



PRAIRIE VIEW A&M UNIVERSITY

**Student Conduct Code
and Handbook**

2008-2009



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To Our Students

Prairie View A&M University is more than 130 years old and the institution has not only survived, but it is thriving. The University's rich heritage is grounded in a commitment to educating students to be productive professionals and citizens of their communities. As a land-grant institution dedicated to teaching, research and service, the University strives to achieve a living and learning environment conducive to students reaching their full potential.

The University community is designated as a place for the exchange of ideas and academic instruction. Along with faculty and staff, students who attend this University are responsible for creating and establishing a safe and positive place that encourages learning. Students are expected to obey stated laws, follow regulations, and maintain absolute integrity and a high standard of individual honor in scholastic work and personal interactions.

The Prairie View A&M University Student Conduct Code Handbook serves as the first resource for your questions about University rules and regulations and your rights and responsibilities. Should you need additional assistance in utilizing the processes presented in the student conduct code, navigating the grievance and appeals procedures, or understanding the student disciplinary procedures, I encourage you to call upon the University's faculty, administrators and staff at your disposal.

Again, welcome to Prairie View A&M University! I invite you to learn about the many things that PVAMU has to offer, meet new friends, participate in organizations and have new experiences. Indeed, leave PVAMU having obtained a college degree and an education that extend far beyond the classroom.

Sincerely,

George C. Wright
President



Introduction to PVAMU

Exemplary behavior is the hallmark of a Prairie View Man and a Prairie View Woman. Your choosing to join this academic community obligates you to perpetuate this long legacy of being a proud productive Panther. In reflecting over this legacy, several guidelines for Panthers have emerged. These include a ***Commitment to Excellence, the Panther Code of Honor*** and ***Ideals for the Prairie View Man and Woman***. These statements are included for you to ponder as you examine your rights and responsibilities as a PVAMU student.

Commitment to Excellence

Upon admission to and enrollment at Prairie View A&M University, an undergraduate and graduate student becomes a PVAMU Man or a PVAMU Woman, a loyal Panther that agrees to uphold a commitment:

TO EXCELLENCE IN ATTITUDE Exhibiting a positive desire to accept the challenges of college life, refusing to allow obstacles to impede progress toward future goals and aspirations.

TO EXCELLENCE IN PERSONAL MANAGEMENT Exhibiting the highest respect for self and for the property and rights of others.

TO EXCELLENCE IN WORK ETHIC AND SCHOLARSHIP Exhibiting determination that leads to meeting expectations of class attendance, course requirements, work-study positions, student organizations and other commitments. Exhibiting dedication and persistence required to realize one's full academic potential.

TO EXCELLENCE IN RESPONSIBILITIES FOR PEERS Exhibiting leadership among peers that openly repudiates violence, illicit drug use, possession of weapons, vulgarity, apathy or any form of destructive, inappropriate behavior.

TO EXCELLENCE IN PROFESSIONAL CAREER PREPARATION Exhibiting deliberate pursuit of professional and career readiness as evidenced by participation in student organizations, academic learning communities, athletic competition, career planning, leadership training, graduate professional school orientations and other career preparation activities.

TO EXCELLENCE IN COMMUNITY MEMBERSHIP Exhibiting responsible citizenship, taking social and political positions that advance the common good, contributing skills and talents in a manner that promotes the general welfare of local, state, regional, national and international communities.

TO EXCELLENCE IN HONESTY, INTEGRITY, AND CHARACTER Exhibiting commitment to being truthful in the conduct of personal and academic matters, resisting any form of deceit, malfeasance, misrepresentation or fraudulence, exhibiting a high standard of moral conduct as evidenced by one's being fair, dependable, and ever mindful of how one's behavior affects the greater community.

Panther Code of Honor

All members of the Prairie View A&M University community should conduct themselves in a manner appropriate for a community of scholars. All students are expected to obey the law, follow regulations and maintain absolute integrity and a high standard of individual honor in scholastic work and personal interaction.

Ideals for the Prairie View Man and Woman

In 1878, eight male students from rural Texas came to what is now Prairie View A&M University, seeking an education. They entered a wooden frame building named Kirby Hall and there they found a spirit, the spirit of Prairie View. Through the years this spirit has been handed down to each generation of Panthers. It is now handed to you. When you are characterized by this spirit, you will truly bear the mark of the Prairie View *Man* or the Prairie View *Woman*.

In 1971, the Prairie View A&M College Student Handbook contained the following ideals for the PV Man and the PV Woman. Even though the language may have changed, many of the ideals presented are just as current today. We commend these ideals to *you* the present generation of students...



- 1. FRATERNITY** The Prairie View Man and the Prairie View Woman are linked together in brotherhood and sisterhood. This fraternity is expressed through kindness, thoughtfulness, respect, consideration, encouragement, and assistance to fellow students. They share, inspire, aspire and seek to always enhance and strengthen their peers. They never do anything that will diminish or degrade. They are understanding of the shortcomings of others without excusing them from responsibility. They have a love for their fellow man and woman, and seek joy, pleasure and accomplishment through mutual association. There is a tie that binds the Prairie View students together; none goes their way alone. All that they send into the lives of others comes back into their own.
- 2. FRIENDLINESS** The Prairie View Man and the Prairie View Woman are known by their friendliness. They are cheerful and hospitable. They greet their fellow students, faculty, friends and visitors with a warm smile and cheerful 'hello.' They are polite and considerate of others. They make everyone feel welcome by their friendliness.
- 3. HONESTY** The Prairie View Man and the Prairie View Woman are honest with themselves and fellow students. They will not tolerate dishonesty in themselves nor in their fellow students. They will not cheat, lie, steal or foster dishonesty in any form. Their honor is their greatest asset.
- 4. SCHOLARSHIP** The Prairie View Man and the Prairie View Woman are scholars. They are scholarly in dress, in attitude, in disposition, in philosophy and intellectual pursuits. The Prairie View student is in continuous pursuit of excellence. They do not permit themselves nor their fellow students to engage in mediocrity in any form.
- 5. CLEANLINESS** The Prairie View Man and the Prairie View Woman are clean. They are clean of body, clean in their thoughts and clean in their actions. They abhor dirt as disease. They work continuously to maintain a clean residence and clean campus. They strive to be clean in their physical and spiritual beings for they know that cleanliness is a sign of purity.
- 6. HEALTH** The Prairie View Man and the Prairie View Woman know the value of health. They realize that their bodies are the temples of the mind; therefore, they seek to protect and safeguard their bodies. The Prairie View Man and the Prairie View Woman never engage in an act or practice which may be injurious to their health or the health of any one person. They respect their bodies and mind. They have knowledge of its functions and engage in those habits which always keep themselves healthy and alert.
- 7. RESPECT** The Prairie View Man and the Prairie View Woman give respect to others and command respect for themselves. Whether alone or with others they maintain their dignity and honor by seeking truth and knowledge. They realize that the price of respect may be loneliness or isolations. They never act in any way which might bring disrespect or dishonor to themselves, their fellow man or woman or their University.
- 8. RESPONSIBILITY** The Prairie View Man or the Prairie View Woman is a responsible person. They are responsible for truth, order, self-discipline. They have trusteeship with other students, the faculty, the administration, and the alumni for supporting and strengthening the University. They place responsibility before pleasure or privilege. They never perform an act or deed for which they are not willing to take full and complete responsibility. They maintain that they and their fellow students should not evade responsibility; they welcome it as an opportunity for growth and maturity.
- 9. SERVICE** The Prairie View Man and the Prairie View Woman are characterized by a concept of service. They understand that the greatest achievement of a man is to be of service to others. They use their skills, knowledge, talents not only to sustain themselves, but to help their fellow students, the campus community and the world community. They are willing to give something of themselves for which they receive no pay and personal fulfillment from the knowledge that they have been of help to others.
- 10. RELIGIOUS FREEDOM** Students are free to express religious or non-religious preferences or any spirituality as long as they do not infringe on the rights of others.

Source: *Prairie View A&M College Student Handbook 1971-1972*



Student Rights & Responsibilities and Student Conduct Code

PVAMU students have rights that are to be respected. The following statement of students' rights and responsibilities is intended to reflect the philosophical base upon which all University student rules are built. This philosophy acknowledges the existence of both rights and responsibilities, which is inherent to an individual not only as a student at Prairie View A&M University but also as a citizen of this country.

Student Rights

ARTICLE I. A student shall have the right to participate in a free exchange of ideas, and there shall be no University rule or regulation or administrative policy that in any way abridges the rights of freedom of speech, expression, petition and peaceful assembly as set forth in the United States Constitution.

ARTICLE II. Students shall be treated on an equal basis, free from illegal discrimination, including harassment, in all areas and activities of the University regardless of race, color, religion, sex, age, national origin, veteran status, sexual orientation or disabilities.

ARTICLE III. A student has the right to personal privacy except as otherwise provided by law, and this will be observed by students and University authorities alike.

ARTICLE IV. Each student shall be free from disciplinary actions by University officials for violations of civil and criminal law off-campus, except when such a violation is determined to also be a violation of the provision regarding conduct in the Student Conduct Code Handbook or the University regulations.

ARTICLE V. Each student subject to disciplinary action arising from substantive violations of University student rules shall be assured a fundamentally fair process. At all student conduct hearings, an accused student shall be assumed not responsible until proven responsible, and, in initial conduct hearings, the burden of proof shall rest with those bringing the charges.

Student Responsibilities

ARTICLE I. A student accepts the responsibility to respect the rights and property of others, including other students, the faculty and the administration.

ARTICLE II. A student has the responsibility to be fully acquainted with the published student rules and to comply with the regulations and the laws of Prairie View A&M University, the Texas A&M University System, the State and Nation.

ARTICLE III. A student has the responsibility to recognize that student actions reflect upon the individual involved and upon the entire University community.

ARTICLE IV. A student has the responsibility to recognize the University's obligation to provide a safe environment for living and learning.

ARTICLE V. Students using or working in campus facilities during the course of their studies, activities or employment are responsible for becoming familiar with and following all the safety procedures.

Student Conduct Code

ADMINISTRATION OF STUDENT CONDUCT

A. Student Discipline The Vice President for Student Affairs and Institutional Relations, reports to the President of the University and is the senior University administrator responsible for the management and enforcement of the Student Conduct Code. The Associate Vice President for Student Affairs reports to the Vice President for Student Affairs and Institutional Relations and may take immediate interim disciplinary action when he/she believes the presence of a student on campus poses a continuing danger to persons or property or presents a threat of disrupting the University environment. If the Associate Vice President should take such action, a student conduct hearing will be scheduled as soon thereafter as possible.

