ADMN 5302: Public School Law

Instructor: Arthur L. Petterway, Ph.D.
Section # and CRN: 
Office Location: Delco #215
Office Phone: 936-261-3649
Email Address: alpetterway@pvamu.edu
Office Hours: Virtual (ZOOM) Monday, Wednesday, and Friday: 10:00 a.m. -
https://pvpanther.zoom.us/j/98332982119?pwd=dEN0MzZMKzZtaEhqYU5wT1pMK2dNQT09
Mode of Instruction: Internet
Course Location: Internet
Class Days & Times: TBD
Catalog Description: An examination and study of legal principles as they apply to public education (Credit 3 semester hours).

Prerequisites: N/A
Co-requisites: N/A

Required Texts:


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<thead>
<tr>
<th>Program Learning Outcome # Alignment</th>
<th>Core Curriculum Outcome Alignment</th>
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</table>

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

1. Demonstrate and apply knowledge of the American and Texas legal systems and the impact on schools including US and Texas constitutional provisions, statutory enactments, administrative regulations, and court decisions (3.0).

2. Demonstrate and apply technological innovation in the development of legal issue course components that influence the policy process in schools (3.0).

3. Demonstrate and apply knowledge of the legal framework governing education and the federal, state and local levels including the structure and function of courts, legislative bodies, administrative agencies and local school boards in the process of formulating policy relative to all school operations and programs (3.0).

4. Demonstrate an ability to make decisions based upon ethical and legal principles (5.0).

5. Demonstrate and ability to implement policies and procedures that encourage all campus personnel to comply with the Code of Ethics and Standard Practices for Texas Educators (5.0).

6. Demonstrate and apply knowledge about the Texas Education Code and the Texas Administrative Code (5.0).

7. Demonstrate and apply legal, ethical, social, historical and political issues in the process of formulating policy, rules, regulations and procedures (6.0).

8. Demonstrate and apply knowledge about state, federal, and local legal provisions to school legal problems (6.0).

9. Demonstrate and apply knowledge about how the legal and political systems and the institutional framework of schools shape a school and community (6.0).

10. Demonstrate an ability to research a legal problem and apply this knowledge to solving school legal problems (6.0).

(ELCC and ISLLC Standards are the same.)

**State Board of Educator Standards and Competencies (TAC §241.15)**

Standard 1 Competency 003

1. **(Comp 3)**(b) Learner-Centered Values and Ethics of Leadership: A principal is an educational leader who promotes the success of all students by acting with integrity and fairness and in an ethical manner. At the campus level, a principal understands, values, and is able to:
   (1) model and promote the highest standard of conduct, ethical principles, and integrity in decision making, actions, and behaviors;
   (2) implement policies and procedures that encourage all campus personnel to comply with Chapter 247 of this title (relating to Educators’ Code of Ethics);
   (3) model and promote the continuous and appropriate development of all learners in the campus community;
(4) promote awareness of learning differences, multicultural awareness, gender sensitivity, and ethnic appreciation in the campus community; and
(5) articulate the importance of education in a free democratic society.

Standard 6 Competency 004

6. (Comp 4) (g) Learner-Centered Curriculum Planning and Development. A principal is an educational leader who promotes the success of all students by facilitating the design and implementation of curricula and strategic plans that enhance teaching and learning; alignment of curriculum, curriculum resources, and assessment; and the use of various forms of assessment to measure student performance. At the campus level, a principal understands, values, and is able to:
(1) use emerging issues, occupational and economic trends, demographic data, student learning data, motivation theory, learning theory, legal requirements, and other information as a basis for campus curriculum planning;
(2) facilitate the use of sound research-based practice in the development and implementation of campus curricular, co-curricular, and extracurricular programs;
(3) facilitate campus participation in collaborative school district planning, implementation, monitoring, and curriculum revision to ensure appropriate scope, sequence, content, and alignment;
(4) facilitate the use and integration of technology, telecommunications, and information systems to enrich the campus curriculum; and
(5) facilitate the effective coordination of campus curricular, co-curricular, and extracurricular programs in relation to other school district programs.

