Course Title: Introduction To Computer Applications
Course Prefix: COMP  Course No.: 1003  Section No.: ZB3, ZB5

Department of Computer Science  College of Roy G. Perry College of Engineering

Instructor Name: Sharon Daniels
Office Location: S R. Collins Engr.Tech Bldg Room 323
Phone: 936-261-9880
Fax: 936-261-9866
Email Address: 
U.S. Postal Service Address: Prairie View A&M University
P.O. Box 519
Mail Stop 2515
Prairie View, TX 77446

Office Hours: MTWTh 10:00 – 11:00 AM and 1:00 - 3:00 PM;
Virtually - Appointments also available via phone, REMIND, Zoom and Instant Chat messaging.

Course Location: Sam R. Collins Engr. Tech. Bldg. S. R. Collins 211

Class Meeting Days & Times: COMP 1003 ZB3 – MWF  Online
COMP 1003 ZB5 – MWF  Online

Catalog Description: COMP 1003 – PB10. Digital Communication. (3-0) Credit 3 semester hours.
Emphasis on Word, PowerPoint, Excel and Access. Learn how to analyze, display, and present data using
computer applications. Expose students to various methods and tools in digital world such as MS Office, cloud
computing and web design as well as social and ethical responsibility. Team project using PowerPoint and
research report about Ethics in computing.

Prerequisites: None
Co-requisites: None

Recommended Text/Readings:
   Misty E. Vermaat, Steven M. Freund, Corinne Hoisingon,
   Eric Schmieter, Mary S. Last
   Series: MindTap Course List Series
   ISBN– 10: 1305870018

   Jennifer T. Campbell, Steven M. Freund, Mark Frydenberg, Mary Z. Last,
   Philip J. Pratt
   Publisher: Cengage Learning
   ISBN – 10: 1305871804


4. Adobe Dreamweaver: Comprehensive Edition 1
   Shelly, Gray
   ISBN 9780538473941

5. Adobe Photoshop CS6: Introductory, 1st Edition
   ISBN-10: 1133525911

6. Access http://helpx.adobe.com/support/ to get Adobe help and support on
Photoshop, Dreamweaver, and Adobe Premier Pro.
Access to Learning Resources:
PVAMU Library:
phone: (936) 261-1500;
web: http://www.pvamu.edu/library
University Bookstore:
phone: (936) 261-1990;
web: https://www.bkstr.com/Home/10001-10734-1?demoKey=d
Office of Distance Learning: dlearning@pvamu.edu
Web Sites: Listed per Assignment

Course Goals or Overview:
The goal of this course is
- To analyze and interpret data, and draw warranted conclusion using Excel and Access.
- To familiarize students with graphics and video editing software, and web design
- To provide insight of the social and ethical impacts of information.
- To enable students to work in a team project and presentation.

Course Outcomes/Objectives
Course Outcomes:
At the end of the course, each student will be able to
Rubric a) Critical Thinking --- use the latest techniques, skills, and tools necessary for computing practice and basic data processing. This rubric will be measured through student’s homework assignments and examinations in two aspects, “problem-solving” and “explanation of issues” in the scale of 0-to-4 (refer to the attached Rubric Measurement Table).

Rubric b) Communication --- use social media and popular computer software tools to interpret and present information effectively and clearly. This rubric will be measured through student’s homework assignments, classroom presentations, and examinations in two aspects, “Control of language” and “Format / Delivery” in the scale of 0-to-4 (refer to the attached Rubric Measurement Table).

Rubric c) Social Responsibility --- understand the critical social responsibility and use the knowledge gained from this course to guide his/her daily activities. This rubric will be measured through homework assignments, classroom discussion, and examinations in four aspects, “Discipline knowledge,” “Social knowledge analysis,” “Social engagement / Curiosity,” and “Attitudes” in the scale of 0-to-4 (refer to the attached Rubric Measurement Table).

