

### ***Admission from Non-Accredited or Non-Equivalent Institutions***

A student who is a graduate of a non-accredited institution or an institution whose degree is not considered equivalent to a baccalaureate degree or a master's degree at Prairie View A&M University may not be admitted directly to post-baccalaureate or doctoral status. Instead, he/she may be considered for admission as an undergraduate student or master's candidate. Upon completion of the baccalaureate or master's degree, the student may then apply and be considered for admission to the desired degree program.

## **Academic Information and Regulations**

### ***Academic Advising, Registration, and Degree Plans***

Graduate students are assigned to one or more faculty advisors during the first semester in which they are enrolled at the university. New students are required to meet with an advisor before enrolling in classes for the purpose of planning and obtaining approval of plans of study. Continuing students should confer with their faculty advisor at least once per semester to discuss objectives, course selection and sequencing, and other degree/program related matters. Consultation on all academic concerns should begin with the major advisor.

### **Class Schedule**

The class schedule is available in advance of registration each semester on the website at <http://panthertracks.pvamu.edu/>.

An official class schedule, prepared each semester by the University, includes the registration schedule, procedures for registration, fees, classes offered by hours and instructors, and other pertinent registration information. The schedule is available several weeks in advance of registration each semester and may be obtained from the Office of the University Registrar.

### **Concurrent Study for Two Different Degrees**

A student pursuing a graduate degree program at Prairie View A&M University may not simultaneously enroll and complete course work for the purpose of meeting requirements for any other degree offered by this institution. Each degree must be completed in its entirety before work may be taken for the purpose of meeting requirements for a new degree. Any questions regarding this policy should be directed to the Dean of the Graduate School.

### **Tentative Degree Plans and Admission to Candidacy**

The student should file a degree plan within the first semester of matriculation in the university. Degree plan forms may be obtained from the major advisor. The major advisor, department head, dean of the college and graduate dean review and approve the degree plan.

*Admission to Candidacy:* The graduate student admitted to full degree status does not automatically become a candidate for the master's degree. To become a candidate, the student must complete the following minimum requirements:

1. Achieve a satisfactory score on the GRE or GMAT as stipulated by the department and college.
2. Prepare and submit an official Application for Admission to Candidacy Form showing the applicant's successful completion of 12 semester hours of required graduate courses with an average of "B" or better.
3. Submit the application, when approved by the department head and college/school dean, to the Graduate Dean for final approval.

Advancement to candidacy for doctoral programs is governed by the procedures of the program. Information for the specific program is found in this catalog under the degree description.

#### **Time Limit on Work for Master's Degree and Revalidation of Courses**

A student must complete requirements for the degree within six consecutive years after the first date of enrollment in the Graduate School. Credit for individual courses completed in residence between six and seven years before all requirements for the master's degree are completed may be revalidated by special examination given by the department concerned. Courses completed in extension or at another institution beyond the time limit cannot be revalidated. A course in which a grade of "C" was earned cannot be revalidated. A revalidated course is valid as credit toward the master's degree only during the term in which it is revalidated.

### *Academic Progress Standards*

#### **General Standards**

In order to show satisfactory progress toward an advanced degree, a student must maintain an average grade of "B". A course in which a grade below "C" was earned cannot be counted toward graduation requirements. A student who, in any two consecutive semesters or summer terms, has a cumulative grade point average below 3.00 is subject to academic dismissal. The work of a graduate student performed in connection with the thesis is reported as a regular grade.

### **Doctoral Program Standards**

Ph.D. students remain in good standing when they maintain a minimum graduate GPA of 3.0 for coursework. Only grades of “B” or better count toward required coursework (i.e., all but the elective courses) and dissertation hours. Any grade lower than “B” in a required area course will necessitate that the course be retaken and passed with a grade of “B” or higher. While one grade of “C” in an elective course may be counted toward the Ph.D., only grades of “B” or better indicate satisfactory completion of courses required for the Ph.D. If a student receives a “C” for a class grade, there will be an automatic review of that student’s progress within one semester of when the grade is received. The Doctoral Committee will meet with the student to develop an appropriate response. If a second such grade is earned, the student will be dismissed from the program, but may petition the Doctoral Committee for readmission. After reviewing the petition, the committee may allow readmission under such conditions as it deems appropriate. A third grade lower than “B” will result in permanent dismissal from the program with no recourse to petition.

In the Spring semester of each academic year, a formal evaluation will be made of the progress of each doctoral student by the Doctoral Committee. This evaluation will focus on the student’s progress toward the Ph.D. degree. Students, attending full time and taking 12 units each semester, should be able to complete formal doctoral coursework within two full years. However, this constitutes a heavy course load and student progress in the program will be measured against the more reasonable average of 9-12 credit hours per a semester. Where needed, the Committee will provide recommendations and guidance to students. The Graduate Program Coordinator will provide evaluation forms the Committee is currently using. Committee decisions related to student progress will be one of the following:

1. Progress is satisfactory, student is encouraged to continue in the program;
2. Progress is potentially unsatisfactory, remediation work is suggested, student is encouraged to continue in the program, or
3. Progress is unsatisfactory, student should be terminated from the program.

Students receiving an unsatisfactory evaluation may petition the Dean to remain in the program. A copy of the petition form may be obtained in the Doctoral Program office. One petition is allowed.

### ***Class 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.

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.