Authority is delegated to the Student Conduct Officer, who reports to the Associate Vice President for Student Affairs, to investigate, consistent with rules and regulations, violations of the Student Conduct Code and after thorough review, render decisions that are consistent with approved disciplinary actions. The Student Conduct Officer shall determine the composition of the Student Conduct Hearing Boards and determine which Board will be authorized to hear each matter.

Conduct standards at the University are set forth in writing in order to give students general notice of prohibited conduct. These rules should be read broadly and are not designed to define prohibited conduct in exhaustive terms. Some of these regulations may also be found in other University publications such as the catalog and the residential lease agreement. When changes are necessary, they will be written, approved and posted on the Student Affairs web site as an addendum to this document.

Violation of any municipal ordinance, law of the State of Texas or law of the United States may result in disciplinary action. Any disciplinary action imposed by the University may precede and may be in addition to any penalty that might be imposed by any off-campus authority.

B. Awareness of Policies Every student, including those who are participating in any program that is University sponsored, on or off campus, must abide by the rules and regulations governing student conduct. The rules and regulations are available on the Internet, at the front desk of the main campus library and in each administrative office on all PVAMU campuses. Additional copies are available by contacting the Office of the Associate Vice President for Student Affairs.

C. Jurisdiction of the Student Code The PVAMU Student Code shall apply to conduct that occurs on the University premises, at PVAMU sponsored activities, and to off-campus conduct that adversely affects the University community and/or the pursuit of its objectives. Each student shall be responsible for his/her conduct from the time of application for admission through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment (and even if their conduct is not discovered until after a degree is awarded). The Student Code shall apply to a student's conduct even if the student withdraws from school while a disciplinary matter is pending. The Student Conduct Officer shall determine whether the Student Code shall be applied to conduct occurring off campus, on a case by case basis.

D. Definition of Terms Applied to the Student Conduct Code

1. **Accused Student** – Any student accused of violating this Student Code.
2. **Appeal** - To request a review of a disciplinary decision.
3. **Campus, University or Institution** - Prairie View A&M University has a main campus located in Prairie View, Texas and other off-campus locations such as the Northwest Center; the College of Nursing in Houston; Lone Star College-University Center in the Woodlands and the Dallas site.
4. **Complainant** – Any person who submits a charge alleging that a student violated this Student Code. When a student believes that she/he has been a victim of another student's misconduct, the student who believes she/he is a victim will have the same rights under this Student Code as are provided to the Complainant, even if another member of the community submitted the charge itself.
5. **Disciplinary Actions** - The proceedings that are used to determine if the Student Conduct Code has been violated.
6. **Group** - A number of persons who are associated with each other and operate as an organization but who have not complied with University requirements for registration as an official University organization.
7. **Organization** – A number of persons who have complied with University requirements for registration as a recognized student organization.
8. **Published Policies** - All University rules and regulations, policies and procedures produced as a result of approval of The Texas A&M University Board of Regents and/or President of the University.
9. **Records** - All evidence produced as a written statement, as a document, report or produced as a result of a tape recording or computer entry.
10. **Referral Notice** - An official written or verbal request made by a University official to report to the Office of the Associate Vice President for Student Affairs or to the Student Conduct Office.
11. **Sanctions** - Any penalty that is determined to be an appropriate and just response to violations of the Student Conduct Code.
12. **Student** - Any person admitted to the university, pursuing undergraduate, graduate or professional studies, whether full-time or part-time and who is either currently enrolled or was enrolled the previous semester and registered for a future semester.
13. **Student Conduct Hearing Board** – Any person or persons authorized to determine whether a student has violated the Student Conduct Code and to recommend sanctions that may be imposed when a violation has been committed.
14. **University Official** - Any administrator, faculty member, staff, including residence hall directors, graduate assistants, resident assistants or other authorized individuals employed by the University.
15. **University Premises** - Buildings or grounds owned, leased, operated, controlled or supervised by the University.
16. **University Property** - Possessions that are within the control, possession, use or ownership of the University.
17. **University Sponsored Activity** - Any activity on or off campus that is initiated, aided, authorized or supervised by the University.
18. **Weapon** - Any object or substance designed to inflict a wound, cause injury, or incapacitate, including, but not limited to all fire arms, pellet guns, switchblade knives, paint ball guns, clubs, brass knuckles and explosives.

PROHIBITED CONDUCT The following are examples of prohibited conduct. This list is not designed to be all-inclusive or exhaustive. Any student found to have committed or to have attempted to commit the following misconduct is subject to the disciplinary sanctions outlined in this document.

A. Acts of Dishonesty, Including but Not Limited to the Following:

1. **Cheating, Plagiarism or Other Forms of Academic Dishonesty.**
2. **Furnishing False Information to Any University Official, Faculty Member or Office.**
3. **Forgery, Alteration or Misuse of Any University Document, Record or Instrument of Identification.** This includes signing of another student's name, using another student's I.D. card, credit card, or other personal documents, affixing the signature of a University official to any document circumventing the procedural process of the University or of gaining an unfair advantage.
4. **Misuse of Student Identification Card and Meal Card.** University issued identification may be required to enter the dining hall or other designated facilities and events. The identification must be used by the person to whom it is issued, it is nontransferable and must be used for the purpose it was issued. Students are not allowed to use another student's I.D. card for any reason. If your card is lost or stolen, report it to the Prairie View A&M University Department of Public Safety and Auxiliary Services immediately. Students are required to present their I.D. card when asked by any University official.

B. Physical Abuse, Verbal Abuse, Threats, Intimidation, Harassment, Coercion and/ or Other Conduct Which Threatens or Endangers the Health or Safety of Any Person. PVAMU has zero tolerance for physical abuse. This includes attempting, causing, or threatening an individual with injury or inflicting pain. Causing physical contact with another when the person knows or should reasonably believe that the other will regard the contact as offensive or provocative or reacting violently to the behavior of others. A student should make every effort to avoid a physical altercation. It is not a defense that the person or group against whom the physical abuse was directed consented to, or acquiesced to the physical abuse. No student shall threaten or intimidate any member of the University community. If at any time a student feels threatened or intimidated, they should report the incident to the proper authorities.

C. Hazing. Means an intentional, or reckless act, occurring on or off the campus of an educational institution, by one person alone or acting with others, directed against a student and endangers the mental or physical health or safety of that student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are students at an educational institution. Hazing is also a violation of Texas State Law.

D. Sexual Misconduct.

1. **Sexual Assault/Rape.** Sexual assault is the oral, anal or vaginal penetration by sexual organ of another or anal/vaginal penetration by any means against the victim's will or without his/her consent. An individual who is mentally incapacitated, unconscious or unaware that the sexual assault is occurring is considered unable to give consent. The type of force employed may involve physical force, coercion, intentional impairment of an individual's ability to appraise the situation through the administering of any substance, or threat of harm to the victim.
2. **Sexual Abuse.** Attempting or making sexual contact, including but not limited to inappropriate touching or fondling, against the person's will, or in circumstances where the person is physically, mentally or legally unable to give consent.

E. Harassment. Conduct (physical, verbal, graphic, written or electronic) that is sufficiently severe, pervasive or persistent so as to threaten an individual or limit the ability of an individual to work, study or participate in the activities of the University.

1. **Sexual Harassment.** Sexual harassment means unwelcome sexual advances, requests for sexual favors or other verbal, visual or physical conduct of a sexual nature, submission to which is made a condition of a person's exercise or enjoyment of any right, privilege, power or immunity, either explicitly or implicitly. Sexual harassment may range from unthinking, intentional and sometimes unintended verbal denigration of a person on the basis of gender to actual physical assault. Some examples that may constitute sexual harassment are: offensive sexual flirtations, advances, or pressure for sexual activity, unwanted touching, pinching or unnecessary brushes; unwanted exposure to sexual graffiti, photographs or suggestive objects; sexual innuendoes or statements made at inappropriate times or disguised as humor or obscene gestures; disparaging remarks about one's gender or any offensive or abusive physical contact.
2. **Racial and Ethnic Harassment.** Any repeated conduct that is directed at a person or group of persons because of race, color, ethnicity or national origin. Even if the actions are not directed at specific persons, a hostile environment can be created when the conduct is severe, persistent or pervasive as to substantially interfere with the person's education, work or activities on campus.
3. **Stalking.** Any repeated conduct directed at another person that causes that person to fear his/her safety. Such conduct includes following another person and acts that threaten or intimidate another person through fear of bodily injury or death of self or members of that person's family or household.
4. **Retaliation.** Harassment of complainant or other person alleging misconduct, including but not limited to intimidation and threats.

F. Alcoholic Beverage Violation. PVAMU has zero tolerance for students using alcoholic beverages on campus. This includes drinking or having in possession any alcoholic beverage in any University owned or leased facility or its grounds not approved for such activity. The possession and consumption of alcoholic beverages is controlled by Texas statutes, city ordinances and University regulations. All members of the University community are expected to obey these laws and regulations. The University desires to provide an environment where driving while intoxicated or alcohol consumption by underage students is neither encouraged nor made available.

G. Illegal Drugs and Controlled Substances. Manufacturing, possessing, having under control, selling, transmitting, using or being party thereto to any illegal, unprescribed or dangerous drug, controlled substance or drug paraphernalia on University premises or at University sponsored activities is prohibited.

H. Disorderly Conduct, Inciting Riots and Disturbances. Conduct (physical, verbal, graphic, written or electronic) that is sufficiently severe, persistent or pervasive so as to threaten an individual or limit the ability of an individual to work, study or participate in activities of the University. All students are required to exhibit good behavior and the highest moral standards is prohibited at all times in order to ensure an atmosphere of proper decorum and respect for the University community and its inhabitants.

