

OFFICE FOR ACADEMIC AFFAIRS

Conference Request Form

Student I.D. or SS #: [REDACTED]

Date: 3/26/07
Time: 4:25 p.m.

Completion of this form will ensure faster, more effective service. Please supply all requested information.

Name: Last Name First Name Middle Initials

Campus Address: Room Number Residence Hall Telephone Number

Home Address: Street Address Post Office Box

City County State Zip Code

Parent(s) or Guardian(s) Name: Last Name First Name Middle Initials

Instructor's Name Course HIST 1323/1313

Academic Advisor: Name Building Address

Please state fully and clearly your reason for coming to the Office for Academic Affairs:

I was advised to take HIST 1323 in substitution for 1313 in Spring 08. Upon completion of graduation application, I was told the course was invalid

Jan. 2008 - [unclear] (she registered the student)
Accepted into Teacher Ed - January () [unclear]

Please state fully and clearly what action would most be satisfactory to you:

FOR the class to be accepted.

APPROVED
3/28/07

1.) Before coming to the Office for Academic Affairs, with whom did you discuss the business that brought you here?

Dr. , Mr. , Dr.

CHECK ALL APPROPRIATE CHOICES

- no one
- another student
- academic advisor
- department head or dean
- parents
- Other _____

2.) Did you call your instructor or the Office for Academic Affairs for an appointment:

Yes No

3.) How long did you wait before someone helped you?

- 5-10 minutes
- 15-30 minutes
- 30-60 minutes
- More than 1 hour

4.) How were you received when you first called or entered the instructor's office or Departmental Office?

CHECK ALL APPROPRIATE CHOICES

- friendly, helpful
- unconcerned, hostile
- uncertain that I should be there
- unknowledgeable
- respectful, professional
- Other _____
(Please Specify)

By _____ Date _____
Academic Affairs Staff

Final Action: _____

By: _____
Person who solved the problem

3/25/09
4:43 pm

I give permission to Dr.
Michael McFrazier to discuss my academics
with my mother.

March 4, 2009

To: Dr. E. Joahanne Thomas-Smith
Provost and Senior Vice President for Academic Affairs
Prairie View A & M University

Dr. Michael L. McFrazier
Associate Provost for Academic Affairs
Prairie View A & M University

From:
Teacher-Candidate
Whitlowe R. Green College of Education
Prairie View A&M University

Dear Madam and Sir,

On March 2, 2009, my application for student teaching was rejected. When an inquiry was made regarding the reasons for the rejection, I was told that the substitution of History 1323 was no longer viable for History 1313.

This substitution made at the behest of my advisor because, at the time, the course was not being offered. It is common knowledge, in the College of Education, that this substitution has had several iterations. Financial considerations have forced most students to plan for graduation, at minimum, a year in advance. With this issue, it has become a financial difficulty to pre-plan for graduation. Therefore, it is my hope that I and others would not have to be penalized or withheld from graduation pending one class.

I ask that you take this matter under advisement and advocate for this cause so that the decision that has been made, in this case, be overturned.

In advance, thank you.

@pvamu.edu

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PRAIRIE VIEW A&M UNIVERSITY
OFFICE OF THE REGISTRAR

SUBSTITUTION/DIRECTED ELECTIVE FORM

Student Name: _____

Student ID Number: _____

Only fill in action being taken:

Major: Interd. Stud.

Minor: _____

I hereby request permission for one of the following actions:

SUBSTITUTION

	Course No.	Descriptive Title	Credit Hours	Reason (check from list below)	For Office Use Only Requirement Pointer for use with 2 for 1 substitutions
Required Course	HIST 1313	US to 1876	3	DH	
Substitution Course	HIST 1323	US 1876 to Pres	3	SC	
Substitution Course					

Codes to be used for reason above:

AC	More advanced course
CC	Course Cancelled
CD	Course Discontinued
CH	Core Hours
CP	Completed Pseudo Courses
Other (Provide justification)	

DH	Degree Hours
EP	Exempted Pseudo Course
NE	No Equivalent for A Transfer Course
NO	Course Not Offered
SC	Similar Course Content

DIRECTED COURSES (to be used to meet elective, directed elective, technical or other requirements when a substitution is not applicable):

Course No.	Descriptive Title	Credit Hours	Catalog Requirement (i.e. core, major, college, minor)	For Office Use Only Requirement Pointer

Justification: _____

Student Signature: _____

Advisor Signature: _____ 3/3/09

APPROVALS:

Dept. Head: _____
Print Name

Signature _____ Date _____

*Dean: _____
Print Name

Signature _____ Date _____

(Actions for the minor require approvals from both the major and minor department heads.)

Dept. Head: _____
Print Name

Signature _____ Date _____

*The Dean has the authority to be the sole approval for processing this form when the student and Department Head are not available.

REGISTRAR'S OFFICE USE ONLY:

Recorder: _____
Signature

_____ Date

McFrazier, Michael

From: McFrazier, Michael
Sent: Monday, March 30, 2009 2:15 PM
To:
Cc: Thomas-Smith, E. Joahanne
Subject: [REDACTED]

Tracking:	Recipient	Delivery	Read
		Delivered: 3/30/2009 2:15 PM	Read: 3/30/2009 3:41 PM
		Delivered: 3/30/2009 2:15 PM	
		Delivered: 3/30/2009 2:15 PM	

Dean .

On March 26, 2009, Ms. [REDACTED] came to my office to appeal a course substitution that was disapproved by you. After a review of all the facts in this case and a lengthy discussion with you and Dr. [REDACTED], I find the following:

1. Ms. [REDACTED] was advised and registered by Dr. [REDACTED] during the Spring 2008 to take HIST 1323 (1876 to Present).
2. The Interdisciplinary Studies Degree Plan specifically lists HIST 1313 (US to 1876); however, faculty have commonly advised students to take HIST 1323 as a substitution.
3. Dr. [REDACTED] indicated to Ms. [REDACTED] during advising that said course would satisfy the U.S. History requirement in the University Core Curriculum.
4. Dr. [REDACTED] completed and submitted for approval a course substitution form for Ms. [REDACTED].
5. Ms. [REDACTED] indicates that she is aware that this substitution has been approved for other students in the program. Additionally, Ms. [REDACTED] indicates that she was admitted to the Teacher Ed. program which can only occur if a student has satisfied all Core Curriculum requirements.
6. Texas Education Code 51.302 requires all students attending a tax supported state institution to complete 6 semester credit hours in American history (option 1) or a combination of 3 semester hours each in American history and Texas history (option 2).
7. This Code does not specify, when a student elects to complete option 2, that the 3 sch of American history be HIST 1313.
8. Ms. [REDACTED] has taken and received an acceptable grade in a Texas history course.

I recommend, based on the facts above, that Ms. [REDACTED] be allowed to use HIST 1323 to satisfy the American history requirement in the Core Curriculum. I further recommend that this issue be discussed and clarified with the administration, faculty, staff and students in the Department of Curriculum and Instruction.

Please contact me if you have any questions, comments or concerns.

Michael L. McFrazier, Ed.D.
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