**Excused Absences**

Absences due to illness, attendance at university approved activities, and family or other emergencies constitute excused absences and must be supported by documentation presented to the instructor prior to or immediately upon the student's return to class. Students are always responsible for all oral and written examinations as well as all assignments (e.g., projects, papers, reports).

**Excessive Absences**

Accumulation of one week of unexcused absences (for the number of clock hours equivalent to the credit for the course) constitutes excessive absenteeism. The instructor is not required to accept assignments as part of the course requirement when the student's absence is unexcused.

**Religious Holy Day Absences**

In accordance with Texas Education Code, Section 51.925, subchapter (Z), a student may be absent from classes for the observance of a religious holy day and will be permitted to take missed examinations and complete missed assignments provided the student has notified the instructor of the planned absence in writing and receipt of the notice has been acknowledged by the instructor in writing. "A religious holy day means a holy day observed by a religion whose place of worship is exempt from property taxation under the Texas Tax Code, Section 11.20."

*Courses, Course Credit and Grades*

**Correction or Change of Grade**

Any change or correction of a grade recorded for a student must be made within the semester or term immediately following the term for which the grade was recorded.

**Course Auditing**

When space is available and the consent of the Dean of the College and the instructor is given, any person may audit a course by paying the regular tuition and fees. Students sixty-five years of age or older may audit a course by registering with the Registrar's Office but without the payment of fees.

Credit is not given for any audited course. Students wishing to audit may register only after late registration. Currently enrolled students shall have first priority for space. A student who audits a course may not change registration during the semester to take the course for credit.

**Course Load**

The following limitations on course load are in effect:

1. This University defines full time enrollment for a graduate student as a minimum of 9 semester credit hours during the regular and summer sessions.
2. During a regular session, a graduate student may not enroll in more than 12 hours without permission from the his/her advisor, Department Head, and Dean.

3. During a five week summer session, a graduate student may not enroll in more than six semester hours. The total credit hours earned for the two summer sessions may not exceed twelve.
4. A graduate student may not enroll in more than three semester credit hours during a three-week summer session.
5. A graduate student enrolled in a three-week session may not enroll in more than one three-hour course in the five-week session being conducted concurrently.

### **Grade Point Average**

The grade point average (GPA) is determined by adding all grade points earned during a grading period and dividing that total by the total quality hours earned during the period. Withdrawal without record (W), incomplete (I), and incomplete passing (IP) will not be included among grades used to compute grade point averages. If a course is repeated, the official grade is the last grade earned at Prairie View A&M University. Transfer courses are not used in GPA calculations at Prairie View A&M University.

### **Grade Reports**

Students may acquire their mid-term and final grades via the WEB through <http://panthertracks.pvamu.edu>. Midterm grades are progress reports and are not recorded on the student's permanent record. Final grades are recorded on the student's permanent record at the close of each semester and summer term. If an error in the recording of grades is suspected, the student should report this immediately to the instructor, department head, or college dean for verification or correction.

### **Grading System**

Course work for graduate students is reported as: "A" (95-100); "B" (85-94); "C" (75-84); "D" (65-74); "P" (Passing); "I" (Incomplete); "IP" (Incomplete Passing); "W" (Withdrew from a class); "WV" (Withdrew from the University Voluntarily).

A grade of "S" may be given during the doctoral dissertation process; however, prior to submission of the final dissertation document the conventional grading system must be used. A grade of "S" may not be given as a final grade for doctoral candidates.

### **Incomplete "I" Grade**

The grade of "I", incomplete, is assigned to students who are unable to complete a course due to circumstances beyond their control. For lecture, seminar, independent study, and similar organized instruction courses, the student must complete the work necessary to remove the grade of "I" in one calendar year from the semester in which the "I" was awarded. All grades of "I" in courses that are included in the requirements for a degree must be replaced with a grade acceptable in the program. Students are not to re-enroll in a course for which a grade of "I" has been recorded.

*In Progress “IP” Grade:* An “IP”, in progress, is assigned to thesis, dissertation, internship, project, and practicum provided the student remains enrolled and makes satisfactory progress as certified by the committee chair, dean and director/coordinator of graduate program. The time allocated for removal of the “IP” shall be the same as the maximum time for completion of a degree or certificate.

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### Procedure for Requesting “I” or “IP” as a Final Grade

1. Instructor determines if the student meets the criteria for an “I” Incomplete or “IP” In Progress final grade [refer to current university catalog].
2. Instructor prepares the Request for “I” or “IP” as a Final Grade (RIFG) form, signs it and submits it to the Department Head.
3. Department Head reviews the RIFG and either approves by signing and forwarding to the Dean or disapproves by returning it to the instructor. If disapproved, an official grade must be submitted to the Registrar on the “Submission of Missing Grade” form.
4. Dean reviews the RIFG and either approves by signing and forwarding, via Administrative Assistant/Secretary, to the Office of the Registrar for recording or disapproves by returning it to the Department Head. If disapproved, an official grade must be submitted to the Registrar on the “Submission of Missing Grade” form.