- I. Explosives, Fire Arms or Weapons.** The possession, storage or display of explosives, pistols, revolvers, rifles, shotguns, bb or pellet guns, slingshots, martial arts devices, knives, clubs or any missile projecting weapons on campus, or at activities sponsored by the University is prohibited. The term weapon may be defined as any object or substance designed to inflict a wound, cause injury or pain or to incapacitate. Facsimiles and dancing canes may not be used in a manner that is injurious or dangerous to others. If you are aware of someone in possession of a prohibited item and have not reported it to the proper authorities, you are also in violation of the student conduct code.
- J. Disruptive Activity.** Participation in disruptive activity that interferes with teaching, research, administration, disciplinary proceedings, other University missions, processes, or functions including public-service functions, or other University activities is prohibited. Disruptive activities may include, but are not limited to:
1. Leading or inciting others to disrupt scheduled and/or normal activities on University premises.
 2. Classroom behavior that seriously interferes with either (a) the instructor's ability to conduct the class or (b) the ability of other students to profit from the instructional program.
- K. Gambling.** Gambling of any kind is strictly forbidden on campus, at University sponsored activities or in any vehicles retained by the University to transport students to and from a University related event.
- L. Insubordination.** Direct disobedience of an order from a University official acting within appointed authority is strictly prohibited. This includes failure to respond to an official summons from any administrative officer of the University.
- M. False Reporting.** This includes, but not limited to, intentionally making a false warning of fire, explosion or other emergency when no emergency is present.
- N. Breaching Campus Safety or Security.** This includes but is not limited to:
1. Unauthorized access to University facilities or unauthorized possession of, use of or duplication of master keys or access cards to University offices or residence facilities; and unauthorized occupancy of or entry to locked or off limit University buildings. This includes burglary and trespassing. No propping open of exterior residence hall doors.
 2. Tampering with Fire Alarms, Extinguishers and Emergency Safety System. This includes tampering with any emergency system, pulling alarms, using extinguisher and covering smoke detectors, all of which are prohibited.
 3. Obstruction of the free flow of pedestrian or vehicular traffic on University premises or at University sponsored or supervised functions.
- O. Rendering False Information.** Furnishing false information includes withholding material from the University, misrepresenting the truth before a hearing of the University and making false statements to any University official. This includes giving a false address or failure to maintain a current mailing address.
- P. Selling and Soliciting.** No individual, group or organization may act as a vendor, sales agent or in any manner set up a business enterprise on University premises without the permission of the Director of Student Center Operations. To safeguard the privacy and prevent exploitation, no room-to-room solicitation is permitted in residence halls.
- Q. Theft.** Unauthorized removal or stealing of public or private property or unauthorized use or acquisition of services on University premises or at University sponsored activities. This includes knowingly possessing stolen property.
- R. Destroying, Damaging or Littering on Property.** Behavior that destroys, damages or litters University, state or personal property is prohibited.
- S. Unauthorized Use of University Name.** No student may use the name or likeness of the University unless such has been approved, in writing, by the Office of Public Relations. Such use constitutes misrepresentation of the University and may equate to fraud.
- T. Violating Residential Hall Policies.** Failure to abide by the required rules and regulations published in the Residential Lease Agreement.
- U. Misuse of Computing Resources.** Failure to abide by all applicable University, state or federal guidelines protecting the use, privacy, confidentiality or maintenance of computing resources. Failure to comply with laws, license agreements and contracts governing network, software and hardware use. Failure to protect your password or use of your account. University equipment may not be removed from an office, building or the grounds of the University without completion of University custody card and final official approval.
- V. Failure to Appear.** Failure to appear for a University conduct proceeding, to respond to allegations or to appear as a witness when reasonably notified to do so. This includes conduct hearings, University investigations and appeals hearings.
- W. Hindering, Obstructing or Interfering.** Action or conduct that hinders, obstructs or otherwise interferes with the implementation of the Student Conduct Code.
- X. Violation of Published University Rules.** Such rules could include but are not limited to housing lease agreements, parking rules and regulations, rules relating to the use of student identification cards, entry and use of University facilities and dining hall conduct.
- Y. Off-Campus Conduct.** When a student is alleged to have violated this Student Conduct Code by an offense committed off of University premises, the University reserves the right to investigate and adjudicate. The University may take action in situations occurring off University premises involving: student misconduct demonstrating flagrant disregard for any person or persons; or when a student's or student organization's behavior is judged to threaten the health, safety and/or property of any individual or group; or any other activity which adversely affects the University community and/or the pursuit of its Conduct Code objectives. This action may be taken for either affiliated or non-affiliated activities.
- Z. Violation of any Federal, State or Local Law.**
- AA. Misuse of University Phone and Computer Network Systems.** The unauthorized entry or dissemination of electronic information; prank or harassing calls or e-mail messages (including Facebook, MySpace, alias e-mail addresses and Instant Messenger); charging any long distance telephone calls or messages to any telephone on University premises or University related premises without proper authorization.



Student Conduct Code Procedures

Prairie View A&M University views the student conduct system as an educational experience designed to facilitate each student's personal growth and understanding of the acceptable behavior of PVAMU students. The Student Conduct Officer will accept written notification of potential violations of the Student Conduct Code by any member of the University community. Any charge should be submitted on the Violation of Student Conduct Code Form as soon as possible after the event takes place, preferably within five (5) business days.

Once an incident is reported, the Student Conduct Officer will investigate to determine if a violation of the Student Conduct Code has occurred. The Officer is responsible for sending a written notification of an alleged violation to the student. Within the discretion of the Student Conduct Officer, the student may be required to report to the office immediately or no later than three (3) business days after receiving the letter of notification.

All letters of notification will direct the students to review the Student Conduct Code Handbook with specific attention to the following:

- Ideals for the Prairie View Man and Woman
- Student Rights and Responsibilities
- Hearing Procedures
- Sanctions
- Appeal Procedures

If a hearing is scheduled, student(s) facing disciplinary proceedings must report for scheduled hearings. Your failure to appear will not prevent the hearing from occurring or from sanctions being imposed. Depending on the preliminary investigation, the Student Conduct Officer may determine that a matter may be handled by either an:

Administrative Hearing. The student meets with the Student Conduct Officer to discuss the violations, the student's involvement in the incident or lack thereof and any other information relevant to the charges. Based on the information presented and discussed in the hearing, the Student Conduct Officer will determine whether a violation has occurred and issue sanctions accordingly.

Board Hearing. The Student Conduct Hearing Board will hear cases involving primary violations of the Student Conduct Code. The Conduct Board hearing is not analogous to a criminal trial. The focus of inquiry in disciplinary proceedings shall be whether the student violated University rules. Formal rules of evidence shall not be applicable, nor shall deviations from prescribed procedures necessarily invalidate a decision or proceeding unless significant prejudice to the student or University may result.

In all student conduct proceedings, the accused shall be presumed not responsible until it is proven that a violation of University rules occurred. The burden of proof shall rest with those bringing the charges, and said burden of proof shall be by a preponderance of the evidence. Preponderance of the evidence is defined as the greater weight and degree of credible evidence admitted in the hearing.

A student may not be expelled, dismissed or suspended prior to a Student Conduct Hearing Board hearing except when the Associate Vice President for Student Affairs believes that the presence of a student on campus poses a continuing danger to persons or property or presents a threat of disruption to the academic process. If the student is a repeat offender and a threat to the orderly operation of campus activities, an interim suspension may be imposed. A student disciplinary proceeding hearing will be scheduled in five (5) business days if possible.

The hearing officer is authorized to exercise active control over the proceedings in order to elicit relevant information, avoid needless consumption of time, prevent the harassment or intimidation of the accused and witnesses and render a decision concerning the disciplinary action to be taken.

The following rights apply to a Conduct Board hearing that might result in expulsion, dismissal or suspension. Accused students subjected to less severe sanctions may, at the discretion of the Student Conduct Officer be afforded, but are not guaranteed the following rights:

1. Right to be informed in writing of all violations at least three (3) business days before any hearing may proceed.
2. Right to waive the three (3) business day notice of charges.
3. Right to reasonable access to the case file, which shall be maintained in the Office of Student Conduct.
4. Right to know that there will be no finding of responsibility solely because a student remains silent during disciplinary proceedings.
5. Right to the consultation of a personal advisor/counselor during the student conduct hearings. A personal advisor or counselor (who may be an attorney) may appear at a student conduct proceeding with the student to provide advice, but may not represent the accused student or directly cross-examine witnesses, except in a case where the University is represented by an attorney. A student must notify the University at least two (2) business days prior to the scheduled hearing if he or she plans to have an attorney present. Student(s) who have been charged in the same fact pattern, or who are not in good standing with the University are not eligible to serve as an advisor/counselor.
6. Right to question witnesses.
7. Right to review all evidence.
8. Right to present witnesses but they may not remain in the hearings after providing testimony. Character witness information shall be accepted in written form only.
9. Right to request an open proceeding. An open hearing may be held only if all students involved provide written consent to disclose any and all information which might be released from their educational record during the course of the hearing. Final determination will be at the discretion of the Hearing Officer. Anyone who disrupts a hearing may be removed from the hearing and may not be allowed to return.
10. Right to a written statement of the outcome of the proceeding within five (5) business days of the hearing's completion.
11. Right to request that the University make an audio recording of the student's proceedings at the student's expense. The record will then become part of the student's conduct file and property of the University. Deliberations shall not be recorded.
12. Right to appeal the decision through the appropriate University channels within five (5) business days of receiving the notice. The appeal must be written.

The following rights apply to the alleged victim of sexual misconduct in student conduct proceedings:

1. Right not to be in attendance at the student conduct proceeding.
2. Right to submit a victim impact statement that details the alleged consequences suffered by the victim.
3. Right to have a personal advisor/counselor accompany her/him during the student conduct proceeding. Students who are charged in the same fact pattern, or who are not in good standing with the University are not eligible to serve as an advisor/counselor at conduct proceeding. An attorney may appear at a student proceeding with the alleged victim to provide advice, but may not represent the alleged victim or directly question or cross-examine witnesses, except in a case where the university is represented by an attorney.
4. Right to request immediate on-campus relocation (based on available space), transfer of classes or other steps to prevent unnecessary or unwanted contact or proximity to

the accused, when such contact is likely to place the alleged victim in danger of bodily injury and/or cause the alleged victim severe emotional distress.

5. Right to be informed of the outcome of the hearing upon request. The proceedings and outcome of all student conduct proceedings are considered confidential information in accordance with the Family Educational Rights and Privacy Act of 1974. Such information should not be otherwise re-disclosed unless the student conduct proceeding has been declared open.
6. Right to not have her/his past behavioral history discussed during the student conduct proceeding. Questions of relevancy shall be determined by the hearing officer.
7. Right to request the University make an audio recording of the accused student's proceedings at the alleged victim's expense. The record will then become part of the accused student's conduct file. Deliberations shall not be recorded.

SANCTIONS

Any person may notify or refer to the Student Conduct Officer any University violations by students. The person must be willing to provide a written statement and submit any information that may be pertinent to the violation. Once a student has been assessed a disciplinary sanction by the Conduct Officer, it may not be increased by any higher University authority for that offense.

Primary Sanctions

- A. Temporary Suspension** Whenever there is evidence that the continued presence of a student at PVAMU poses a substantial and immediate threat to him/herself or to others, or to the stability and continuance of normal University functions, the Vice President for Student Affairs or authorized representative may impose such temporary sanctions as the Vice President considers necessary, including exclusion from campus property. The temporary sanctions shall become effective immediately without prior notice. Upon taking such action, the Vice President shall immediately notify the Student Conduct Hearing Board of the sanction.
- B. Expulsion** Separation of the student from the University whereby the student is not eligible for readmission.
- C. Dismissal** Separation of the student from the University for an indefinite period of time. Readmission to the University may be possible.
- D. Suspension** Separation of the student from the University for a definite period of time. The student is not guaranteed readmission at the end of this period of time, but is guaranteed a review of the case and a decision regarding eligibility for readmission.
- E. Deferred Suspension** The sanction of suspension may be placed in deferred status. If the student is found in violation of any University regulation during the time of deferred suspension, the suspension is immediate without further review. Additional disciplinary action appropriate to the new violation may also be taken. A student who has been issued a deferred suspension sanction is deemed "not in good standing" with the University.
- F. Suspension or Loss of Lab Privileges** Prohibited use of lab privileges for a specific period of time or loss of access to a designated lab or all labs.
- G. Letter of Enrollment Block** A letter stating that the student may not reenter Prairie View A&M University because of a disciplinary problem or for medical reasons without prior approval through the Associate Vice President for Student Affairs.