Standard 5 Competencies 008 & 009

5. (Comps 8 & 9) (f) Learner-Centered Organizational Leadership and Management. A principal is an educational leader who promotes the success of all students through leadership and management of the organization, operations, and resources for a safe, efficient, and effective learning environment. At the campus level, a principal understands, values, and is able to:
(1) implement appropriate management techniques and group processes to define roles, assign functions, delegate authority, and determine accountability for campus goal attainment;
(2) gather and organize information from a variety of sources for use in creative and effective campus decision making;
(3) frame, analyze, and creatively resolve campus problems using effective problem-solving techniques to make timely, high-quality decisions;
(4) develop, implement, and evaluate change processes for organizational effectiveness;
(5) implement strategies that enable the physical plant, equipment, and support systems to operate safely, efficiently, and effectively to maintain a conducive learning environment;
(6) apply local, state, and federal laws and policies to support sound decisions while considering implications related to all school operations and programs;
(7) acquire, allocate, and manage human, material, and financial resources according to school district policies and campus priorities;
(8) collaboratively plan and effectively manage the campus budget;
(9) use technology to enhance school management; and
(10) use effective planning, time management, and organization of work to maximize attainment of school district and campus goals.
Major Course Requirements

Method of Determining Final Course Grade

Final Exam – written test designed to measure knowledge of presented course material (see attached instructions)
Chapter Assignment including Power Point and Presentation – assignment designed to supplement and reinforce course material and readings (20 point reduction for late project)
Digital Chats (ZOOM) – participation in class discussions via the internet

<table>
<thead>
<tr>
<th>Course Grade Requirement</th>
<th>Value</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Discussion Questions</td>
<td>25%</td>
<td>250 pts.</td>
</tr>
<tr>
<td>2) Chapter Assignment</td>
<td>25%</td>
<td>250 pts.</td>
</tr>
<tr>
<td>3) Digital Chats (ZOOM)</td>
<td>25%</td>
<td>250 pts.</td>
</tr>
<tr>
<td>4) Final Exam</td>
<td>25%</td>
<td>250 pts.</td>
</tr>
<tr>
<td>Total:</td>
<td>100%</td>
<td>1000 pts.</td>
</tr>
</tbody>
</table>

Grading Criteria and Conversion:
A = 900-1000 pts. Or 90-100%
B = 800-899 pts. Or 80-89%
C = 700 – 799 pts. Or 70-79%
D = 600-699 pts. Or 60 – 69%
F = Below 600 pts. Or <60%

Detailed Description of Major Assignments:
Assignment Title or Grade Requirement                  Description

The Chapter Assignment, including the power point and presentation, will be uploaded in eCourses on the specified scheduled date assigned to the particular topic (250 Points).

Chapter Assignment
The Chapter Assignment is designed to give you a summary of the laws in Texas which deals with key educational issues.
You will prepare a power point presentation from designated topics in the textbook.
Your presentation must also include a summary of five (5) court decisions and applicable laws relative to the selected topic.
The court decisions will be written according to the example shown in Course Content on eCourses.
You will be responsible for following the procedures as described in the instruction sheet. **There will be a 20 point reduction for late submission.**
Chapter Assignment

Chapter Power Point Presentation

(With members are in the Course Content of eCourses under one of the folders.)

1. You are assigned a chapter from the book, *The Educator’s Guide to Texas School Law*. Based on the topic, you are expected to submit:
   - A PowerPoint presentation with a minimum of 20 slides (NOT INCLUDING THE COVER SLIDE OR REFERENCE SLIDE(S) to be presented to the class. (Follow the example given by Dr. Petterway as to how to present.)
   - Five (5) court cases not found in (but related to) the assigned chapter (Follow the format in the example verbatim.)
   - Five (5) TExES-formatted questions.