**Note:** All Dean approved Requests for “I” or “IP” as a Final Grade forms and Submission of Missing Grade forms must be in the Office of the Registrar by COB on the last day to post final grades. Only original forms submitted by the Dean, Dean’s Administrative Assistant/Secretary are accepted. Copies, faxes, student submitted forms, **WILL NOT BE ACCEPTED.**

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### Independent Study Courses

Independent study courses are permitted on a highly selective need basis. Any student enrolling in an independent study course must have the prior approval of the supervising faculty member, the Head of the Department in which the course is to be taken, Dean of the College and the Provost and Senior Vice President for Academic Affairs. No more than 6 such credit hours may be counted toward a degree.

### Scheduling of Courses

In case a section is dropped because of insufficient enrollment, a student may add other courses approved by his/her advisor by the published deadline, as noted in the academic calendar.

### **Transfer of Credit**

Graduate credit earned at another accredited institution, not exceeding six (6) semester hours, may be transferred and applied toward the master's or the doctorate degree at Prairie View A&M University. Only courses with a grade of "B" or better may be transferred. An "A" grade from another institution or earned in extension may not be used to validate a grade of "C" earned at Prairie View A&M University. An official transcript denoting the transfer course(s), year, and grade received must be on file in the Office of the Registrar before acceptance of transfer credit is official.

This institution will not consider credits from other institutions to meet requirements for a graduate degree unless the institution offering the courses will allow these credits to be applied toward the requirements of an advanced degree on its own campus. Under no circumstances will transfer course work be considered that will be more than six (6) years old at the time the degree is awarded.

### ***Grading/Class Related Appeals***

Generally, student complaints about grades or other class related performance assessments can be addressed by the instructor of record and the student. When that cannot be achieved, the student may have his/her complaint addressed by the procedure outlined below. Faculty, other classroom professionals, and students' rights are to be protected and their human dignity respected. Grading and other class related complaints are to be filed initially within thirty days following the alleged precipitating action on which the complaint is based. Except where extenuating circumstances render it unreasonable, the outcome of a complaint that reaches the level of department/division head (exception Dean of Architecture and of Nursing) will be reviewed within thirty days and a written notification of outcome will be provided to the student. Where a complaint must be reviewed at each level, the entire process should be completed within ninety days of receipt of the complaint.

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 following the procedure listed and by doing so within thirty days of receiving the grade or experiencing any other problematic academic event that prompted the complaint:

1. The student should meet with the instructor of record, preferably during his/her office hours, to present the grievance and any supporting documentation that the grade or outcome of a class related concern should have been different.
2. If the instructor is no longer at the university or if the subject of the grievance arises when faculty are not expected to be on duty for a week or more, the student should report to his or her advisor or the absent faculty member's immediate supervisor (department head, division head, or dean if in School of Architecture or College of Nursing).

3. If the issue is not resolved at the faculty level and the student wishes to pursue the issue beyond the instructor, he/she should meet with his/her academic advisor even if the grade or other issue is not in the department, division, school, or college in which the student's class is being offered. The advisor will intervene appropriately, but if unable to negotiate an agreement between the student and his/her instructor, will direct the student to follow each level of the appeals procedures items 4 through 10 below.
4. If no agreement can be reached following discussion among the advisor, the student, and the instructor, the student should write a letter to the instructor's immediate supervisor. In the School of Architecture or College of Nursing, the Dean; in all other colleges the immediate supervisor of faculty, teaching assistants, laboratory assistants and other classroom professionals is the department or division head. The letter or form should present the grievance, the rationale for it, and the remedy sought. The letter or form should be sent at least one week prior to the student's scheduled appointment to meet with the instructor's immediate supervisor.
5. If the instructor's immediate supervisor cannot resolve the issue to the student's satisfaction and the student wishes to pursue the matter, the instructor's immediate supervisor will refer the matter to a three to five person faculty appeals panel, one of whom must be a part-time faculty person if part-time faculty members are employed in the department, school or college. The panel will review the grievance and make a recommendation to the instructor's immediate supervisor.
6. If no agreement is reached and the student decides to appeal the matter further, he/she should send a letter or any published form used for this purpose to the person above the instructor's immediate supervisor.
7. If the student believes that the decision of the highest official in the College or School, the dean, deserves further review due to flaws in the previous reviews or due to his/her having information of such nature as to potentially impact the outcome, the student should provide a written request for review to the Provost and Senior Vice President for Academic Affairs who will employ a review process appropriate to the situation and notify the dean of the outcome. The dean will notify the student of the outcome. A decision that has reached review by the Admissions and Academic Standards Committee is final.
8. Grading and other class related academic issues are referred in writing to the Office of the President only in instances where a preponderance of the evidence reveals that a student's Constitutional rights or human dignity may have been violated. The Provost and Senior Vice President for Academic Affairs will transmit to the President the entire record of reviews conducted at each level if requested by the President following his/her receipt of the student's written appeal. The President will employ a review process appropriate to the matter presented and notify the Provost and Senior Vice President for Academic Affairs and dean of the outcome. The dean will notify the student of the outcome.
9. If the class related complaint is related to issues including but not limited to sexual harassment, violence, drug use, possession of firearms, or other behaviors prohibited by federal law, state law, Texas A&M University System policy or University regulations, the student may select one of the following options:  
Option A: Report the incident, in writing, to the instructor's or other classroom professional's immediate supervisor (department head, division head, or dean).



Option B: Report the incident, in writing, to the Director of Human Resources in Room 109 Harrington Science Building or to the Provost and Senior Vice President for Academic Affairs in Room 212 A.I. Thomas Building.

