, differentiation, and generation of memory occurs in T lymphocytes and B lymphocytes and the effector function of B and T lymphocytes.

32. To develop knowledge of the organization and expression of lymphocyte receptor genes.

33. To develop an understanding of the organization, inheritance and expression of the Major Histocompatibility Complex (MHC) genes into MHC proteins and their role in antigen presentation.

34. To develop knowledge of tolerance, autoimmunity, and tissue transplantation and how some diseases arise from inadequacies of the immune system.

35. To develop an understanding of situations where infections fail to be controlled because the pathogens actively evades, exploits, or subverts the immune responses.

36. To develop an understanding of the various cellular molecules and mechanisms that function in immunology to protect humans and other mammals from infection by prokaryotes, viruses, protozoa, fungi, toxins, and the onset of cancer.

37. To develop an understanding of conditions in which the immune system overreacts to innocuous substances in the environment and causes chronic-inflammatory diseases such as allergies and asthma.

38. To develop knowledge of the autoimmune diseases, such as Graves’ disease, insulin-dependent diabetes, rheumatoid arthritis, etc. in which the immune system attacks healthy cells and causes tissue damage and loss of function.

39. To develop an understanding of how the immune system can be manipulated to improve human health, vaccination and transplantation as well as the emerging field of cancer immunology.

40. To acquaint students with applications and principles of immunological laboratory techniques used in research, to detect, measure, and characterize biological molecules.

In order to be successful in this course a student must conceptualize immunology by during the following:

1. Read the assigned immunology textbook (The Immune System, Fourth Edition) chapters before they are covered by lecture by the instructor. Write notes that summarize the concepts of the chapters in a notebook. The student should be prepared to discuss lecture topics in class and ask questions in order to gain a better understanding of immunology. Students are encouraged to ask questions at the beginning of class about concepts that they studied but they need a clearer understanding. All questions are welcome. The instructor will work to foster an environment in which students can freely and constructively participate with each other.

2. Take notes in class that will add to their study notes. Student course notebooks should be studied each day. Students should bring their immunology textbook and course notebook with attached graded quizzes when they meet with the instructor for office hours. These items are essential for enhanced learning.

3. The course notebook and textbook should be reviewed daily in order to learn to distinguish between important and subordinate points.

4. Be prepared to respond to questions asked by the instructor in class discussions.

5. Ask questions during the class discussion.
IV. Class Attendance:

The University’s attendance policy requires students to be present for each scheduled class. Students with or without official excuses for missing class are still responsible for learning the concepts covered in class while they were absent from class. All students will be tested and evaluated on the same topics. Excessive absenteeism will contribute to the lowering of the student’s mid-term or final grade.

V. Conduct That Is Not Allowed:

The following are not allowed in any component of this course:

1. Students are not allowed to use cellular phones, I-pods, I-pads, lab-top computers, smart watches, cameras and other high technological communication instruments during any assessments. **Do not bring these instruments to the exam.** If they are brought to the exam, **the student must report it to the instructor and those instruments must be turned off and locked away in the student's book bags so that they cannot be seen or used.** Therefore, students caught with any of those instruments, or in view, or in use during lectures or exams **will be charged with cheating and assigned a failing grade.**

2. For exams, students may not leave the classroom before submitting their exam. Once students leave the exam room they will not be permitted to return to the exam. **Students are not permitted to wear hats, caps, head rags, helmets or any type of head gear during the exam.**

3. **Do not bring food or beverages into the labs for this course.** Food and beverages may be consumed in the snack bar lounge on the first floor the New Science Building.

4. Students **MUST** be in compliance with the laboratory dress code. No students will be permitted to enter the lab if they are non-compliant. Accordingly, if a quiz is missed for non-compliance, it **CANNOT** be made up.

VI. Course Outline:

1. Elements of the Immune System and their Roles in Defense
2. Innate Immunity: The Immediate Response to Infection
3. Innate Immunity: The Induced Response to Infection
4. Antibody Structure and the Generation of B-Cell Diversity
5. Antigen Recognition by T Lymphocytes
6. The Development of B Lymphocytes
7. The Development of T Lymphocytes
8. T Cell-Mediated Immunity
9. Immunity Mediated by B Cells and Antibodies
10. Preventing Infection at Mucosal Surfaces
11. Immunological Memory and Vaccination
12. Coevolution of Innate and Adaptive Immunity
13. Failures of the Body's Defenses
14. IgE-Mediated Immunity and Allergy
15. Transplantation of Tissues and Organs
16. Disruption of Healthy Tissue by the Immune Response
17. Cancer and Its Interactions with the Immune System