2. You will be responsible for submitting three (3) discussion questions and leading the discussion on their assigned chapter via DISCUSSION BOARD.

Discussion Questions

3. You will research and define the term “Landmark Cases” as it pertains to the chapter and submit a list of those Landmark Cases.

4. You will send a copy of your
   - PowerPoint presentation
   - 5 court cases
   - 3 discussion questions
   - 5 TExES-formatted questions, and,
   - Landmark Cases
   To Dr. Petterway via eCourses email the Sunday before the Chapter due date.

You will be assessed to the extent to which you meet or exceed course participation expectations in the following categories:

1. On time, every time attendance.
2. Fully prepared for every class. Thoughtful and thorough completion of ALL assigned readings and learning activities. When assigned materials were uploaded and hard copies brought to class, when necessary. 3. Active and engaged participant in online face-to-face dialogue and discussion in both small and large groups. Not a dominator, not a hibernator. Effective facilitator of communication

Digital Chats (ZOOM)

You will be assessed to the extent to which you meet or exceed course participation expectations in the following categories:

1. On time, every time attendance.
2. Fully prepared for every class. Thoughtful and thorough completion of ALL assigned readings and learning activities. When assigned materials were uploaded and hard copies brought to class, when necessary. 3. Active and engaged participant in online face-to-face dialogue and discussion in both small and large groups. Not a dominator, not a hibernator. Effective facilitator of communication.
Individual Final Presentation

Final Examination

You are assigned a research topic and expected to submit:

- An 8 page research paper on the assigned topic in Microsoft Word 2003, Times New Roman 12-point font and APA format (6th ed.)
- A PowerPoint presentation of a minimum of 20 slides (NOT INCLUDING THE COVER SLIDE OR REFERENCE SLIDE(S) ) related to the assigned topic
- A minimum of 5 court cases related to the assigned topic SEPERATE from the other 5 cases in the group presentation

All of the above (Individual Final Presentation) must be uploaded via eCourses on or before the Final Exam due date: NO EXCEPTIONS!

NOTE: Helpful resources for researching topics/chapters are provided in the COURSE CONTENT Section of eCourses for your use. Two of the sites are also in the syllabus including WEST LAW DATA BASE and LEXIS NEXIS DATABASE.

Late assignments will not be accepted. Please plan your time accordingly.

Course Procedures or Additional Instructor Policies

Taskstream
Taskstream is a tool that Prairie View A&M University uses for assessment purposes. At least one of your assignments is REQUIRED to be submitted as 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.

Student Expectations: It is important to know that I expect all students in the graduate program to be respectful, positive, diligent and responsible. This will include adhering to deadlines, attending to all necessary classes and assignments in a timely manner and with due diligence. All assignments will be turned into e-courses and will not be accepted my e-mail or late. Please communicate with your fellow colleagues and the professor regarding questions or concerns.

Teacher Expectations: My goal is to assist each of you in meeting your goals for the semester. In doing so, I will communicate with you on a weekly basis and answer any questions (unless otherwise noted) within 24 hours. I will hold each student accountable and will be fair in just in grading practices. I want each of you to be successful and will do my part to ensure that together we grow, stretch, and learn.

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.

Exam Policy
Exams should be taken as scheduled. No makeup examinations will be allowed except under documented emergencies (See Student Handbook).
Professional Organizations and Journals
American Association for School Administrators
Education Law Association
National Association of Elementary School Principals
National Association of Secondary School Principals
Phi Delta Kappa
Texas Elementary Principals and Supervisors Association
Texas Association of Secondary School Principals
American Journal of Education
American School Board Journal
Education Administration Abstracts
Education Administration Quarterly
Education Week
Educational Leadership
NASSP Bulletin
National FORUM Journals (www.nationalforum.com)
Phi Delta Kappan
TASSP News Highlights
TEPSA Journal
Texas Study
Theory Into Practice
Today’s Education
West Education Reporter