10. If the class related complaint involves another student(s) and is related to issues including, but not limited to sexual harassment, violence, drug use, possession of firearms, or other behaviors prohibited by federal law, state law, Texas A&M University System policy or University regulations, the student should report the incident to the Office of the Vice President for Student and Enrollment Services.

### ***Graduation Requirements***

#### **General Requirements**

The following requirements apply to all graduate degree programs. Specific degree requirements may be found in the appropriate college sections of this catalog. All candidates expecting to graduate must file an application for the degree. The deadline for filing an application for the degree is published each semester by the registrar. Upon completion of all requirements for the master's degree, candidates are certified for graduation by the dean of the Graduate School. Degrees are publicly conferred at each university commencement.

*Admission to Candidacy:* The graduate student admitted to full degree status does not automatically become a candidate for the master's degree. To become a candidate, the student must complete the following minimum requirements:

1. Achieve a satisfactory score on the GRE or GMAT as stipulated by the department and college.
2. Prepare and submit an official Application for Admission to Candidacy Form showing the applicant's successful completion of 12 semester hours of required graduate courses with an average of "B" or better.
3. Submit the application, when approved by the department head and college/school dean, to the Graduate Dean for final approval.

Advancement to candidacy for doctoral programs is governed by the procedures of the program. Information for the specific program is found in this catalog under the degree description.

*Registration Requirement:* Students completing work required for a degree must be enrolled during the term in which the work is completed and the application for graduation is filed. A fee is required for registration in absentia.

### **Application for Graduation**

A student who plans to receive a degree from Prairie View A&M University must apply for graduation. Students are to apply by the published deadline available on the website for each graduation semester (fall, spring or summer). The application for graduation for any student submitted after the published deadline for that semester will be processed for graduation for the following semester.

To start the process, secure the application for graduation form from the Office of the Registrar's webpage at [www.pvamu.edu/registrar](http://www.pvamu.edu/registrar). Proceed to your academic department for appropriate approval/signatures. A fee is required as part of the application process and will be billed to the student at the time the approved application is submitted to the Office of the Registrar. Payment of the application fee is to be submitted to the Office of Treasury Services. Students who apply for graduation but who are not enrolled for the term in which they plan to graduate will be charged an absentia fee. Finally, students receiving financial aid must participate in the financial aid exit loan process and should visit the Office of Student Financial Aid for assistance.

Students who are indebted to the University will not be allowed to participate in the commencement exercises. The degree will be posted, if earned, but the transcript and diploma will be withheld until the debt is paid.

### **Commencement and the Conferring of Degrees**

Commencement exercises are scheduled in May, August and December of each year. Participation in the commencement exercises does not constitute the formal conferral of the degree. Formal conferring of degrees and awarding of diplomas take place after the final graduation audit review conducted by the academic dean and Office of the Registrar.

The University has the right to withhold a degree if academic, financial or disciplinary deficiencies arise before the degree is posted. The University may rescind a previously granted degree if it becomes aware of information leading to the determination that the degree(s) should never have been granted.

### **Graduate Thesis and Dissertation Committees**

The dean, school/college graduate program coordinator, department head, and the University graduate program director are responsible for approving the assignment of faculty to graduate committees. Members of the departmental faculty chair thesis and dissertation committees. It should be noted on all documents, including thesis and dissertation, when the graduate committee chair is not the thesis/research advisor.

### **Graduate Thesis, Dissertation or Project Report**

The graduate thesis, dissertation or project report must be signed by the thesis and dissertation committee members, school/college graduate program coordinator, department head, and dean; it must be prepared in a style and format that is prescribed by the specific degree program. Not later than two weeks prior to the last day of classes for the term or semester the student must submit a final draft of the thesis, dissertation or project report to the Graduate School for approval. If the manuscript meets the style and format criteria established by the faculty of a specific degree program, the student will be permitted to submit the document to the student's graduate advisory committee for approval and signature.

The bound copies of the signed thesis, dissertation or project report must be submitted to the Graduate School with the approval signatures of the thesis and dissertation committee members, school/college graduate coordinator, department head, and dean on or before the last day of classes for the Dean's approval and signature (the specific number of copies will be designated by the College or School). The Graduate School will be responsible for distributing the copies to the appropriate offices.

### **Oral Examination**

An oral examination is required of thesis and dissertation students. The oral examination is designed to test verbal and explanatory abilities of students as they explain and defend their research. The examining body is the student's Graduate Thesis/Dissertation Committee and may include other interested departmental faculty. The Graduate School may assign a member of the Graduate Council to attend or monitor an oral examination. The examination can be repeated only once.

### ***Probation and Dismissal***

All graduate students are required to maintain a 3.0 cumulative grade-point average. If a student's cumulative GPA falls below 3.0 during any semester of enrollment, the student will be placed on academic probation. In the next semester of enrollment, the student must raise his/her GPA to 3.0 or above or be dismissed from the Graduate School.

**Readmission after Academic Dismissal.** A graduate student may file a written appeal to the Dean of the College or School in which he/she was previously enrolled. An Appeals Committee in the College or School shall review the appeal and transmit a recommendation to the Dean of the College or School, who will make a recommendation to the Dean of the Graduate School. If a graduate student is re-admitted after dismissal, he/she must maintain a 3.0 GPA in each semester of enrollment or be dismissed again. Individual graduate programs may also impose additional cumulative GPA restrictions for their students.