Rubric d) Team work --- collaborate effectively with team members to complete assigned tasks. This rubric will be measured through students’ project assignments, classroom presentations and discussion in two aspects, “Individual contributions” and “Constructive climate and conflict resolution” in the scale of 0-to-4 (refer to the attached Rubric Measurement Table).

Grading Matrix

<table>
<thead>
<tr>
<th>INSTRUMENTS</th>
<th>COUNT</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ethics Essay (MLA formatting, social responsibility, analytical thinking)</td>
<td>5 - 12 assignments</td>
<td>5%</td>
</tr>
<tr>
<td>Assignments</td>
<td>5 - 9 quizzes</td>
<td>15%</td>
</tr>
<tr>
<td>Quizzes</td>
<td>3 tests</td>
<td>25%</td>
</tr>
<tr>
<td>Class Participation</td>
<td>5%</td>
<td></td>
</tr>
<tr>
<td>Assessments / Tests</td>
<td>Includes: Word, Excel, Access, Web Page, Video Commercial, or Powerpoint</td>
<td>15%</td>
</tr>
<tr>
<td>Team Project: collaboration, implementation, presentation, reports including video editing &amp; Photoshop</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Final Examination</td>
<td>20%</td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td>100%</td>
<td></td>
</tr>
</tbody>
</table>

Extra Credit Optional Assignments:

Career Assignment (Search current job postings and requirements, Cover Letter, College level resume`). Visual BASIC Computing Program.
How to Purchase a Computer Team Project – based on specific business related scenarios.
Adobe Photoshop Assignment
Video Editing Assignment

**GRADING SYSTEM**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Meaning</th>
<th>Score Range</th>
<th>Grade Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>90 – 100</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>80 – 89</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>Satisfactory</td>
<td>70 – 79</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>Passing</td>
<td>60 – 69</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>Failing</td>
<td>0 – 59</td>
<td>0</td>
</tr>
<tr>
<td>S</td>
<td>Unsatisfactory</td>
<td>70 – 100</td>
<td>0</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal from a course</td>
<td>0</td>
<td>0</td>
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<tr>
<td>WV</td>
<td>Withdrawal from the University Voluntarily</td>
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<td>0</td>
</tr>
<tr>
<td>MW</td>
<td>Military Withdrawal</td>
<td>0</td>
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</tbody>
</table>

Course Core Objectives:
- Critical thinking: creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
- Communication: effective development, interpretation and expression of ideas through written, oral and visual communication.
- Social responsibility: intercultural competency, knowledge of civic responsibility, and ability to engage effectively in regional, national, and global communities.
- Teamwork: ability to connect choices, actions, and consequences to ethical decision-making.

Outcome Evaluation Method: each individual assignment will be weighted and aligned accordingly to the four core objectives/outcomes and evaluated at grading. For instance, a question may carry 25% weight of outcome one, 50% of outcome two, 10% of outcome three, and 15% of outcome four, and a student scores 80 points of this question, then quantitatively this student receives 20 points for outcome one, 40 points for outcome two, 8 points for outcome three, and 12 points for outcome four. The final outcome for a student will be calculated comprehensively based on this student’s entire semester performance.