References
American Association for School Administrators (http://www.aasa.org/aboutcontent.cfm?ItemNumber=215)
Educational Leadership Constituents Council (ELCC) Standards
(http://www.npbea.org/ELCCStandards%20_5-02.pdf)
Interstate School Leaders Licensure Consortium (ISLLC) Standards
(www.ccsso.org/projects/education_leadership_initiatives/ISLLC_standards/)
Journals of Law and Education
Lexis Nexus Database
National Council for the Accreditation of Teacher Education (NCATE) (www.ncate.org/public/standards.asp)
West Law Database
University Rules and Procedures

Disability Statement (Also See Student Handbook):
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, please contact Disability Services, in Evans Hall, Room 317, or call 936-261-3585/3.

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.

Two “C” Rule
Please Note: Continual matriculation at PVAMU requires that no more than two C’s shall be earned in a graduate degree program. Any grade earned below a C means automatic dismissal from the graduate program.

NOTE: No grade of “C” or below will be accepted toward certification.
Technical Considerations for Online and Web-Assist Courses

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 in the Web browser preferences

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 when directed to do so. Students are to be respectful and courteous to others in the discussions. Foul or abusive language will not be tolerated. When referring to information from books, websites or articles, please use APA standards to reference sources.

Technical Support: Students should go to 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.

You can send email anytime that is convenient to you, but I check my email messages continuously during the day throughout the work-week (Monday through Friday). I will respond to email messages during the work-week by the close of business (5:00 pm) on the day following my receipt of them. Emails that I receive on Friday will be responded to by the close of business on the following Monday.

Submission of Assignments:
Assignments, Papers, Exercises, and Projects will distributed and submitted through your online course. Directions for accessing your online course will be provided. Additional assistance can be obtained from the Office of Distance Learning.

Discussion Requirement:
Because this is an online course, there will be no required face to face meetings on campus. However, we will participate in conversations about the readings, lectures, materials, and other aspects of the course in a true seminar fashion. We will accomplish this by use of the discussion board.

Students are required to log-on to the eCourses website often to participate in discussion. It is strongly advised that you check the discussion area daily to keep abreast of discussions. When a topic is posted, everyone is required to participate. 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.

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. [https://www.pvamu.edu/library/](https://www.pvamu.edu/library/) Phone: 936-261-1500

The Learning Curve (Center for Academic Support)
The Learning Curve 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 Learning Curve 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 Rm. 207F. Phone: 936-261-1561

The Center for the Oversight and Management of Personalized Academic Student Success (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, Campus-Wide Referrals, and Academic & Social Workshops. Location: J.B. Coleman Library Rm. 306. Phone: 936-261-1040

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. Students taking on-line courses or courses at the Northwest Houston Center or College of Nursing may consult remotely or by email. Location: Hilliard Hall Rm. 121. Phone: 936-261-3724.

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: Owens-Franklin Health Center Rm. 226. Phone: 936-261-3564

Testing
The Department of Testing administers College Board CLEP examinations, the HESI A2 for pre-nursing majors, LSAT for law school applicants and MPRE for second-year law students, the Experiential Learning Portfolio option, the Texas Success Initiative (TSI) Assessment, which determines college readiness in the state, and exam proctoring, among other service such as SAT and ACT for high school students. Location: Delco Rm. 141. Phone: 936-261-4286

Office of Diagnostic Testing and Disability Services
As a federally-mandated educational support unit, the Office of Disability Services serves as the repository for confidential disability files for faculty, staff, and students. For persons with a disability, the Office develops individualized ADA letters of request for accommodations. Other services include: learning style inventories, awareness workshops, accessibility pathways, webinars, computer laboratory with adapted hard and software, adapted furniture, proctoring of non-standardized test administrations, ASL interpreters, ALDs, digital recorders, live scribe, Kurtzweil, and a comprehensive referral network across campus and the broader community. Location: Evans Hall Rm. 317. Phone: 936-261-3585
Veteran Affairs
Veterans 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. 323. Phone: 936-261-3563

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

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: Evans Hall Rm. 217. Phone: 936-261-3570

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.