**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.

**Center for Academic Support**
The Center for Academic Support (CAS) offers Tutoring via peer tutoring. The services include workshops (i.e., Save My Semester, Recalculate Your Route), seminars (i.e., Tools You Can Use: TI-84), group review sessions (i.e., College Algebra Topic Reviews, GRE Preparation), group study opportunities (i.e., TSIA, HESI, Study Break, Exam Cram), and test-taking strategies (How to take Notes, Study Buddy, 5 Day Study Guide). The Tutoring Center is a nationally certified tutoring program through the National Tutoring Association. The peer tutors are trained and certified by the coordinator each semester. Location: J.B. Coleman Library

**COMPASS**
The Center for the Oversight and Management of Personalized Academic Student Success (COMPASS) is designed to help Prairie View students in their second year and beyond navigate towards graduation by providing the following services: Academic Advisement, Targeted Tutorials for Personalized Learning, CampusWide Referrals, and Academic & Social Workshops. Location: J.B. Coleman Library

**Writing Center**
The Writing Center provides student consultants on all aspects of the writing process and a variety of writing assignments. Writing Center consultations assist students in such areas as prewriting, brainstorming, audience awareness, organization, research, and citation. Location: Hilliard Hall 121

**University Rules and Procedures**

**Disability statement (See Student Handbook):**
Students with disabilities, including learning disabilities, who wish to request accommodations in class should register with the Services for Students with Disabilities (SSD) early in the semester so that appropriate arrangements may be made. In accordance with federal laws, a student requesting special accommodations must provide documentation of their disability to the SSD coordinator.

**Academic misconduct (See Student Handbook):**
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 Handbook, especially the section on academic misconduct. Students who engage in academic misconduct are subject to university disciplinary procedures.

**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 mastered; giving or receiving aid unauthorized by the instructor on assignments or examinations.
2. Academic misconduct: tampering with grades or taking part in obtaining or distributing any part of a scheduled test.
3. Fabrication: use of invented information or falsified research.

4. Plagiarism: unacknowledged quotation and/or paraphrase of someone else’s words, ideas, or data as one’s own in work submitted for credit. Failure to identify information or essays from the Internet and submitting them as one’s own work also constitutes plagiarism.

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

**Sexual misconduct (See Student Handbook):**
Sexual harassment of students and employers at Prairie View A&M University is unacceptable and will not be tolerated. Any member of the university community violating this policy will be subject to disciplinary action.

**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.

**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 Undergraduate Catalog and by doing so within thirty days of receiving the grade or experiencing any other problematic academic event that prompted the complaint.

**Disability statement (See Student Handbook):**
Students with disabilities, including learning disabilities, who wish to request accommodations in class should register with the Services for Students with Disabilities (SSD) early in the semester so that appropriate arrangements may be made. In accordance with federal laws, a student requesting special accommodations must provide documentation of their disability to the SSD coordinator.

**TECHNICAL CONSIDERATIONS**

**Minimum Recommended Hardware and Software:**
- Intel PC or Laptop with Windows 7; Mac with OS X; 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, Internet Explorer or Firefox

**Note:** Be sure to enable Java & pop-ups

**Participants should have a basic proficiency of the following computer skills:**
- Sending and receiving email
- A working knowledge of the Internet
- Proficiency in Microsoft Word (or a program convertible to Word)
• Proficiency in the Acrobat PDF Reader
• Basic knowledge of Windows or Mac O.S.

**Netiquette (online etiquette):**
Students are expected to participate in all discussions and virtual classroom chats, if applicable, as directed. Students are to be respectful and courteous to others on discussions boards. Foul or abusive language will not be tolerated.

**Technical Support:**
Students should go to [https://mypassword.pvamu.edu/](https://mypassword.pvamu.edu/) 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 Office of Distance Learning at 936-261-3283.

**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 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, it should be copied and pasted to the discussion board.