- H. Conduct Probation** An official warning that the student's conduct is in violation of Prairie View A&M University's Student Conduct Code or the Penal Code of the State of Texas, but is not sufficiently serious to warrant expulsion, dismissal or suspension. A student on conduct probation is deemed "not in good standing" with the University, which includes the following restrictions:
1. Ineligible to hold any elected or appointed office recognized by the University.
 2. Ineligible to represent the University community in any activity or program.
 3. Review of eligibility to receive University administered financial aid.
 4. Notice of the probationary status in the student's file.
 5. Subsequent violations of the Student Conduct Code during the probationary period constitute a violation of the probation and may subject the student to major disciplinary action and recording of the results in the student's file.

Secondary Sanctions

- H. Letter of Reprimand** A letter of record about the University's displeasure with the student's involvement in any incident that reflects unfavorably on the student or the University.
- I. Verbal Warning** A verbal admonishment may be given to a student for actions unbecoming to the University community.
- J. University or Community Service** This may be assigned to students who are required to work in a specified area of community service for a specific time frame as a means of satisfying requirements of a disciplinary decision.
- K. Educational Requirements** A provision to complete a specific educational requirement related to the violation committed. The provision will be clearly defined. Such educational requirements may include, but are not limited to completion of an alcohol education workshop, essays, reports, etc.
- L. Restrictions** The withdrawal of specified privileges for a definite period of time as a result of negative behavior, but without further penalties contained in the imposition of conduct probations.
- M. Loss of Campus Parking and/or Driving Privileges** Revocation of campus vehicle registration and forfeiture of permit as a result of disciplinary violation
- N. Loss of Campus Housing Privilege** Removal from University housing for disciplinary reasons.

The Student Conduct Officer will automatically notify a victim of the punishment rendered to an accused within five (5) business days following the close of the initial hearing. All disciplinary sanctions imposed upon students are cumulative in nature and will be recorded in the student's disciplinary record.

APPEALS

A student who has been assessed a disciplinary sanction by the Student Conduct Hearing Board, may file an appeal with the Vice President for Student Affairs and Institutional Relations within five (5) business days after receiving the notice. An appeal must be based upon some specific aspect of the previous hearing, for example unjust punishment or violation of due process.

Following the written notification of intent to appeal and pending the hearing, the disciplinary action taken by the University shall be stayed unless the Vice President for Student Affairs and

Institutional Relations has determined, in a case involving suspension, dismissal or expulsion that the continued presence on campus of the charged student poses a continuing danger to persons or property or an ongoing threat of disruption to the academic process.

The procedure for filing an appeal:

- A. The student must file a written appeal with the Vice President for Student Affairs and Institutional Relations within five (5) class days of receiving the official sanction.
- B. The student should identify in the written request the specific aspect of the previous hearing on which he or she is basing the appeal. A decision by the Vice President for Student Affairs and Institutional Relations shall be final.
- C. The Temporary Sanction will remain in effect during the appeal.

DEPARTURE FROM CAMPUS FOLLOWING SUSPENSION OR DISMISSAL AND REQUEST FOR REINSTATEMENT

- A. A student who has been required to withdraw from the University, for health or disciplinary reasons shall leave the premises within 24 hours of notification, or sooner if so directed by the Vice President for Student Affairs and Institutional Relations.
- B. A student who has been required to withdraw from the University for disciplinary reasons and who desires to be reinstated after completion of the withdrawal period shall present a request in writing to the Vice President for Student Affairs and Institutional Relations.
- C. A student who has been required to withdraw from the University for health reasons and who desires to be reinstated shall follow reenrollment procedures obtained from the administration and the Vice President for Student Affairs and Institutional Relations.
- D. After obtaining clearance, the student must comply with all deadlines and/or requirements of the current University catalog.

AMENDMENT

The Student Conduct Code shall be amended only by the President. Responsibility for proposing revisions to the Code is delegated to the Student Conduct Code Committee consisting of students, faculty and administrators chaired by the Associate Vice President for Student Affairs.

The Student Conduct Code Committee shall accept and review recommendations from students, faculty and administrators regarding revisions of the Student Conduct Code. The Committee shall prepare proposed revisions and forward them to the President through the Vice President for Student Affairs and Institutional Relations for approval.

Nothing included above shall be construed as a limitation upon the President to propose changes without reference to the Committee.

STUDENT CONDUCT HEARING BOARD

The President of the University shall annually appoint 12 people to serve on the Student Conduct Hearing Board from among the faculty, staff and community representatives of the University. The Student Conduct Hearing Board shall have sole authority to determine the issue of responsibility in the cases referred. Three to five Student Conduct Hearing Board Members shall be assigned to hear each case.

STUDENT CONDUCT FILES AND RECORDS

The record of disciplinary actions shall be maintained by the Student Conduct Officer. The file of a student found responsible for any violations of the Code shall normally be retained as a disciplinary record for seven (7) years following the incident.



PVAMU Academic Guidelines

UNIVERSITY POLICY ON ACADEMIC DISHONESTY 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 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.

A. 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.

B. 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.

C. 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.

D. Offense: Conspiracy

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

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

F. 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.

G. 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.

H. Disciplinary Actions

1. Grade Penalty
2. Letter of Reprimand
3. Probation
4. Suspension
5. Dismissal
6. Expulsion

I. Sanctions The following sanctions can be enforced for breaches of the University Academic Dishonesty Policy: The definitions are detailed in the SANCTIONS section of this Code.

1. Probation
2. Suspension
3. Dismissal
4. Expulsion

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.

UNIVERSITY POLICY ON ACADEMIC DISHONESTY

- A. 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.
- B. At the point of discovery, the instructor shall:
 1. inform the student of the alleged academic dishonesty and explain the sanction(s);
 2. hear the student's explanation of circumstances and judge the student to be guilty or not guilty of academic dishonesty;
 3. 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 and Student Affairs, outlining the incident and including a recommendation of disciplinary action(s) to be imposed;

4. 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.

- C. 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 Affairs 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.
- D. 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.
- E. 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.
- F. 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.
- G. 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 (5) business days of receipt of the recommendation from the department head. Within five (5) business days of the hearing, if one is to be held, or five (5) business days of receipt of the recommendation, if there is to be no hearing, the Dean shall review the charges and render a written notification.
- H. 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 jointly by the Provost and Senior Vice President for Academic Affairs and the Associate Vice President for Student Affairs. The committee is to be comprised of one-third faculty, one-third Student Affairs professional staff and one-third students.
 - I. 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 Student Affairs and the Office for Academic Affairs.
 - J. 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:

- A. Right to a written notice of the charges at least three (3) business days before the hearing may proceed.
- B. Right to waive the three day notice of charges.
- C. Right to reasonable access to the case file.
- D. Right to review all evidence and question any witness against the student.
- E. Right to present evidence and/or witnesses in his/her own behalf.
- F. 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.
- G. 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 (5) 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 (3) business days of the decision even if the student waives his/her right to an appeal.

PROBATION/SUSPENSION POLICY

Failure to maintain minimum standards will cause a student to be placed on probation or suspension. Conditions governing probation and suspension are listed below:

- A. Any student whose cumulative grade point average falls below 2.00 is placed on probation.
- B. Any student on probation who does not receive a 2.00 semester grade point average is suspended.
- C. Any student on probation for three consecutive regular semesters is suspended. (This is possible if the student who has a cumulative grade point average earns a semester grade point average of 2.00 or above but does not raise the cumulative grade point average above 2.00) However, a student on probation who has earned a 2.00 or better for three consecutive semesters can appeal the suspension to the Admission and Academic Standards Committee before serving the suspension. A decision to continue the student's probation in lieu of suspension must be approved by the Provost and Senior Vice President for Academic Affairs.

- D. If a student's cumulative GPA drops below 1.00 at the end of any long semester (fall or spring), the student will be suspended.
- E. The length of the first suspension is one regular semester. The second suspension is for one year. After a second suspension, a student must meet all academic requirements or be dismissed.
- F. Academic probation and suspension will be noted on the student's permanent record.
- G. Following suspension, a student is on probation for the next semester and thus governed by the guidelines for students on probation.

Students who are suspended are expected to strengthen their academic skills by pursuing credit or non-credit courses or programs related to their academic or career objectives or engage in other activities that can positively impact students' preparation for success upon returning to the University following a suspension.



Student Grievances and Appeals

Prairie View A&M University is committed to providing an educational and work climate that is conducive to the personal and professional development of each individual. To further that commitment, the University has developed procedures for students to pursue grievances within the University community. This section describes the various grievance procedures and provides information that will clarify how to initiate and pursue a grievance.

TYPES OF GRIEVANCES

Prairie View A&M University has several procedures for undergraduate and graduate students to pursue a grievance for any of the following problems, issues, or concerns:

Title IX and Title VI Discrimination and Appeal Procedures
Disability Accommodations Discrimination and Appeals

ASSISTANCE WITH STUDENT GRIEVANCES

To ensure that students understand how to appropriately pursue a grievance at Prairie View A&M students are encouraged to seek clarification and advice regarding procedures before initiating a grievance. Although a student may seek such advice from any faculty or staff member, the Office of the Associate Vice President for Student Affairs, Evans Hall, (936) 261-3646 has staff trained to help students who have grievances. Students are encouraged to seek assistance from this office in pursuing any type of grievance.

The decision as to which procedure to utilize for a grievance filed by a student, shall be made solely by the University and shall be based on the fact pattern of each particular case. Each grievance shall be directed to a specific procedure and shall be accorded only one opportunity to be adjudicated unless the appeal body remands for further review.

TITLE IX AND TITLE VI DISCRIMINATION GRIEVANCE AND APPEAL PROCEDURES

TITLE IX: Prohibition Against Sex Discrimination Prairie View A&M University prohibits all forms of discriminatory exclusion to include discrimination on the basis of sex under Title IX of the Education Amendments of 1972, which protects males and females from discrimination based on sex in education programs or activities and states that “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity receiving Federal financial assistance.”