Title IX Statement
Prairie View A&M University (PVAMU) 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 sex- or gender-based discrimination, including sexual harassment, sexual assault or attempted sexual assault, we encourage you to report it. While you may talk to a faculty member about an incident of misconduct, the faculty member must report the basic facts of your experience to Ms. Alexia Taylor, PVAMU’s Title IX Coordinator. 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 Title IX Coordinator is designated to handle inquiries regarding non-discrimination policies and can assist you with understanding your options and connect you with on- and off-campus resources. The Title IX Coordinator can be reached by phone at 936-261-2123 or in Suite 013 in the A.I. Thomas Administration Building.

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 Undergraduate Catalog and by doing so within thirty days of receiving the grade or experiencing any other problematic academic event that prompted the complaint.
Prairie View A&M University does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person(s) has been designated to handle inquiries regarding the non-discrimination policies:

Name: Renee R. Williams  
Title: Equal Opportunity Compliance Officer/Title IX Coordinator  
Institution: Prairie View A&M University  
Office of Student Affairs & Institutional Relations  
Address: P.O. Box 519: MS 1107  
A.I. Thomas Building, St 013  
Prairie View, Texas 77446  
Telephone: 936-261-2123  
Fax: 936-261-2138  
Email: rrwilliams@pvamu.edu

Individuals requesting a disability accommodation should contact:  
Name: Dr. Kay Norman  
Title: Administrator for Diagnostic Testing and Disability Services  
Institution: Prairie View A&M University  
Email: kfnorman@pvamu.edu

COVID-19 Campus Safety Measures [NOTE: Delete this section when the COVID-19 pandemic is over]

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.

**TExES Principal (268) 2020-2021 Schedule (Computer-Based Tests)**

| TExES Test Dates | Regular Registration | Late Registration | Emergency Registration Date | Score Reporting Date for Tests w/ |
All Computer Administered Tests (CAT) are offered on a continuous basis. For these tests, you can determine specific test-date availability during the registration process.

New University Policies and Regulations

*Effective fall 2011

New Policy: Withdrawal from the University (Undergraduates Only):
When an Undergraduate student withdraws from all classes…
• A registration hold will be placed on the student’s record.
• Consultation with the respective department for advisement is REQUIRED to have hold lifted to allow future registration at the University.

New Policy: +/-Transfer Grades Regulation (Undergraduate and Graduate):
• The + and/or – WILL NOT be considered in the evaluation. The grade transferred will report as grade earned, for example C- will transfer as a C.
• This regulation IS NOT retroactive.
• This regulation applies only to courses that are being reviewed for transfer credit effective fall 2011.

Grade Replacement Regulation (Undergraduate Students Only):
• Students will have the option to replace up to 12 semester credit hours of courses where a C, D or F is earned in a course, effective with courses taken fall 2011.
• Students would have to request to replace the course by the Census Date (12th class date) of the following semester.
• Grades repeated but not replaced will be averaged in the cumulative grade point average.

Administrative Drop (All Students):
• Students who do not attend “at least one day” of class by February 14, 2012, will be administratively dropped from that course. PLEASE NOTE THIS MAY AFFECT THE FINANCIAL AID AWARD.
• If a student is subsequently dropped from **ALL** of their courses; they will automatically be **WITHDRAWN** from the university.
• Students will be notified of their Administrative Drop via email.

**QUESTIONS OR CONCERNS, PLEASE CONTACT THE OFFICE FOR ACADEMIC AFFAIRS AT (936) 261-2175 OR THE REGISTRAR’S OFFICE AT (936) 261-1049.**