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### Academic Calendar – Spring 2020 *subject to change without notice*

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>Nov 11 - Nov 15, 2019</td>
<td>Priority Registration for Continuing Students for Spring Semester</td>
</tr>
<tr>
<td>Monday through Friday</td>
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<tr>
<td>Nov 15, 2019</td>
<td>Deadline to Submit Financial Aid Verification Documents</td>
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<tr>
<td>Friday</td>
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<tr>
<td>Nov 16, 2019 - Jan 11, 2020</td>
<td>Pre-Registration for all other students for the Spring Semester Begins</td>
</tr>
<tr>
<td>Saturday through Saturday</td>
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<tr>
<td>Date</td>
<td>Event Description</td>
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<tr>
<td>Jan 13</td>
<td>First Class Day</td>
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<tr>
<td>Jan 13 - Jan 15</td>
<td>Late Registration</td>
</tr>
<tr>
<td>Jan 13 - Jan 22</td>
<td>Attendance Reporting Period. Students who do not attend class during this period will have their courses removed and financial aid reduced or cancelled</td>
</tr>
<tr>
<td>Jan 13</td>
<td>Financial Aid Satisfactory Academic Progress (SAP) Appeal Deadline</td>
</tr>
<tr>
<td>Jan 13</td>
<td>Late Registration Fee Begins ($50.00)</td>
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<tr>
<td>Jan 13</td>
<td>Tuition &amp; Fees Payment Due Date</td>
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<tr>
<td>Jan 20</td>
<td>Dr. Martin Luther King, Jr. Day Holiday (University Closed)</td>
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<tr>
<td>Jan 27</td>
<td>Financial Aid Refunds Begin</td>
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<tr>
<td>Jan 29</td>
<td>12th Class Day (Census Date)</td>
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<td>Jan 29</td>
<td>Final Day to Drop/Withdraw from Course(s) without Academic Record (A Financial Record will still exist)</td>
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<td>Date</td>
<td>Event</td>
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<tr>
<td>Jan 30</td>
<td>Withdrawal from Courses with Academic Record (“W”) Begins</td>
</tr>
<tr>
<td>Feb 04</td>
<td>20th Class Day</td>
</tr>
<tr>
<td>Feb 04</td>
<td>Drop for Non-Payment of Tuition and Fees @ 5:00 p.m.</td>
</tr>
<tr>
<td>Mar 05</td>
<td>Mid-Semester Examination Period</td>
</tr>
<tr>
<td>Mar 09 - Mar 14</td>
<td>Spring Break (Student Break)</td>
</tr>
<tr>
<td>Mar 12 - Mar 13</td>
<td>Spring Break (University Closed)</td>
</tr>
<tr>
<td>Mar 17</td>
<td>Mid-Semester Grades Due</td>
</tr>
<tr>
<td>Mar 25</td>
<td>Final Date to Apply for Spring 2020 Graduation (ceremony participation)</td>
</tr>
<tr>
<td>Mar 25</td>
<td>Founders Day/Honors Convocation</td>
</tr>
<tr>
<td>Mar 27</td>
<td>Application for Graduation-Degree Conferral only for Spring 2020 Graduation Begins (no ceremony participation or name listed in the program)</td>
</tr>
<tr>
<td>Date</td>
<td>Event</td>
</tr>
<tr>
<td>------------</td>
<td>----------------------------------------------------------------------</td>
</tr>
<tr>
<td>Mar 27</td>
<td>Final Day to Withdraw from Course(s) with Academic Record (&quot;W&quot;)</td>
</tr>
<tr>
<td>Apr 10</td>
<td>Good Friday (No Classes)</td>
</tr>
<tr>
<td>Apr 20</td>
<td>Pre-registration for all students Begins for the Summer and Fall Semesters</td>
</tr>
<tr>
<td>Apr 27 - Apr 28</td>
<td>Course Review Days (Classes must convene and instructors will prepare students for final exams)</td>
</tr>
<tr>
<td>Apr 28</td>
<td>Final Day to Apply for Degree Conferral only for Spring 2020 Graduation (no ceremony participation or name listed in the program)</td>
</tr>
<tr>
<td>Apr 28</td>
<td>Final Day to Submit Application for Tuition Rebate for Spring Graduation 2020 (Undergraduate Candidates)</td>
</tr>
<tr>
<td>Apr 28</td>
<td>Final Day to Withdraw from the University (from all courses) for the Spring 2020 16-week session</td>
</tr>
<tr>
<td>Apr 28</td>
<td>Last Class Day</td>
</tr>
<tr>
<td>Apr 29 - May 06</td>
<td>Final Exams</td>
</tr>
<tr>
<td>May 07</td>
<td>Final Grades Due for Graduation Candidates (12:00 pm)</td>
</tr>
</tbody>
</table>