### ***Change of Major/Program***

Under certain circumstances, it is possible for a student to change the graduate major/program. ONLY students who have a cumulative GPA of 3.0 or higher in all course work taken in post-baccalaureate standing at Prairie View A&M University are eligible to begin the process to change from one degree major/program to another. A complete application packet and application fee must be submitted to the Graduate School. The change must be completed during the regular registration period for a particular semester or term. (Note: A graduate student on academic probation cannot change major/program during this period; however, after the probation period he/she may reapply to the Graduate School through the accepting Graduate Advisor, Department Head, and Academic Dean). The application will be subject to the approval of the Graduate Dean.

### ***Withdrawals and Related Course Changes***

Course changes and withdrawals are accepted only as designated in the academic calendar. All such changes in registration require the approval of the student's advisor and/or dean. No change in registration is complete until filed with the Office of the Registrar for recording. A student who wishes to withdraw from a course other than an undergraduate pre-college developmental course (reading, writing, mathematics, study skills) but whose advisor, department head, or dean will not approve may appeal to the Provost and Senior Vice President for Academic Affairs.

*Limitations on Course Withdrawals:* Effective September 1, 2007, institutions of higher education may not permit a student to drop more than six courses, including any course dropped at another institution of higher education. For specific details and/or exceptions to this rule contact the Office of the Registrar or the Dean of the respective academic unit. (Enacted by the 80<sup>th</sup> Legislative Session of the State of Texas - SB 1231)

### **Administrative Withdrawal**

To be administratively withdrawn from the University is to be dismissed from the University. A student may be dismissed from the university for failure to make satisfactory academic progress, failure to pay legitimate debts on schedule or for inappropriate behavior that is detrimental to good order. Administrative withdrawal does not relieve the student of the responsibility for all debts, including tuition, fees, room and board, and other incidental charges for the full semester. Administrative withdrawal due to failure to meet financial obligations will result in the following:

- Transcripts being withheld
- Room and board privileges being lost
- Classroom admittance being denied

A student who has been dismissed for financial reasons can have privileges restored upon payment of all outstanding charges and a reinstatement fee.

### **Voluntary Withdrawal from a Course**

1. A student may withdraw from a course before the Change of Program Period ends without having the course recorded on his/her permanent record.
2. Withdrawal from a course will be allowed until two weeks after mid-term examinations period during the fall and spring semesters, and one week before the date of the final examination during a summer term. No Withdrawal from a course will be allowed after that point. Withdrawals must be approved by the advisor/department head/dean.
3. Upon official notification that a student has withdrawn, a grade of “W” will be assigned. The “W” will not be calculated in the GPA.
4. Withdrawals from courses may affect housing, graduation, financial aid, and membership in organizations or other opportunities.

### **Voluntary Withdrawal from the University**

Students seeking to withdraw from the University may seek advice and counsel from several sources: Registrar, Course Instructors, Department Head, or Dean. Whatever the initial contact, the student will be referred to a Transition Coordinator in the Division of Student and Enrollment Services, 315 Memorial Student Center. The Transition Coordinator is the official starting point for the withdrawal process.

A student may be required to meet with a transition coordinator who will assess the student’s rationale for withdrawal, and will, through referral, coordination, counseling, or other University resources, assist the student with remaining enrolled if possible.

A student who officially withdraws after the Change of Program period through the last class day will receive a grade of “WV” for all courses affected by the withdrawal.

### **Withdrawal of Students Ordered to Military Active Duty**

A student called to active duty after the summer semester of 1990 will have three options as follows:

1. Refund of the tuition and fees paid by the student for the semester in which the student is required to withdraw,
2. Grant the student a grade of “MW” in each of his or her academic courses and designate “withdrawn-military” on the students transcript, or
3. If an instructor determines that a student has satisfactorily completed a substantial portion of the course and demonstrated mastery of the material, then an appropriate final grade may be assigned.

In all cases, the student should provide a copy of the military order to the academic dean. The Dean will ensure that the Registrar has a copy of this order to keep in the permanent file. In those events where the student chooses the second option, the Dean will ensure that grades of "MW" are recorded for courses in which the student is enrolled. The instructor for each course will prepare the necessary documentation for removing the "MW" grade and forward the information to the department head for storage in the student's record in the college, or school. In addition, a copy of the documentation will be forwarded to the Registrar for storage in the student's permanent file. The time limit for the removal of a grade of "MW" for a student called to active military duty after the summer semester of 1990, shall be one calendar year from the official date of release from military active duty. Failure to enroll as a student during the one calendar year following release from military active duty will result in the grade of "MW" remaining permanently on the academic record.

### **Ordering Transcripts**

A transcript is the record of an individual's course work at the University. Before an official transcript can be released, all admission requirements, fiscal and financial aid obligations to the University must be met. Official transcripts may be requested in writing to Prairie View A&M University, P.O. Box 519, MS 1002, Prairie View, TX 77446-0519 or in person from the Office of the Registrar. There is no cost for transcripts.

Students attending Prairie View A&M University beginning Fall 1993 and later may request a transcript via the WEB on Panthertracks at <http://panthertracks.pvamu.edu/>. The student should follow the on-line instructions. Students with questions about how to log-on to Panthertracks should first review the Frequently Asked Questions page.