TITLE VI: Prohibition Against Discrimination Prairie View A&M University prohibits all forms of discriminatory exclusion to include discrimination on the basis of race, color, or national origin in any program or activity receiving federal financial assistance prohibited under Title VI of the Civil Rights Act of 1964. Prairie View A&M University prohibits retaliation against anyone who files a complaint or participates in an investigation concerning discrimination.

Informal Grievance Procedures

Students who believe they have been subjected to discrimination under the prohibitions of either Title IX or Title VI may use one of the following informal grievance procedures to resolve their grievance:

- A. The student may seek a resolution of the matter through discussions with the alleged offender or person responsible for the inappropriate behavior/actions (hereafter referred to as Respondent). Before following this procedure; however, students may choose to seek advice about how best to approach this individual. Students are encouraged to seek assistance from the Student Conduct Officer.
- B. If no resolution is forthcoming or if direct confrontation is deemed inappropriate by both parties, the student may report the incident or incidents to the Respondents immediate or general supervisor. The supervisor should attempt to resolve the grievance and will maintain the student's confidentially to the extent provided by law.

- C. The student may report the incident or incidents to the Associate Vice President for Student Affairs, the Student Conduct Officer; Administrator of Health & Counseling Center, Residence Hall Supervisor or someone in a position of authority that you feel comfortable confiding in and request assistance in attempting to reach an informal resolution of the matter.
- D. The Student Conduct Officer may then contact the Respondent's immediate or general supervisor, who should attempt to resolve the complaint and will maintain the student's confidentiality to the extent provided by under these informal procedures, the student may, at any time, elect to stop further administrative action by withdrawing the complaint.

Formal Grievance Procedures

Students who believe they have been subjected to discrimination under the prohibitions of Title IX or Title VI and who elect not to utilize the informal grievance procedures may use the following formal procedures to resolve their grievance. Students electing to file a formal grievance must complete the formal standardized Complaint Form through the Office of The Equal Opportunity/Title IX Coordinator and submit a completed copy to the Title IX Coordinator for the University. The grievance should be submitted within 90 business days of the incident or incidents.

The Title IX Coordinator will conduct an impartial investigation and attempt to resolve the grievance, as appropriate, using the following steps:

1. Review the grievance report from the student
2. Interview witnesses
3. Obtain additional information from the student, as needed
4. Obtain a response and any additional information deemed necessary from the Respondent
5. Document and assess the finding of facts, including those agreed upon and those disputed
6. Attempt a resolution of the grievance between the student and the Respondent as deemed appropriate.
7. Make a determination as to whether student was subjected to discrimination.

The investigation should be completed and a written report of the investigation, findings and determination submitted within 31 business days. If the Title IX Coordinator is unable to complete the investigation and report within this timeframe, he/she shall notify the student in writing and provide an estimated completion date. If the investigation will take longer than 31 business days, the Title IX Coordinator will periodically inform the student of the status of the investigation. The complaining student, the respondent, and, as appropriate, the respondent's department head, dean, and vice president will be notified in writing of the outcome of the complaint.

The Title IX Coordinator will make recommendations to the Associate Vice President for Student Affairs, who will implement the recommendations.

Appeals

The student may appeal in writing the determination made by the investigator to the Vice President for Student Affairs and Institutional Relations by filing a written appeal within five (5) business days of receipt of the decision of the Investigator.

The Vice President for Student Affairs and Institutional Relations will conduct a review with advice from the Office of General Counsel of the student's appeal within 15 business days of receipt. The review will determine if the appeal:

- A. Alleges new facts, which if true, would demonstrate a violation of an anti-discrimination statute or regulation;
- B. Contains new allegations that appear to be substantially credible;
- C. Addresses a violation, which if true, results in a personal wrong to the grievant; and is not frivolous.

If the Vice President for Student Affairs and Institutional Relations finds that the appeal does not meet all of the above criteria, he/she will terminate the appeal and notify the student.

If the Vice President for Student Affairs and Institutional Relations finds that the complaint meets all of the above criteria, he/she will conduct a complete review of the new findings and make a determination. The Vice President for Student Affairs and Institutional Relations will conduct interviews and obtain information, as deemed appropriate and necessary and will draw a conclusion to uphold, modify, or reverse the original determination by the Title IX Coordinator.

The Vice President for Student Affairs and Institutional Relations will issue his/her final report in response to the appeal. The report will summarize actions taken and determination made. The determination of the Vice President is final.

DISABILITY ACCOMMODATIONS

The Office of Diagnostic Testing and Disability Services is responsible for achieving and maintaining program accessibility for all students who self-identify as having an officially documented disability (Rehabilitation Act, Section 504 and Americans with Disability Act (ADA)). Students are encouraged to become self-advocates; however, the office provides leadership in advocating for removal of attitudinal and physical barriers that may impede successful progression toward achievement of the student's educational objectives.

Students requesting service through the Office of Diagnostic Testing and Disability Services must self identify and meet eligibility requirements each semester. Services are based on medical recommendations, individual assessments and generally involve academic accommodations that will support the student's success.

ADA RESOURCES

The office exists to create and sustain a supportive environment that includes policies and practices to assist persons with disabilities achieve their full potential. The office provides direct, individualized services to persons with disabilities based on their needs and the level of disability. Accommodations may include, but are not limited to, extended time for testing and/or assignments, interpreter services, note taker assistance, use of tape recorders and other accommodations as needed. Assistive technology services include loaner wheel chairs, adapted computers, spelling and grammar checks and colored overlays for dyslexic readers. Also, if requested, the office makes referrals to additional campus support service providers and external agencies.

The Office offers individualized psycho-educational testing for students who suspect they may have a learning disability. For information about eligibility, academic accommodations, testing and additional services, visit Evans Hall, Room 317.

ADA GRIEVANCE AND APPEAL PROCEDURES

Informal Grievance

Students who wish to raise a specific grievance regarding the University's compliance with the Americans with Disabilities Act (ADA) may request assistance from the Office of Diagnostic Testing and Disability Services to informally resolve the issue with faculty or staff.

Formal Grievance

Students electing to file a formal grievance must complete the Complaint Form in the Office of Diagnostic Testing and Disability Services. The grievance should be submitted within 30 business days of the incident.

The Director of Diagnostic Testing and Disability Services will conduct an impartial investigation and attempt to resolve the grievance, as appropriate, using the following steps:

- A. Review the grievance Complaint Form from the student
- B. Interview witnesses
- C. Obtain additional information from the student, as needed
- D. Obtain a response and any additional information deemed necessary from the Respondent
- E. Document and assess the finding of facts, including those agreed upon and those disputed
- F. Attempt a resolution of the grievance between the student and the Respondent as deemed necessary
- G. Make a determination based on the substantiated facts provided

A Determination Letter of the findings will be provided to the student, the Associate Provost for Academic Affairs and the Associate Vice President for Student Affairs. If the complaint is substantiated, the Determination Letter will outline how the student accommodations should be addressed. The student, the Respondent and, as appropriate, the department head, and Dean will be notified in writing of the outcome of the complaint.

The Director of Diagnostic Testing and Disability Services will complete the investigation and report within 30 days unless mitigating circumstances occur and it is approved by the Vice President for Student Affairs and Institutional Relations. If the grievance is against the Office of Diagnostic Testing and Disability Services, the Complaint Form should be submitted to the Associate Vice President for Student Affairs who will then determine the appropriate person for conducting the investigation.

APPEALS

The student may appeal in writing the determination made by the Director of Diagnostic Testing and Disability Services to the Vice President for Student Affairs and Institutional Relations by filing a written appeal within five (5) business days of receipt of the Determination Letter.

The Vice President for Student Affairs and Institutional Relations will conduct a review with advice from the Office of General Counsel of the student's appeal within 15 business days of receipt. The review will determine if the appeal:

- A. Alleges "new" facts, which if true, would demonstrate a violation of an anti-discrimination statute or regulation;
- B. Contains "new" allegations that appear to be substantially credible;
- C. Addresses a violation, which if true, results in a personal wrong to the grievant; and
- D. Is not frivolous.

If the Vice President for Student Affairs and Institutional Relations finds that the appeal does not meet all of the above criteria, he/she will terminate the appeal and notify the student.

If the Vice President for Student Affairs and Institutional Relations finds that the complaint meets all of the above criteria, he/she will conduct a complete review of the "new" information and make a determination. The Vice President for Student Affairs and Institutional Relations will conduct interviews and obtain information, as deemed appropriate and necessary, and will draw a conclusion to uphold, modify, or reverse the original determination by the Director of Diagnostic Testing and Disability Services.

The Vice President for Student Affairs and Institutional Relations will issue his/her final report in response to the appeal. The report will summarize actions taken and determination made. The determination of the Vice President is final.



Student Life

Numerous programs are available at PVAMU to help students develop not only academically but socially so that they may fully participate in the University experience. We do this by providing information, services, educational programs and several involvement opportunities.

Student Resources

ACADEMIC ADVISING

University College
(936) 261-5900

All first time freshmen and any transfer students who have completed one full semester or less (15 hours or less) or who have undeclared majors receive initial advisement, appropriate testing and registration in the University College. Upper level students receive advisement and registration in their departments, schools or colleges. Non-freshmen who have not satisfied their THEA requirements must be placed in appropriate developmental classes at the Testing Center office prior to registering in their departments.

ASSOCIATE VICE PRESIDENT FOR STUDENT AFFAIRS

Evans Hall, Room 305
(936) 261-3550

The Associate Vice President for Student Affairs is responsible for the organization, direction and governance of student services at Prairie View A&M University. This includes: the offices of Special Programs, Student Activities and Leadership, Student Conduct, Disability Services and the Johnson-Philip All-Faiths Chapel.

CAMPUS ACTIVITIES BOARD (CAB)

Willie A. Tempton, Sr. Memorial Student Center
(936) 261-1357

The Campus Activities Board is chartered to serve as the central programming unit of the University. CAB functions under the auspices of the Office of Student Activities and Leadership. CAB organizes, through various committees, many activities for the University community. Student volunteers plan, develop and implement programs that provide opportunities for growth through educational, cultural, social and recreational experiences.

CAREER SERVICES

Evans Hall, Room 302
(936) 261-3570

Hours: Mon-Fri, 9:00 a.m. - 12:00 p.m. and 2:00 p.m. - 4:00 p.m.

Note: Some specialized services are available only at certain times during the week.

The Department of Career Services has the unique role of providing programs and services that assist both graduating and continuing students with obtaining professional employment and all aspects of the job search process. The department provides employment, and a combination of recruitment, cooperative education, summer intern employment and career opportunities in the various academic fields offered at the University.

The Department of Career Services will provide professional development activities to meet established goals and objectives to enhance the students' professional career readiness to market their qualifications and experiences to prospective employers in job placement.

