ANSC 3352, Meat Science  
Summer 2022

General Course Information

<table>
<thead>
<tr>
<th>Information Item</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructor:</td>
<td>Tamra Tolen, Ph.D.</td>
</tr>
<tr>
<td>Section # and CRN:</td>
<td>P01 and P81</td>
</tr>
<tr>
<td>Office Location:</td>
<td>Agriculture &amp; Business Multipurpose Building Rm. 406</td>
</tr>
<tr>
<td>Office Phone:</td>
<td>936-261-2532</td>
</tr>
<tr>
<td>Email Address:</td>
<td><a href="mailto:tntolen@pvamu.edu">tntolen@pvamu.edu</a></td>
</tr>
<tr>
<td>Office Hours:</td>
<td>T&amp;Thur 12:00 pm to 1:130 pm</td>
</tr>
<tr>
<td>Mode of Instruction:</td>
<td>Face to Face</td>
</tr>
<tr>
<td>Course Location:</td>
<td>Agri and Business Bldg room 216 – Lecture Agri and Business Bldg room 216- Lab PVAMU meat lab</td>
</tr>
<tr>
<td>Class Days &amp; Times:</td>
<td>MTWR Lecture – 2:00 pm to 2:50 pm MTWR Lab – 3:00 pm to 3:50 pm</td>
</tr>
<tr>
<td>Catalog Description:</td>
<td>Credit 3 Semester Hours. Meat Science encompasses everything from growth and development to meat processing. This class is designed to expose you to every aspect of meat science. We will start with growth and development and end the class with discussion of the USDA rules and regulations that affect the meat industry. The laboratory exercises are hands-on and will aid you in gaining practical knowledge of the subject matter. I hope you will enjoy the class, as it is meant to be fun, and I will challenge you to think every step of the way.</td>
</tr>
<tr>
<td>Prerequisites:</td>
<td>ANSC 1513 or AGRI 1319</td>
</tr>
<tr>
<td>Co-requisites:</td>
<td>None</td>
</tr>
<tr>
<td>Required Text(s):</td>
<td>None</td>
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</tbody>
</table>

General Course Information Table

Student Learning Outcomes:

<table>
<thead>
<tr>
<th>Upon successful completion of this course, students will be able to:</th>
<th>Program Learning Outcome Alignment</th>
<th>Core Curriculum Outcome Alignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. The student will be able to identify the nutritional value of all types of meats. The student will become more familiar with the basic muscle structure, cooking methods and processing and packaging.</td>
<td>The degree program is designed to provide a generalist emphasis that serves as the foundation for diverse careers and as a springboard for advanced study in agriculture and natural resource sciences and related fields.</td>
<td>Help satisfy the Requirements for a B.S. degree in Agriculture.</td>
</tr>
<tr>
<td>2. The student will become familiar with carcass and grades and grading system for beef, pork, and lamb.</td>
<td>The Agriculture program prepares the graduate to perform as an entry level professional in a broad range of areas.</td>
<td></td>
</tr>
</tbody>
</table>
3. The student will be able to identify both the wholesale and retailed cuts of beef, pork chicken, and lamb carcasses. Additionally, the student will be able to identify meat inspection methods and food safety issues. Acquire the ability and understanding in the application of the fundamental principles in animal and poultry production systems.

Course Goals or Overview:
The overall goal of this course is for students to be knowledgeable in the science, production, and regulation of meat from farm/field to fork.

Major Course Requirements

Method of Determining Final Course Grade

<table>
<thead>
<tr>
<th>Course Grade Requirement</th>
<th>Value</th>
<th>Total</th>
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<tbody>
<tr>
<td>1. Lecture Exam</td>
<td>4 exams at 5% each</td>
<td>20</td>
</tr>
<tr>
<td>2. Final Exam</td>
<td>1 exam at 30%</td>
<td>30</td>
</tr>
<tr>
<td>3. Mid-Term Exam</td>
<td>1 exam at 20%</td>
<td>20</td>
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<tr>
<td>4. Quizzes</td>
<td>8 quizzes at 1.25% each</td>
<td>15</td>
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<tr>
<td>5. Lab</td>
<td>8 labs at 2.5% each</td>
<td>20</td>
</tr>
<tr>
<td>6. Lab Practicum</td>
<td>1 practicum at 10%</td>
<td>10</td>
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<tr>
<td>7. Class assignments</td>
<td>4 assignments at 1% each</td>
<td>4</td>
</tr>
<tr>
<td>8. Class Participation (Attendance)</td>
<td>1 at 1%</td>
<td>1</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>100</td>
</tr>
</tbody>
</table>