Students who attended Prairie View A&M University prior to the Fall 1993 must request a transcript in writing. The transcript request form and instructions can be accessed via the WEB at [www.pvamu.edu](http://www.pvamu.edu) by clicking on the link for the Registrar's Office. A written request should include the complete name of the student as recorded while attending the university, social security number, date of birth, first and last enrollment semesters, number of transcripts requesting and the address where the transcript(s) are to be mailed. All written transcript requests must have the student's signature; failure to sign the request will delay processing. Please allow 3-5 weekdays from the date the request was received, except during peak periods (10 weekdays) for processing.

A student must provide identification at the Office of the Registrar when requesting and picking up a copy of a transcript in person. Without the written consent of the student the University will not release a transcript except when directed by a court ordered subpoena.

**Change of Name**

At Prairie View A&M University, a currently enrolled student may request a change of name by presenting any 2 original documents as follows:

- a) driver's license or passport
- b) court order, divorce decree or marriage license

to the Office of the Registrar, Room 302 Memorial Student Center.

**Change of Social Security Number**

A request to change your social security number must be made by presenting your social security card along with an original photo id (i.e. driver's license, passport) to the Office of the Registrar, Room 302 Memorial Student Center.

**UNIVERSITY POLICY: ACADEMIC HONESTY**

Course credit, degrees, and certificates are to be earned by students and may not be obtained through acts of dishonesty. Students are prohibited from participation in acts of academic dishonesty including tampering with records or falsifying admissions or other information. Disciplinary action will be taken against any student who alone or with others engages in any act of academic fraud or deceit. The university's policy on academic dishonesty is stated below:

It is the responsibility of students and faculty members to maintain academic integrity at the university by refusing to participate in or tolerate academic dishonesty. Each instance of academic dishonesty should be reported to the department in which the student has declared a major so that it can become a part of the student's file; to the department head of the instructor of the course in which the alleged infraction occurred; and to the Office for Academic Affairs as deemed necessary.

***OFFENSES and DISCIPLINARY ACTIONS***

Offenses:

- Acquiring Information
- Providing Information
- Plagiarism and Dual Submissions
- Conspiracy
- Fabrication of Information
- Misrepresentations, alterations of documents, forgery, et cetera

Disciplinary Actions:

- Grade Penalty
- Letter of Reprimand
- Probation
- Suspension
- Dismissal
- Expulsion

Below are definitions of sanctions that can be enforced for breaches of the University Academic Dishonesty Policy:

**1. Probation** - In addition to the penalty for the first offense, a student on academic conduct probation is subject to the following restrictions:

- a) Ineligibility to hold an office in any student organization recognized by the university or to hold any elected or appointed office of the university.
- b) Ineligibility to represent the university outside the university community in any way, including representing the university at any official functions, intercollegiate athletics, or any other form of intercollegiate competition or representation.
- c) Ineligibility to receive university-administered financial aid, such as scholarships.

**2. Suspension** - Separation of the student from the university for no less than one regular semester. The student is not guaranteed readmission at the end of such period of time, but is guaranteed a review of the case and the student's entire record by the student's dean.

**3. Dismissal** - Separation of the student from the university for an indefinite period of time. Readmission to the university may be possible at some time, but no specific time for a decision is established. The student is not automatically eligible for readmission.

**4. Expulsion** - Separation of the student from the university whereby the student is not eligible for readmission to the university.

Following the review, the dean's decision regarding eligibility for readmission will be communicated in writing to the student who has the right to appeal that decision to the University Academic Dishonesty Disciplinary Committee.

The standard of review to be used in all proceedings under this section shall be fundamental fairness. Strict rules of evidence and procedures are not required so long as the proceedings are conducted in such a manner as to allow both sides to fairly and fully explain the circumstances. Decisions regarding admissibility of evidence and the weight to be given to same shall be made by the party who is conducting the hearing.

#### ***OFFENSES and APPROPRIATE DISCIPLINARY ACTIONS***

Commission of any of the following acts shall constitute academic dishonesty. This listing is not exclusive of any other acts that may reasonably be determined to constitute academic dishonesty. The penalty for an offense, whether first or later, will generally range from a letter of reprimand to expulsion, depending upon the severity of the offense. If an offense leads to course credit or the acquisition of a degree or certificate and it is revealed after following appropriate procedures that the offense was indeed committed, the university has the right to rescind course credit, degrees, and/or certificates awarded.



**Offense: Acquiring information**

- 1) Acquiring answers for an assigned work or examination from unauthorized source.
- 2) Working with another person or persons on an assignment or examination when not specifically permitted by the instructor.
- 3) Copying the work of other students during an examination.

**Offense: Providing information**

- 1) Providing answers for an assigned work or examination when not specifically authorized to do so.
- 2) Informing a person of the contents of an examination prior to the time the examination is given.

**Offense: Plagiarism and Dual Submissions**

- 1) Failing to credit sources used in a work or product in an attempt to pass off the work as one's own.
- 2) Attempting to receive credit for work performed by another, including papers obtained in whole or in part from individuals or other sources.
- 3) Attempting to receive credit in one or more classes for the same paper or project without written approval of instructors involved.

**Offense: Conspiracy**

Agreeing with one or more persons to commit an act of scholastic dishonesty.

**Offense: Acquisition of examinations, answers to examinations or assignments.**

**Offense: Fabrication of Information**

- 1) The falsification of the results obtained from a research or laboratory experiment.
- 2) The written or oral presentation of results of research or laboratory experiments without the research or laboratory experiments having been performed.