CENTER FOR ACADEMIC SUPPORT (CAS)

John B. Coleman Library
(936) 261-1561

The CAS, located on the second floor of the John B. Coleman Library, offers academic support services to all students. These services consist of tutoring in a wide range of academic subjects including, business and engineering; mini-classes and workshops on such topics as test taking strategies and note taking; and Texas Higher Education Assessment (THEA) and Graduate/Professional Examination Preparation.

COMMUNITY LIFE

Harrington Science
(936) 261-2654

The University Villages and University College residential complexes feature apartment style buildings and one common building. The overall goals of privatized housing are to increase the quality of living while providing more space for students. Other features include: on-site residential staff; six-foot perimeter fence; electronic gate cards and volleyball court; basketball courts and fitness center. Questions concerning student housing options, room rates and applications should be directed to University Village.

DEPARTMENT OF PUBLIC SAFETY (936) 261-1375

The University Department of Public Safety operates 24 hours daily and provides police, fire, civil defense and other emergency services to the University. Officers enforce University regulations, county and municipal ordinances and state and federal laws. The Crime Prevention Unit provides programs such as personal security, property protection and sexual assault awareness to residential living areas and to general audiences throughout the semester. Emergency call boxes are located throughout campus to provide immediate contact with the police dispatcher.

DINING SERVICES

Willie A. Tempton, Sr. Memorial Student Center
(936) 261-1760

All students residing in the residence halls, including University Village, are required to participate in the meal plan. The University's campus dining is located in the Memorial Student Center and offers students, faculty, staff and guests complete commercial food services. Located on the first floor, the cafeteria has the capacity to feed more than 2,000 customers at one time.

DISABILITY SERVICES

Evans Hall, Room 317
(936) 261-3583 or
(936) 261-3581 (Voice/TDD)

The Office for Disability Services (DS) is responsible for achieving and maintaining program accessibility for all students who self-identify as having an officially documented disability (Rehabilitation Act, Section 5j04 and Americans with Disability Act). Students are encouraged to become self-advocates; however, DS provides leadership in advocating for removal of attitudinal and physical barriers that may impede successful progression toward achievement of the student's educational objectives.

Students requesting service through DS must submit all documentation and meet all eligibility requirements each semester. Services are determined based on individual assessment, but generally involve academic adjustments that will support the student's access to programs and services within the University. Students requesting testing as an initial or reevaluation for a learning disability must request diagnostic testing services in Room 319 or call (936) 261-3582. For information about the complaint and appeals procedure and other services available from the Office for Diagnostic Testing and Disability Services, visit Evans Hall, Room 317 or call (936) 261-3583.

OFFICE OF EQUAL OPPORTUNITY/TITLE IX Alvin I. Thomas, Suite 102 (936) 261-2123/2136

The Office of Equal Opportunity is dedicated to the provision of a discrimination-free workplace and learning environment where every employee and student knows he or she is valued as an individual and is treated with respect and dignity. The Office has adopted a proactive approach to prevent discrimination and sexual harassment through training and other programs. It is also committed to make PVAMUs workplaces, campus and services accessible to all, without regard to race, color, religion, sex, national origin, disability, age or veteran status.

GRADUATE ADMISSIONS

Wilhelmina Fitzgerald Delco Building, Room 120
(936) 261-3500

The Graduate School is a graduate student's primary source of information about study for an advanced degree. The administrative and support staff assists students through the dissemination of information about the graduate programs offered by the University.

The office processes applications for admission, recommendations for candidacy and applications for graduation. It coordinates the work of faculty and administrative officers in serving graduate students. General inquiries about graduate study at this University should be directed to the Graduate School. Specific questions regarding a major program should be directed to the school or college offering the program.

HEALTH AND COUNSELING SERVICES

Owens-Franklin Health Center
(936) 261-1400 or Urgent Care: 4911
Hours: Mon-Fri 8:00 a.m. - 6:00 p.m.
Physician available: 12:00 p.m. - 6:00 p.m.
Urgent Care: Mon-Thur, 6:00 p.m. - 8:00 a.m.,
Fri, 6:00 p.m. - Mon, 8:00 a.m.

Owens-Franklin Health Center provides medical care to students, faculty, staff and community residents of Waller County. Counseling services are also provided for all registered students of the University. Comprehensive primary health care is provided using a preventative/family practice model. The overall purpose of Owens-Franklin Health Center (OFHC) is to meet the total health care needs of each patient either by direct service or referral.

During the hours of operations a licensed or certified person is always on duty (physician or registered nurse or emergency medical technician). OFHC is not equipped or staffed as an emergency room. Emergency services are provided by Waller County EMS. For life threatening emergencies, please use the appropriate number to access emergency services. On campus dial 911, off campus dial 911. Emergency services are available 24 hours/day 7 days/week. Medical

information regarding any patient can only be communicated with the written authorization of the person. The health center staff may not disclose to the University administration or parents (if the patient is over 18 years) or anyone else the nature of the illness or injury, whether the patient has been seen, whether the patient is currently in the facility any other information without the patient's written authorization. Please contact the Health Center Administrator, for additional information regarding patient confidentiality and HIPAA Privacy Laws. Students with chronic illness (medical or mental health) should inform health center clinical staff within the first three days or upon arrival to the University.

To access Urgent Care services, dial 4911 and the Urgent Care staff will be dispatched to the location of the illness or injury on campus only. It is important that you remain in the location that you have reported to the dispatcher. Do not move from the location you have reported.

Counseling services are provided 24 hours daily when the University is in session. During non-clinic hours you may access counseling services by dialing 1 (800) 346-3549.

Student health fee provides:

Pharmacy.....	20% Discount
Laboratory Services	15% Discount
Immunization	15% Discount
(DT; MMR; Hepatitis B; TB Skin Test; Meningitis)	
X-Ray Services.....	10% Discount
Medical Office Visits.....	No Charge
Urgent Care	No Charge

When a student is transported via ambulance, there is a fee assessed by Waller-Hempstead EMS. No student is denied service at OFHC due to inability to pay. Charges for services are transferred to the University's fiscal department for collection. All students are strongly advised to purchase health insurance. Hospitals are not required to provide services without proof of ability to pay. Contact the health center for additional information regarding insurance.

For additional information regarding fees or any of the above, please call Owens-Franklin Health Center.

**HONDA CAMPUS ALL-STAR CHALLENGE (HCASC) TEAM
(936) 261-3573**

Each year, Prairie View A&M University students compete in this national academic competition. Concentrated subject areas include geography, history and the sciences. This annual competition is held each spring (March), and is sponsored by the Honda Corporation. The national competitions have been held at Walt Disney World in Florida, Washington, D.C., and Los Angeles, California.

IDENTIFICATION (ID) CARDS

Willie A. Tempton, Sr. Memorial Student Center, Room 107
(936) 261-1700

The University ID card is used for meal plans, library checkout and admission to sporting events. The card is not transferable and valid only for the person to whom the card is issued. Students who lose or damage their card may obtain a new card for a \$10 replacement fee. No one will be admitted to the dining hall without either paying cash for a meal or presenting a valid ID card.

INTRAMURAL AND RECREATIONAL SPORTS PROGRAM

Leroy G. Moore Intramural Gymnasium
(936) 261-3925

The Intramural Sports Program engages student workers as assistants with tournaments, leagues and special events for Prairie View A&M University students, faculty, and staff. Some of the sports include basketball, racquetball, softball, volleyball, aerobics, recreational swimming, dominoes, chess, cards and many more. Other features include full locker room facilities and drink machines.

JOHN B. COLEMAN LIBRARY

John B. Coleman Building
(936) 261-1500
Hours: Mon-Thurs, 7:00 a.m. - 2:00 a.m.
Fri-Sat, 8:00 a.m. - 5:00 p.m.
Sun, 3:00 p.m. - 12:00 a.m.

Note: Varying hours between semesters and during vacation periods are announced in advance.

The various academic programs are supported by the many holdings in the John B. Coleman Library. The Coleman Library's fast-growing collections contain a wide range of learning resources including books, microfilms, government documents, curriculum materials and periodicals.

Specialized collections include Blacks in the Military Collection, Blacks in the West Collection, Master's Thesis Collection and Prairie View A&M University Archival Collection. Other library services include on-line computer literature searching and interlibrary loan service. A lab containing Macintosh and IBM compatible computers is also available for use. The specific policies in regard to circulation of materials, photocopy services, library user privileges and other appropriate policies and regulations relating to Coleman Library are available at the service desks.

**JOHNSON-PHILLIP ALL FAITHS CHAPEL
(936) 261-3590**

The Johnson-Phillip All Faiths Chapel is designated for both solitary meditation and non-denominational worship. The chapel serves the needs and interests of our diverse student population through a variety of programs. The United Ministries, housed in the chapel, provide opportunities for students to maintain voluntary association with religious groups that represent their personal preferences.

The ministries work with students through the All Faiths Chapel and through local churches.

**MR. AND MISS PRAIRIE VIEW A&M UNIVERSITY, Campus King and Queen
(936) 261-1342**

Each year, Mr. and Miss Prairie View A&M University are selected to serve as University ambassadors, representing the student body at social and cultural events for a period of one year.

MULTICULTURAL AFFAIRS

Evans Hall, Room 301
(936) 261-2124

The mission of the Multicultural Affairs is to promote student leadership and development by contributing to the recruitment and retention of underrepresented student population and to the creation and maintenance of more inclusive learning community.

Through multicultural programming, students will learn to value and celebrate diversity across a spectrum of programs which encourages the campus and surrounding communities to think, act and lead from a global perspective

The Office is committed to assisting students to become academically-successful, civic-minded and to extend their development beyond graduation.

NATIONAL STUDENT EXCHANGE

Evans Hall Room 301
(936) 261-2124

The National Student Exchange (NSE) is a consortium of four-year colleges and universities in the United States and its territories, which have joined together for the purpose of exchanging students among member institutions.

NSE offers study opportunities at diverse university settings and provides access to a wide array of courses and programs; field experiences, co-op and internship options; and resident assistant, honors and study abroad opportunities. The program features a tuition reciprocity system, which allows students to attend their host institution by paying either in-state tuition/fees of their host institution or the normal tuition of their home campus.

Work completed while on exchange at the host campus is brought back to the home institution and credited to the student's degree program. Each campus had a coordinator who interacts on behalf of incoming and outgoing students with other member campuses and with various departments on their own campus.

Students interested in applying should contact the Office of Student Affairs and Institutional Relations.

NURSING BOOKSTORE

College of Nursing, 1st Floor
(713) 790-7290
Hours: Mon-Fri, 8:00 a.m. - 5:00 p.m.
Note: Bookstore hours may vary based on special events

PANTHER ADVISORS AND LEADERS (PALS)

(936) 261-1340

After students participate in the Annual Student Leadership Institute, an intensive educational leadership program, participants earn the title as Panther Advisor Leaders (PALS). This distinguished group of students serves as the official ambassadors of the University and support the new student orientation program, mentor new students and host an array of social and cultural events throughout the year.