Course Grade Requirement Table

Grading Criteria and Conversion:
A = 90 – 100pts;
B = 80 – 89 pts;
C = 70 – 79pts;
D = 60 – 69 pts;
F = 59 or below

Detailed Description of Major Assignments:
<table>
<thead>
<tr>
<th>Assignment Title or Grade Requirement</th>
<th>Description</th>
</tr>
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<tr>
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</table>

**Detailed Description of Major Assignments Table**

**Course Procedures or Additional Instructor Policies**

**Taskstream**

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

<table>
<thead>
<tr>
<th>Semester Calendar</th>
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</thead>
<tbody>
<tr>
<td><strong>Date</strong></td>
</tr>
</tbody>
</table>
| 1 | 6/6/22 – 6/10/22 | Introduction /History of Meat  
Growth and Development  
Slaughter Dressing/Byproducts  
  • Quiz 1 - 6/9/22 |  |
| 2 | 6/13/22 – 6/17/22 | Carcass Components  
Exam 1 Review 6/14/22  
Exam 1 6/15/22 | Lab 1 – Meat Lab Tour |
| 3 | 6/20/22 – 6/24/22 | Muscles  
Producer problems / Packer problems  
Conversion of Muscle to Meat – 1  
  • Quiz 2 - 6/23/22 | Lab 2 – Ground Meat/Fat Content |
| 4 | 6/27/22 – 7/1/22 | Meat Inspection  
Exam 2 Review 6/28/22  
Exam 2 6/29/22 | Lab 3 – Water Holding Capacity (Ingredients) |
<table>
<thead>
<tr>
<th>Week</th>
<th>Dates</th>
<th>Topics</th>
<th>Labs</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>7/4/22 – 7/8/22</td>
<td>July 4th – Holiday, Conversion of Muscle to Meat – 2, Carcass Grades / Carcass Fabrication, Quiz 3 - 7/7/22</td>
<td>Lab 4 – Goat Fabrication</td>
</tr>
<tr>
<td>6</td>
<td>7/11/22 – 7/15/22</td>
<td>Plant Sanitation / Food Safety, Exam 3 Review 7/12/22, Exam 3 7/13/22</td>
<td>Lab 5 – Plant Sanitation</td>
</tr>
<tr>
<td>7</td>
<td>7/18/22 – 7/22/22</td>
<td>Meat Color/Tenderness, Meat Nutrition / Packaging, Quiz 4 - 7/21/22</td>
<td>Lab 6 – Formed Hams / Jerky</td>
</tr>
<tr>
<td>9</td>
<td>8/1/22 – 8/5/22</td>
<td>Processed Meats, Future of Meat Science, Quiz 5 – 8/3/22</td>
<td>Lab 8 – Sausage Judging</td>
</tr>
<tr>
<td>10</td>
<td>8/8/22 – 8/12/22</td>
<td>Final exams – Summer 22 8/5 – 8/10</td>
<td></td>
</tr>
</tbody>
</table>

**Student Support and Success**

**John B. Coleman Library**
The John B. Coleman Library’s mission is to enhance the scholarly pursuit of knowledge, to foster intellectual curiosity, and to promote lifelong learning and research through our innovative services, resources, and cultural programs, which support the Prairie View A&M University’s global mission of teaching, service, and research. It maintains library collections and access both on campus, online, and through local
agreements to further the educational goals of students and faculty. Website: [https://www.pvamu.edu/library/](https://www.pvamu.edu/library/); Phone: 936-261-1500