**Offense: Misrepresentations, alterations of documents and forgery**

- 1) Taking an examination for another person or allowing someone to take an examination for you.
- 2) Signing an attendance sheet for another student or committing similar acts of impersonation.
- 3) The changing of admissions data, test results, transcripts, grade reports, or other documents.

***PROCEDURES in ACADEMIC DISHONESTY CASES\****

1. The instructor of record shall be the instructor of the course in which the claim of academic dishonesty is being made or the appropriate committee chair for a graduate student taking examinations required by the department or college.
2. At the point of discovery, the instructor shall:
  - a) inform the student of the alleged academic dishonesty and explain the sanction(s);
  - b) hear the student's explanation of circumstances and judge the student to be guilty or not guilty of academic dishonesty;

c) if he/she judges him/her to be guilty, he/she will make a written report to the head of the department offering the course, with a copy to the student, the department head for the program in which the student has declared a major and the Office of Academic Affairs, outlining the incident and including a recommendation of disciplinary action(s) to be imposed; and

d) inform the student, in writing, of his/her right to appeal to the head of the department offering the course regarding either the question of guilt or the sanction(s) and explain the procedures the department head will follow if his/her decision is appealed to that level.

3. The instructor's recommendation may be dismissed, reduced, upheld or increased by the department head. Prior to reaching a final decision regarding any sanction to be imposed, the department head shall check the student's record in the Office of Student and Enrollment Services and/or the department in which the student has a declared major to determine the appropriate disciplinary action for a person with his/her previous offenses.

**\*NOTE:** Where there is no department, responsibility assigned to department head will go to the dean of the college.

4. If the student chooses not to appeal and the department head concurs with the instructor's recommendation, the department head will implement the sanction.

A copy of the report is forwarded to the dean of the college in which the alleged offense occurred and the dean of the college in which the student has declared a major.

5. If the department head proposes to change the instructor's recommendation, the department head shall conduct a hearing. The student and the instructor shall be allowed to present witnesses and provide evidence relating to the charges. The recommendations resulting from this hearing shall be forwarded in writing to the dean of the college offering the course and to the student. The student may appeal to the dean.

6. If the student chooses not to appeal the recommendation of the department head, the dean of the college offering the course will implement the sanction.

7. Should the student appeal to the dean, an appeal at this level may be based on written summaries only. However, should the dean choose to hear witnesses or hold an informal hearing, it should be done within five working days of receipt of the recommendation from the department head. Within five working days of the hearing, if one is to be held, or five working days of receipt of the recommendation, if there is to be no hearing, the dean shall review the charges and render a written notification.

8. A student who wishes to appeal the decision of the dean, in whole or in part, shall appeal to the University Academic Dishonesty Disciplinary Committee which will be appointed by the Provost and Senior Vice President for Academic and Student Affairs. The Committee is to be comprised of one-third faculty, one-third Student and Enrollment Services professional staff and one-third students.

9. Once a charge of academic dishonesty has been finally resolved, notice of the same shall be provided in writing to the student, the instructor, the head of the department offering the course, the dean of the college offering the course, the head of the department in which the student has declared a major, the dean of the college in which the student has declared a major and the Office for Academic and Student Affairs.

10. Following a first offense, the student must be given a copy of the University Academic Dishonesty Policy by the department head of the college in which the offense occurred and the said policy should be discussed with the student.

***Student Rights and Responsibilities in Academic Dishonesty Cases***

Students have the right to accept the decision of the instructor for a particular offense. This does not preclude review of records for past offenses and imposition of penalty for accumulated violations. Students shall be afforded the following rights in the hearing conducted by the department head. The dean's appeal shall not be considered a hearing covered by these regulations:

1. Right to a written notice of the charges at least three working days before the hearing may proceed.
2. Right to waive the three-day notice of charges.
3. Right to reasonable access to the case file.
4. Right to review all evidence and question any witness against the student.
5. Right to present evidence and/or witnesses in his/her own behalf.
6. Right to have an observer present during the hearing. The observer cannot be a witness in the hearing or represent the student in the hearing.
7. Right to appeal the disciplinary recommendation to the dean of the college offering the course and, finally, to the University Academic Dishonesty Disciplinary Committee.

If student wishes to have an attorney present at a hearing before the department head or dean, the department head or dean will be afforded the same opportunity to have equal representation present.

If the student wishes to appeal a recommendation made by the instructor, department head or dean, he/she must provide written notice to the proper level within five working days of receiving notice of the recommendation. Only in unusual circumstances may this deadline be extended by the entity conducting the hearing.

**Further Notes Related to Disciplinary Action in  
Academic Dishonesty Cases**

Offenses punishable by probation, suspension, dismissal, expulsion or other penalties must be reported in writing to the University Academic Dishonesty Disciplinary Committee within three working days of the decision even if the student waives his/her right to an appeal.