PANTHERS AT WORK (PAW)

(936) 261-2130

Sponsored by the University's Office of Student Affairs and Institutional Relations, the PAW Community Clean-Up is a service-learning experience that seeks to engage students, staff and faculty.

PARENTS ASSOCIATION

Evans Hall, Room 302
(936) 261-3570

Parents are encouraged to remain active in the college life of the student by participating in the Parents Association. The association participates in new student orientation and initiates other activities of common interest.

For membership information, contact the office of Career Services.

PRAIRIE VIEW A&M UNIVERSITY CHEERLEADERS

(936) 261-1340

The PVAMU Cheerleaders are the champions of spirit building, particularly at Panther athletic events. The selected cheerleaders are comprised of a group of gifted and spirited students whose purposes are to promote school spirit and uphold rules of good sportsmanship, give moral support to the sports teams and promote unity among the students.

PV SUDS

Farrell Hall

(936) 261-1390

PV Suds is a full service laundry facility with additional wash and fold operations available. Students have the option to use their PV Express Card or pay cash for washeteria services. For added convenience, laundry supplies are available for sale. An attendant is always on duty to ensure the best service possible. For hours of operation or questions, please contact the laundry staff.

REGISTRAR

Willie A. Tempton, Sr. Memorial Student Center, 3rd Floor
(936) 261-1000

The Registrar is the official custodian of student records, and coordinates registration, scheduling of academic facilities, issuance of transcripts, distribution of grades, graduation and diplomas.

SCHOLARSHIPS

Memorial Student Center, 3rd Floor
(936) 261-1000

Inquires about academic and talent scholarships should be directed to the Central Scholarship Office, 3rd Floor, Memorial Student Center, Prairie View A&M University, P. O. Box 519; MS 1005, Prairie View, Texas 77446-2337.

SERVICE-LEARNING AT PVAMU

(936) 261-2130

Prairie View A&M University seeks to encourage and promote service in the educational experience of each student. As an institution of higher education we are committed to equipping our students with knowledge and helping them understand how that knowledge can help benefit society. Service-learning is a teaching method that enriches the educational experience while preparing students for civic leadership. Several faculty are currently incorporating service-learning in their curriculum. To learn more about service-learning classes and projects, contact the Office of Student Affairs and Institutional Relations.

STUDENT ACTIVITIES AND LEADERSHIP

Willie A. Tempton, Sr. Memorial Student Center, Room 221
(936) 261-1340

The Office of Student Activities and Leadership designs and implements a wide array of programs and services that enhance the educational experience of Prairie View A&M University students. Comprehensive opportunities are designed to meet the co-curricular needs of a diverse student population through exposure to and participation in social, cultural, intellectual, recreational, community service, leadership and campus governance organizations and programs. For more information or a complete schedule of activities, call the office or visit our website at: www.pvamu.edu/studentactivities

STUDENT COMPUTING CENTER

John B. Coleman Library
(936) 261-9328

The Student Computing Center is a centralized computing laboratory for all students. The laboratory provides word processing, spreadsheet and microcomputer data base capabilities.

STUDENT FINANCIAL AID

Willie A. Tempton, Sr. Memorial Student Center, 3rd Floor
(936) 261-1000

The Office of Student Financial Aid is committed to providing a high level of service to support students in achieving their academic goals by helping to remove the financial barriers to college attendance. A basic premise of financial aid programs is that the main responsibility for meeting college costs lies with the family. Financial aid programs are available to assist students and families who do not have the financial resources to meet the full cost of attendance. Financial aid programs are designed to meet the documented financial needs of all eligible students making satisfactory progress toward a degree.

The cost of attending the University includes tuition, fees, books, supplies, room, board, transportation, and miscellaneous expenses. Cost of attendance for major categories of students is reviewed and updated each year by the Office of Student Financial Aid. The expected family contribution is determined by a calculation legislated by the U.S. Congress called the Federal Methodology (FM). Factors included in the calculation are family income and assets, family size, and number of family members in taxes and basic family maintenance allowances, etc. Financial need is the difference between the cost of attending the University and the expected family contribution minus other financial assistance the student will receive

Priority Deadlines:

January 2 – FAFSA on the Web, Renewal FAFSA on the Web, and Corrections on the Web will be available for students. The Central Processor's application processing system will begin processing new 2008-2009 Free Application for Federal Student Aid Applications. If you haven't done so already, make sure that both you

and your parents Apply for a PIN. The Federal PIN will allow you and your parents (if applicable) to e-sign your FAFSA/ Renewal FAFSA and allow you to submit corrections to your FAFSA. If you have forgotten your Federal PIN Number, you can always request a duplicate PIN.

March 17 – Fall priority submission date for a complete financial aid application file. A complete application file includes: (1) the Federal Student Aid Report received by the Office of Student Financial Aid; (2) all required documents received and processed (i.e. verification); (3) the student has been accepted for admission at PVAMU.

The same criteria above must be met in order to be eligible for a scholarship.

April 15 – Spring verification deadline.

April 15 – Electronic financial aid award notifications for fall will be sent to the University email address of first-time freshmen and transfer students. The email will direct you to check your award status using Panthertracks.

May 1 – Final date for processing financial aid awards in advance of summer registration with the assurance that awarded funds will be available for fee payment.

June 2 – After final spring grades are posted and Satisfactory Academic Progress is calculated, electronic financial aid award notifications will be sent to the University email address of current students. The email will direct you to check your award status using Panthertracks. Those students identified as not making Satisfactory Academic Progress will be notified via their University email address and provided instructions on how to appeal.

July 15 – Summer verification deadline.

STUDENT FINANCIAL AID *continued*

August 1 – Final date for processing financial aid awards in advance of fall registration with the assurance that awarded funds will be available for fee payment in August.

October 15 – Spring priority submission date for a complete financial aid application file. A complete application file includes:

1. The Federal Student Aid Report received by the Office of Student Financial Aid;
2. All required documents received and processed (i.e. verification) and
3. The student has been accepted for admission.

November 17 – Fall verification deadline.

December 15 – Notification of changes in student financial aid processing for the upcoming year.

STUDENT GOVERNMENT ASSOCIATION (SGA)

Willie A. Tempton, Sr. Memorial Student Center
(936) 261-1354

The Student Government Association is the governing body of students at PVAMU. As the largest student association in the University community, it serves as the official voice through which student opinions may be expressed. Its elected student members provide effective representation and participation in the overall policy and decision making processes of the University. The Student Government Association also recommends students to serve on University committees.

While the SGA promotes academic excellence and quality education, its members have the opportunity to obtain valuable leadership and management experience. Students who are elected to positions in the Student Government Association must adhere to the approved and ratified rules of the constitution and senate by-laws, and the rules of conduct of the University. SGA elections are held during the spring semester.

OFFICE OF STUDENT CONDUCT

Evans Hall, Room 307
(936) 261-3561

All students must live and learn in a campus environment that is conducive to academic endeavor, social and individual growth. Prairie View A&M University expects all students to obey the law and show respect for and obedience to properly constituted authority. The University also expects students to fulfill contractual obligations, maintain absolute integrity as members of the residential community and have a high standard of individual honor in academic work.

Students are responsible for becoming fully acquainted and complying with the rules and regulations of the University.

STUDENT PUBLICATIONS (Newspaper/Yearbook)

Willie A. Tempton, Sr. Memorial Student Center, 2nd Floor
(936) 261-1352 or (936) 261-1353

The **Panther** is published weekly during the spring and fall semesters. The Panther provides campus, community, state, national and international news, opinion, sports, entertainment and features, as well as advertisements of interest to the college community. Students from all disciplines and classes are encouraged to write for the Panther.

Pantherland is the University's yearbook that provides highlights of the campus events and student life. Student volunteers also produce and manage this publication. Student writers, artists and photographers are encouraged to join the staff and gain practical experiences to enhance their career options.

TESTING SERVICES

Wilhelmina Fitzgerald Delco Building, Room 238
(936) 261-3512 or (936) 261-5930

The Testing Center administers a number of tests and maintains information on state and national exams, institutional exams and CLEP subject Examinations. Information is available for the following exams: ACT, GMAT, GRE, LSAT, MCAT, SAT, THEA and TOEFL.

U.S. POSTAL SERVICES

Owens Road/FM 1098
(936) 857-3570

There is no delivery of U.S. postal mail to students who reside on campus. To receive personal mail, students must rent a post office box from the Prairie View U.S. Postal Office.

UNDERGRADUATE ADMISSIONS

Willie A. Tempton, Sr. Memorial Student Center, 3rd Floor
(936) 261-1000

The Office of Undergraduate Admissions is responsible for officially admitting new students to the University. Services include receiving and processing applications, determining transferability of courses and evaluating transfer credit.

UNIVERSITY BOOKSTORE

Willie A. Tempton, Sr. Memorial Student Center
(936) 261-1990

Hours: Mon-Fri, 8:00 a.m. - 5:00 p.m.

Note: Bookstore hours may vary based on special events and University hours

The University Bookstore sells textbooks, reference books, art and office supplies, and other merchandise related to academic needs and University paraphernalia, greeting cards and household items.

VETERAN SERVICES

Willie A. Tempton, Sr. Memorial Student Center, 3rd Floor
(936) 261-1000

Certification for veterans' benefits is approved through the veteran services office. Students who are veterans, children of veterans or dependents of veterans must submit documentation and meet other approved requirements to receive this service.

Administration

ADMINISTRATIVE OFFICERS

George C. Wright, President

E. Joahanne Thomas-Smith, Provost and Sr. Vice President for Academic Affairs

Willie F. Trotty, Vice President for Research and Development

Lauretta F. Byars, Vice President for Student Affairs and Institutional Relations

Mary Lee Hodge, Vice President for Business Affairs

Fred E. Washington, Vice President for Administration and Auxiliary Services

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Appendix

Appendix A:

WHAT TO DO IF WE HAVE AN “ACTIVE SHOOTER” ON CAMPUS

Violent incidents, including but not limited to acts of terrorism, an active shooter, various assaults or other incidents of workplace violence can occur on University grounds or in close proximity with little or no warning. An “active shooter” is considered to be a suspect or assailant whose activity has caused serious injury or death and has not been contained.

The Prairie View A&M University Police Department has adopted nationally accepted law enforcement response procedures to contain and terminate such threats as quickly as possible. The following information regarding law enforcement response will enable you to take appropriate actions to protect yourself.