**Academic Advising Services**  
Academic Advising Services offers students a variety of services that contribute to student success and leads towards graduation. We assist students with understanding university policies and procedures that affect academic progress. We support the early alert program to help students get connected to success early in the semester. We help refer students to the appropriate academic support services when they are unsure of the best resource for their needs. Faculty advisors support some students in their respective colleges. Your faculty advisor can be identified in PantherTracks. Advisors with Academic Advising Services are available to all students. We are located across campus. Find your advisor's location by academic major at [www.pvamu.edu/advising](http://www.pvamu.edu/advising). Phone: 936-261-5911

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

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

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

**Student Counseling Services**  
The Student Counseling Services unit offers a range of services and programs to assist students in maximizing their potential for success: short-term individual, couples, and group counseling, as well as crisis intervention, outreach, consultation, and referral services. The staff is licensed by the State of Texas and assists students who are dealing with academic skills concerns, situational crises, adjustment problems,
and emotional difficulties. Information shared with the staff is treated confidentially and in accordance with Texas State Law. Location: Hobart Taylor, 2nd floor; Phone: 936-261-3564; Website: https://www.pvamu.edu/healthservices/student-counseling-services/

Office of Testing Services
Testing Services serves to create opportunities by offering a suite of exams that aid in the students' academic and professional success. Currently, we administer entrance (HESI A2), college readiness (TSI assessment), Prior Learning (CLEP, DSST), and proctored exams.
Location: Wilhelmina Delco, 3rd Floor, Rm. 305; Phone: 936-261-3627; Email: aetesting@pvamu.edu; Website: www.pvamu.edu/testing

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

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

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. 102; Phone: 936-261-3563; Website: https://www.pvamu.edu/sa/departments/veteranaffairs/

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

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

**University Rules and Procedures**

**Academic Misconduct**

Academic dishonesty is defined as any form of cheating or dishonesty that has the effect or intent of interfering with any academic exercise or fair evaluation of a student's performance. The college faculty can provide additional information, particularly related to a specific course, laboratory, or assignment.

You are expected to practice academic honesty in every aspect of this course and all other courses. Make sure you are familiar with the *University Administrative Guidelines on Academic Integrity*, which can be found on the Academic Integrity webpage. Students who engage in academic misconduct are subject to university disciplinary procedures. As listed in the *University Administrative Guidelines on Academic Integrity*, the University Online Catalog, and the Student Code of Conduct, the following are examples of prohibited conduct. This list is not designed to be all-inclusive or exhaustive. In addition to academic sanctions, any student found to have committed academic misconduct that is also a violation of criminal law may also be subject to disciplinary review and action by the Office of Student Conduct (as outlined in the Student Code of Conduct).

**Forms of Academic Dishonesty:**

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

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

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

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

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

**Nonacademic Misconduct (See Student Planner)**
The university respects the rights of instructors to teach and students to learn. Maintenance of these rights requires campus conditions that do not impede their exercise. Campus behavior that interferes with either (1) the instructor's ability to conduct the class, (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. The Office of Student Conduct will adjudicate such incidents under nonacademic procedures.

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

Pregnancy, Pregnancy-related, and Parenting Accommodations
Title IX of the Education Amendments of 1972 prohibits sex discrimination, which includes discrimination based on pregnancy, marital status, or parental status. Students seeking accommodations related to pregnancy, pregnancy-related condition, or parenting (reasonably immediate postpartum period) are encouraged to contact Student Disability Services or the Dean of Students' Office for additional information and to request accommodations. More information can be found at this webpage.

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

Class Attendance Policy (See Catalog for Full Attendance Policy)
Prairie View A&M University requires regular class attendance. Attending all classes supports full academic development of each learner whether classes are taught with the instructor physically present or via distance learning technologies such as interactive video and/or internet. Excessive absenteeism, whether excused or unexcused, may result in a student's course grade being reduced or in assignment of a grade of "F". Absences are accumulated beginning with the first day of class during regular semesters and summer terms. Each faculty member will include the University's attendance policy in each course syllabus.

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

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

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

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

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

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

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

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

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

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

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

COVID-19 Campus Safety Measures
To promote public safety and protect students, faculty, and staff during the coronavirus pandemic, PVAMU has adopted policies and practices to limit virus transmission.

- **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 Incourses and course-related activities.

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