<table>
<thead>
<tr>
<th>WEEK DATE/DAY</th>
<th>TOPIC</th>
<th>ASSIGNMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 1</td>
<td>CLASS ASSESSMENT</td>
<td>Intro Discussion</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Group PowerPoint</td>
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<tr>
<td></td>
<td></td>
<td>Group Hardware</td>
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<tr>
<td></td>
<td>INTRODUCTION TO COMPUTERS</td>
<td>Maintaining Quiz/Discussion</td>
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<tr>
<td></td>
<td></td>
<td>Digital Communications Quiz &amp; Test</td>
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<tr>
<td></td>
<td></td>
<td>Assign Final Team Project Groups</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Post Stage 1 - Team Discussion Board</td>
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<tr>
<td></td>
<td>HANDS-ON COMPUTER ANALYSIS</td>
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<tr>
<td></td>
<td>INTRODUCTION TO TEAM PROJECT</td>
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</tr>
<tr>
<td>Week</td>
<td>Course Module</td>
<td>Topics</td>
</tr>
<tr>
<td>------</td>
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<td>--------</td>
</tr>
</tbody>
</table>
| 2    | COMPUTER ETHICS | • Professional and Ethical Responsibilities  
       • Risks and liabilities of computer based systems  
       • Computer Crime  
       • Economic issues in computing | Ethics Quiz  
Ethics Essay Paper  
Win OS Quiz  
Win OS Discussion  
Excel Assignment  
Access ASMT  
Integration MS Office Project |
|      | WINDOWS 8 & 10 OPERATING SYSTEM | • Introduction to Windows 8 & 10  
       • Charms Bar, Control Panel, Desktop Management  
       • Organizing and Managing Folders and Files | |
|      | MICROSOFT OFFICE 2016 | • Microsoft Office Word  
       • Microsoft Office Excel  
       • Microsoft Office Access  
       • Integrating MS Office Applications | |
| 3    | WEB PAGE DESIGN | • Getting started with HTML and Web Page  
       • Adding and modifying text  
       • Adding images and video  
       • Adding links  
       • Introduction to Dream Weaver | Cloud Computing Quiz  
Internet Info Quiz & Discussion  
HTML Web Page  
Blog Assignment  
Test – Ethics, Win OS, Cloud, & Internet Security |
|      | CREATING A BLOG | • Creating posts  
       • Selecting a Theme  
       • Including Hyperlinks  
       • Adding Gadgets  
       • Inserting Pictures | |
|      | CLOUD COMPUTING | • What is Cloud Computing  
       • History and Status of Cloud Computing  
       • Cloud Computing Providers | |
|      | INTERNET AND INFORMATION SECURITY | • History of the Internet  
       • The Parts of the Internet  
       • Introduction to the World Wide Web  
       • Introduction to Information Security  
       • Legal and Ethical Issues of Information Security | |
| 4    | GRAPHICS EDITING | • Introduction to Adobe Photoshop  
       • Exploring the Photoshop Environment  
       • Working with Image Areas  
       • Working with Layers  
       • Enhancing Images  
       • Saving Images for Web and Print | Group Photoshop Flyer Assignment  
Photoshop Discussion  
Group Video Editing Assignment  
Adobe Premiere Pro Discussion  
Post documents to the Team Discussion Board  
Team Project Files  
Team Project Evaluation Form |
|      | VIDEO AND AUDIO EDITING | • Basic workflow in Adobe Premiere Pro: import, edit and export  
       • Building blocks of editing to create a simple movie  
       • Introduction to different editing techniques  
       • Adding titles, video transition, audio background  
       • Saving movies for the web | |
|      | TEAM PROJECT | • Stage 3 – Finishing Draft Documents  
       • Stage 4 – Reviewing & Updating Documents | |
<p>|      | TEAM PROJECT PRESENTATIONS | | |</p>
<table>
<thead>
<tr>
<th>Week 5</th>
<th>FINAL EXAM PREPARTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Final Exam Preparation Quizzes</td>
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<tr>
<td></td>
<td>Grade Review</td>
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</tbody>
</table>

|        | FINAL EXAM & FINAL GRADE SUBMISSIONS |
|        | Final Exam |
|        | Grade Reporting |

<table>
<thead>
<tr>
<th></th>
<th>Computer Essentials FE Prep Quiz</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Ethics Final Exam Preparation Quiz</td>
</tr>
<tr>
<td></td>
<td>Win OS Final Exam Preparation Quiz</td>
</tr>
<tr>
<td></td>
<td>Cloud Computing FE Prep Quiz</td>
</tr>
<tr>
<td></td>
<td>Internet Info Security FE Prep Quiz</td>
</tr>
<tr>
<td></td>
<td>Final Exam</td>
</tr>
</tbody>
</table>