How you respond to an active shooter will be dictated by specific circumstances during the encounter. Always keep in mind that there could be more than one shooter involved in the same situation. The most important thing to remember if you find yourself involved in or in close proximity to an active shooter situation, remain calm and use the following guidelines to help you plan a strategy for survival:

1. IF AN ACTIVE SHOOTER IS IN THE SAME BUILDING YOU ARE IN

- a. Secure the immediate area. Whether in a classroom, residential area, office or restroom.
- b. Lock or barricade the door, if possible. Block the door using whatever is available, desks, tables, file cabinets, or other furniture, books, etc.
- c. After securing the door, stay behind solid objects away from the door as much as possible.
- d. If the shooter enters your room and leaves, lock or barricade the door behind them.
- e. If safe to do so, allow others to seek refuge with you.

Protective Actions: Take steps to reduce your vulnerability in a safe area

1. Close blinds
2. Block windows
3. Turn off radios and computer monitors
4. Silence cell phones
5. Place help signs in interior windows, but remember the assailant can see the signs as well.
6. Place help signs in the exterior windows to identify your location and to notify the emergency personnel of injured persons.
7. Keep all room occupants calm and quiet
8. After securing the room, people should be positioned out of sight or hidden from plain view behind items that might offer additional protection such as walls, desks, file cabinets, bookshelves, etc.

Unsecured Area: If you find yourself in an open area, immediately seek protection:

1. Put something between you and the assailant
2. Consider trying to escape, if you know where the assailant is and there appears to be an escape route immediately available to you.
3. If in doubt, find the safest area available and secure it the best way that you can.

2. IF THE SHOOTER IS OUTSIDE YOUR BUILDING

Seek refuge:

- a. Proceed to a room that can be locked or secured by some other means such as a door wedge or with barricade materials.
- b. Lock all doors and windows and turn off the lights
- c. Get everyone down on the floor, to ensure that no one is visible outside the room
- d. Make a call to the Campus police by dialing 4911 if using the campus phone system or 936-261-1375 or 911 if using a cellular phone
- e. You may hear multiple rings, so stay on the line until your call is answered
- f. Be prepared to provide the dispatch operator with as much information as possible such as:
 1. What is happening
 2. Where you are located, include building name and room number
 3. Number of people at your specific location
 4. Specific location and direction of the assailant if possible
 5. Number of assailants
 6. Gender, race, and approximate age of the assailant
 7. Type of clothing - e.g. color and style
 8. Physical features - e.g. height, weight, facial hairs color of hair, and hair style
 9. Type of weapon - e.g. handgun, rifle, shotgun, explosives
 10. Describe any backpack or bag that the assailant is carrying
 11. What exactly did you hear? - e.g. explosion, gunshots, etc.

Remain in place until the police or a University administrator that you know or recognize gives the “all clear.” Please remember that an unfamiliar voice may be the shooter attempting to lure victims from their safe space, therefore do not respond to any voice commands until you can verify with certainty that the voices or those of the police or emergency personnel.

3. IF THE SHOOTER ENTERS YOUR OFFICE OR CLASSROOM

Remain calm:

- a. Call the 4911 or 936-261-1375 or 911 if using a cellular phone to alert the police of the shooter’s location
- b. If you can’t speak leave the phone line so the dispatcher can hear what is taking place
- c. If there is absolutely no opportunity of escape or hiding from the shooter, try to negotiate with the shooter
- d. ANY ATTEMPT TO OVERPOWER THE SHOOTER WITH FORCE SHOULD BE CONSIDERED AS A VERY LAST RESORT AND ONLY AFTER ALL OTHER OPTIONS HAVE BEEN EXHAUSTED.
- e. Do not touch anything that was in the area of the shooter for fear of possible explosives being left behind or the possibility of destroying crucial evidence.

If you decide to flee:

- a. Make sure you have a plan and escape route in mind
- b. Do not carry anything in your hands while fleeing
- c. Move quickly, and keep your hand visible
- d. Follow instructions given by any police officer you may encounter
- e. Do not try to move any injured person(s)
- f. When out of danger, notify the authorities of the location any injured person(s) as soon as possible.
- g. Do not attempt to drive or leave campus until told it is safe to do so by police

4. **WHAT TO EXPECT FROM RESPONDING POLICE OFFICERS** Prairie View A&M Department of Public Safety will immediately respond to the area of the reported shooting, assisted by other local law enforcement agencies. Remember, help is on the way. It is important that you:

- a. Remain inside the secure area
- b. Law enforcement will locate, contain, and stop the assailant as quickly as possible
- c. The assailant may not flee when law enforcement enters the building, but instead may target arriving police personnel
- e. The police will form a “contact team” of four (4) officers, possibly from different agencies and dressed in different uniforms
- f. They may even be dressed in civilian clothes wearing an external bulletproof vest
- g. The officers may be armed with rifles, shotguns, or handguns
- h. The officers might be using pepper spray or tear gas to control the situation
- i. Regardless of how law enforcement personnel appear, remain calm and follow the directions given by the officers
- j. Put down any bags or packages
- k. If you know where the shooter is located, tell the officers
- l. The first officers to arrive will not stop to render aid to injured victims until the threat has been neutralized and the area is secure
- m. Rescue teams composed of other officers and emergency medical personnel will follow the first team to treat and remove injured persons, once the area has been secured of all hostile threats
- n. Responding law enforcement will establish safe corridors for persons to evacuate, please remember:
 1. This may be time consuming
 2. Remain in a secure area until instructed otherwise
 3. You may be instructed to keep your hands on your head
 4. You may be subjected to a search
 5. You may be escorted out of the building by law enforcement personnel, please follow their directions
- o. Please be mindful that once you have escaped to a safer location the entire area is considered to be a crime scene
- p. Police will not let anyone leave the scene until the situation is under control and all witnesses have been identified
- q. After evacuation you may be taken to a staging or holding area for medical care, interviewing, counseling, etc.
- r. Once you have been evacuated you will not be permitted to retrieve items or access the area until law enforcement has released the crime scene.

Appendix B:

UNIVERSITY HISTORY Prairie View A&M University, the second oldest public institution of higher education in Texas, originated in the Texas Constitution of 1876. On August 14, 1876, the Texas Legislature established the “Agricultural and Mechanical College of Texas for Colored Youths” and placed responsibility for its management with the Board of Directors of the Agricultural and Mechanical College at Bryan. The A&M College of Texas for Colored Youths opened at Prairie View, Texas on March 11, 1878.

The University’s original curriculum was designated by the Texas Legislature in 1879 to be that of a “Normal School” for the preparation and training of teachers. This curriculum was expanded to include the arts and sciences, home economics, agriculture, mechanical arts and nursing after the University was established as a branch of the Agricultural Experiment Station (Hatch Act, 1887) and as a Land Grant College (Morrill Act, 1890). Thus began the tradition of agricultural research and community service, which continues today.

The four-year senior college program began in 1919 and in 1937, a division of graduate studies was added, offering master’s degrees in agricultural economics, rural education, agricultural education, school administration and supervision, and rural sociology.

In 1945, the name of the institution was changed from Prairie View Normal and Industrial College to Prairie View University, and the school was authorized to offer, “as need arises,” all courses offered at the University of Texas. In 1947, the Texas Legislature changed the name to Prairie View A&M College of Texas and provided that “courses be offered in agriculture, the mechanics arts, engineering, and the natural sciences connected therewith, together with any other courses authorized at Prairie View at the time of passage of this act, all of which shall be equivalent to those offered at the Agricultural and Mechanical College of Texas at Bryan.” On August 27, 1973, the name of the institution was changed to Prairie View A&M University, and its status as an independent unit of the Texas A&M University System was confirmed.

In 1981, the Texas Legislature acknowledged the University’s rich tradition of service and identified various statewide needs which the University should address including the assistance of students of diverse ethnic and socioeconomic backgrounds to realize their full potential, and assistance of small and medium-sized communities and businesses in their growth and development.

In 1983, the Texas Legislature proposed a constitutional amendment to restructure the Permanent University Fund to include Prairie View A&M University as a beneficiary of its proceeds. The Permanent University Fund is a perpetual endowment fund originally established in the Constitution of 1876 for the sole benefit of Texas A&M University and the University of Texas. The 1983 amendment also dedicated the University to enhancement as an “institution of the first class” under the governing board of the Texas A&M University System. The constitutional amendment was approved by the voters on November 6, 1984.

In January 1985, the Board of Regents of the Texas A&M University System responded to the 1984 Constitutional Amendment by stating its intention that Prairie View A&M University become “an institution nationally recognized in its areas of education and research.” The Board also resolved that the University receive its share of the Available University Fund, as previously agreed to by Texas A&M University and the University of Texas.

In October 2000, the Governor of Texas signed the Priority Plan, an agreement with the U.S. Department of Education Office of Civil Rights to make Prairie View A&M University an educational asset accessible by all Texans. The Priority Plan mandates creation of many new educational programs and facilities. It also requires removing language from the Institutional Mission Statement which might give the impression of excluding any Texan from attending Prairie View A&M University.

The University’s enrollment now exceeds 8,000 including more than 2,000 graduate students. Students come from throughout the United States as well as many foreign countries. In the last five years, 5,970 degrees were awarded, including more than 2,400 graduate degrees. During the University’s 132-year history, some 51,500 academic degrees have been awarded.



PVAMU Heritage and Traditions

The spirit of PVAMU is made up of those who carry the torch, as well as those who have left the University their legacy. The heritage and traditions of the University are found in every facet of University life. We commend these to all students new and old. Our traditions are diversified and have grown to include many special events, some of which follows:

UNIVERSITY COLORS	Royal Purple and Gold
UNIVERSITY MASCOT	The Panther
UNIVERSITY NEWSPAPERS	<i>The Prairie View Panther</i> (student)
UNIVERSITY YEARBOOK	<i>Pantherland (Pardus)</i>
FOOTBALL STADIUM	Blackshear Field
UNIVERSITY NICKNAME	<i>The Hill</i>
UNIVERSITY MOTTO	<i>Prairie View Produces Productive People</i>
UNIVERSITY “FIGHT SONG”	<i>Cheer for Prairie View</i>
UNIVERSITY “SPIRIT SONG”	<i>Something Inside So Strong</i>
ALMA MATER	<i>Dear Prairie View</i>

Dear Prairie View, our song to thee we raise
 In gratitude, we sing our hymn of praise,
 For mem'ries dear, for friends and recollections,
 For lessons learned while here we've lived with thee,
 For these we pledge our hearts full of devotion,
 To serve thee now, and through eternity.

As days go by, our hearts will not grow cold,
 We'll love thy purple royal and thy gold,
 We'll through our lives exemplify thy teachings,
 We'll always strive a blessing to be.
 Thy children we our love and pride confessing,
 We'll love thee now, and through eternity.

Words by O. Anderson Fuller
 Music from “*Finlandia*” by Silbelius

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