**GRADATE DEGREE PROGRAMS**

COLLEGE	MAJOR	DEGREE OFFERED	CONTACT INFORMATION
<b>Agriculture and Human Sciences</b>	<b>Agriculture</b> with a concentration in: Agricultural Economics, Animal Science, Soil Science	MS	Dr. Richard Griffin, Coordinator 936-261-5019 <a href="mailto:rwgriffin@pvamu.edu">rwgriffin@pvamu.edu</a>
	<b>Human Sciences</b> with a concentration in: Marriage and Family Studies, Family and Consumer Studies, Interdisciplinary Studies in Human Sciences	MS	
<b>School of Architecture</b>	<b>Architecture</b>	MARC	Dr. Bruce Bockhorn, Coordinator 936-261-9805 <a href="mailto:bfbockhorn@pvamu.edu">bfbockhorn@pvamu.edu</a>
	<b>Community Development</b>	MCD	Dr. Rick Baldwin, Coordinator 936-261-9816 <a href="mailto:ribaldwin@pvamu.edu">ribaldwin@pvamu.edu</a>
<b>Arts &amp; Sciences</b>	<b>Biology</b> with a concentration in Environmental Toxicology	MS	Dr. Harriette Block, Head 936-261-3160 <a href="mailto:hblock@pvamu.edu">hblock@pvamu.edu</a> Dr. Seab Smith, Coordinator 936-261-3169 <a href="mailto:sasmith@pvamu.edu">sasmith@pvamu.edu</a>
	<b>Chemistry</b>	MS	Dr. Aderemi Oki, Head 936-261-3105 <a href="mailto:aroki@pvamu.edu">aroki@pvamu.edu</a>
	<b>English</b>	MA	Dr. Dejun Liu, Head 936-261-3731 <a href="mailto:deliu@pvamu.edu">deliu@pvamu.edu</a> Dr. Diljit Chatha, Coordinator 936-261-3715 <a href="mailto:dkchatha@pvamu.edu">dkchatha@pvamu.edu</a>
	<b>Mathematics</b>	MS	Dr. Aliakbar Haghighi, Head 936-261-1975 <a href="mailto:amhaghighi@pvamu.edu">amhaghighi@pvamu.edu</a>
	<b>Sociology</b>	MA	Dr. Walle Engedayehu, Head 936-261-3200 <a href="mailto:waengedayehu@pvamu.edu">waengedayehu@pvamu.edu</a> Dr. Sarah Williams, Coordinator 936-261-3221 <a href="mailto:sbwilliams@pvamu.edu">sbwilliams@pvamu.edu</a>
<b>Business</b>	<b>General Business Administration Accounting</b>	MBA MSA	Dr. John Dyck, Coordinator 936-261-9217 <a href="mailto:jwdyck@pvamu.edu">jwdyck@pvamu.edu</a> (ARCH-202)

COLLEGE	MAJOR	DEGREE OFFERED	CONTACT INFORMATION
<b>Education</b>	<b>Curriculum &amp; Instruction</b> with a concentration in: Agriculture Education, Educational Media & Technology, Elementary Education (Early Childhood Education), English Education, Home Economics, Education, Industrial Education, Mathematics Education, Music Education, Reading Education, Science Education <b>Special Education</b>	MEd  MSEd	Dr. Douglas Butler, Interim Head 936-261-3410 <a href="mailto:dmbutler@pvamu.edu">dmbutler@pvamu.edu</a>
	<b>Counseling</b> <b>Educational Administration</b> <b>Educational Administration/Supervision</b> <b>Educational Leadership</b>	MA MEd/MSEd MEd/MSEd  PhD	Dr. Pamela Barber-Freeman, Interim Head 936-261-3644 <a href="mailto:ptfreeman@pvamu.edu">ptfreeman@pvamu.edu</a> Dr. Douglas Hermond, Coordinator 936-261-3648 <a href="mailto:dshermond@pvamu.edu">dshermond@pvamu.edu</a>
	<b>Health &amp; Physical Education</b>	MEd/MSEd	Dr. Kay Wilson, Head 936-261-3900 <a href="mailto:mkwashington@pvamu.edu">mkwashington@pvamu.edu</a>
<b>Engineering</b>	<b>Computer Information Systems</b> <b>Computer Science</b>	MS MS	Dr. Akhtar Lodgher, Head 936-261-9871 <a href="mailto:aklodgher@pvamu.edu">aklodgher@pvamu.edu</a>
	<b>Electrical Engineering</b> <b>Engineering</b> with a concentration in: Chemical Engineering, Civil Engineering, Environmental Engineering, Mechanical Engineering <b>Electrical Engineering</b>	MSEE MSENG  PhD	Dr. John Attia, Head 936-261-9916 <a href="mailto:joattia@pvamu.edu">joattia@pvamu.edu</a>
<b>Juvenile Justice &amp; Psychology</b>	<b>Juvenile Justice</b> <b>Juvenile Justice</b>	MSJJ PhD	Dr. Myrna Cintron, Head 936-261-5234 <a href="mailto:mycintron@pvamu.edu">mycintron@pvamu.edu</a>
	<b>Juvenile Forensic Psychology</b> <b>Clinical Adolescent Psychology</b>	MSJFP PhD	Dr. Bonnie Walker, Head 936-261-5213 <a href="mailto:bjwalker@pvamu.edu">bjwalker@pvamu.edu</a>
<b>Nursing</b>	<b>Nursing</b> with a concentration in: Family Nurse Practitioner, Nursing Administration, Nursing Education	MSN	Dr. Jennifer Goodman, Coordinator 713-797-7007 <a href="mailto:jjgoodman@pvamu.edu">jjgoodman@pvamu.edu</a>