**SOFTWARE:**  Microsoft Office 2016 / Office 365

**WEBSITES:**  Listed per assignment

**Professional Organizations and Journals**
- Association of Computing Machinery (ACM)
- Upsilon Pi Epsilon (UPE)
- The Society of Women Engineers (SWE)
- National Society of Black Engineers (NSBE)
- IEEE Computer Graphics & Applications
- ACM Transactions on Graphics
- Computer Graphics Forum

**Student Support Services**

**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, Livescribe, Kurzweil, 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

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.

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.

Technical Support:
Students should contact the Help Desk by calling 1-936-261-2525. Go to https://mypassword.pvamu.edu/ if password issues are experienced. The page will provide instructions for resetting passwords and contact information if login issues persist. For other technical questions regarding eCourses or Canvas, call the Center for Instructional Innovation and Technology Services (CIITS) at 936-261-3283
### Summer 2020 2nd 5-Week Session

The Prairie View A&M University Academic Calendar is subject to change.

**Last Updated: 04/30/2020**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jun 30</td>
<td>First Class Day</td>
</tr>
<tr>
<td>Jun 30 - Jul 09</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>Jun 30 - Jul 02</td>
<td>Late Registration- Late Fee Applies ($50.00)- Summer 2020 2nd 5-week session</td>
</tr>
<tr>
<td>Jul 01</td>
<td>Application for Graduation-Degree Conferral only for Summer 2020 Graduation Begins (no ceremony participation or listing in the program)</td>
</tr>
<tr>
<td>Jul 03</td>
<td>4th Class Day (Census Date)</td>
</tr>
<tr>
<td>Jul 03</td>
<td>Final Day to Drop/Withdraw from Course(s) without Academic Record (A Financial Record will still exist)</td>
</tr>
<tr>
<td>Jul 06</td>
<td>Withdrawal from Courses with Academic Records (&quot;W&quot;) Begins</td>
</tr>
<tr>
<td>Jul 14</td>
<td>Financial Aid Refunds Begin- Summer 2020 2nd 5-week session</td>
</tr>
<tr>
<td>Jul 14</td>
<td>Drop for Non-Payment of Tuition and Fees @ 5:00 p.m.</td>
</tr>
<tr>
<td>Date</td>
<td>Event</td>
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</tr>
<tr>
<td>Jul 20</td>
<td>15th Class Day</td>
</tr>
<tr>
<td>Jul 20</td>
<td>Final Day to Withdraw from Course(s) with Academic Record (“W”)</td>
</tr>
<tr>
<td>Jul 23</td>
<td>Final Day to Withdraw from the University (from all courses) for the Summer 2020 2nd 5-Week Session</td>
</tr>
<tr>
<td>Aug 03</td>
<td>Final Day to Apply for Degree Conferral only for Summer 2020 Graduation (no ceremony participation or listing in the program)</td>
</tr>
<tr>
<td>Aug 03</td>
<td>Last Class Day for Summer 2020 2nd 5-Week Session</td>
</tr>
<tr>
<td>Aug 04</td>
<td>Final Exams</td>
</tr>
<tr>
<td>Aug 06</td>
<td>Final Grades due for Graduation Candidates (12:00 p.m.)</td>
</tr>
<tr>
<td>Aug 07</td>
<td>Final Day for Graduating Undergraduates to Submit Application for Tuition Rebate for Summer 2020</td>
</tr>
<tr>
<td>Aug 08</td>
<td>Commencement</td>
</tr>
<tr>
<td>Aug 10</td>
<td>Final Grades due for all other students (11:59 p.m.)</td>
</tr>
<tr>
<td>Aug 11</td>
<td>Final Day for Undergraduate Students to submit request for P/NP Grading.</td>
</tr>
</tbody>
</table>