



ACCT 2302 - Principles of Managerial Accounting Fall 2022

General Course Information

Information Item	Information
Instructor:	Alfreda Dobiayanski, MS, CPA, CMA
Section # and CRN:	P01 – 17345, P02 - 17346
Office Location:	Ag/Bus Building 0849, Room 461
Office Phone:	936-261-9252
Email Address:	ardobiayanski@pvamu.edu
Office Hours:	Office Hours: Monday, Wednesday, and Friday 10:00 a.m. –11:00 a.m., 12:00 p.m. - 1:00 p.m. Others by appointment. Virtual Office Hours: ACCT 2302 P01 Monday and Wednesday 2:00 – 2:15 p.m. ACCT 2302 P02 Monday and Wednesday 2:15 – 2:30 p.m. ACCT 3331 P01 Monday and Wednesday 2:30 – 2:45 p.m. ACCT 4321 P01 Monday and Wednesday 2:45 – 3:00 p.m.
Mode of Instruction:	Face to Face
Course Location:	Ag/ Bus Bldg. P01 – Room 216, P02 – Room 122
Class Days & Times:	MWF 9:00 a.m. - 9:50 p.m. (P01), MWF 11:00 - 11:50 p.m. (P02)
Catalog Description:	Credit 3 semester hours. Instruction in the managerial decision-making functions using accounting information. Review of internal accounting information systems for planning, monitoring, and decision making with an emphasis on manufacturing cost, budgeting, product pricing, and CVP relationships.
Prerequisites:	ACCT 2113 or 2301 - Financial Accounting
Co-requisites:	None
Required Text(s):	Garrison, Noreen, and Brewer, <u>Managerial Accounting</u> , 15th Edition, McGraw-Hill Education Publishing. (ISBN# 13 978007 8025631) (Paper Copy) <u>NOTE:</u> (The 15 th edition is an older edition and might be cheaper than newer editions. If you buy the newer 17 th edition, the chapters and homework problems that are equivalent to the 15 th edition are listed in a table below in this syllabus. (Books can be found in the University bookstore, other bookstores, online, and used from previous users. Some may be rented. Check online sources.)
Recommended Text(s):	None

Course Information Table

Courses Learning Objectives:

Upon successful completion of this course, students will be able to:	Program Learning Outcome Alignment	Core Curriculum Outcome Alignment
1. Understand the concepts used in the business environment of today.	BBA 1,2,3 ,4	CT,COM,PR, SR
2. Know cost related terms and concepts.	BBA 1,4	CT,COM
3. Use job costing.	BBA 1	CT,EQS
4. Use process costing.	BBA 1	CT,EQS
5. Understand cost behavior.	BBA 1	CT,EQS
6. Understand cost-volume-profit relationships and how to use these in breakeven analysis.	BBA 1	CT,EQS
7. Know how to use variable costing.	BBA 1	CT,EQS
8. Prepare a master budget	BBA 1	CT,EQS
9. Use standard costs as a performance measurement	BBA 1	CT,EQS,PR
10. Prepare a flexible budget and perform overhead analysis	BBA 1	CT,EQS
11. Understand segmental reporting and the effects of decentralization on performance measurements.	BBA 1,3	CT,EQS,PR
12. Determine and use relevant costs in decision making	BBA 1	CT,EQS

Student Learning Outcomes Table

BBA Program Learning Goals/Course Objectives/Accrediting Body The Association to Advance Collegiate Schools of Business (AACSB)

Goal 1: Mastery of Content: Graduates will demonstrate an ability to integrate and use knowledge from multiple business disciplines, and will demonstrate proficiency in their major area business discipline. (MC)

Goal 2: Ethics: Graduates will have an ethical perspective. (ET)

Goal 3: Global perspective: Graduates will have a global perspective. (GP)

Goal 4: Communications: Graduates will demonstrate an ability to be effective communicators. (C)

Core Learning Goals

- Communication (COM): Effective development, interpretation and expression of ideas through written, oral and visual communication
- Critical Thinking (CT): Creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
- Empirical & Quantitative Skills (EQS): Manipulation and analysis of numerical data or observable facts resulting in informed conclusions
- Personal Responsibility (PR): Ability to connect choices, actions, and consequences to ethical decision-making
- Social Responsibility (SR): Intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities

VISION AND MISSION STATEMENTS

Vision Statement:

The Prairie View A&M University College of Business envisions becoming a nationally recognized business program known for its transformative impact on students through an education that empowers them to reach their full potential.

Mission Statement:

The mission of Prairie View A&M University College of Business is to transform students from diverse academic and socioeconomic backgrounds into ethical business professionals and leaders who are entrepreneurial, productive, and prepared to succeed in the global economy. We achieve this through our strong commitment to high-quality teaching, relevant and impactful research, and outreach to the community.

Major Course Requirements

Method of Determining Final Course Grade

Course Grade Requirement	Value (Points)	Total
1. Quizzes/Homework	100	25%
2. Exam I	100	25%
3. Exam II	100	25%
4. Final Exam (Comprehensive)	100	25%
Total:	400	100%

Course Grade Requirement Table

Grading Criteria and Conversion:

<u>Percent of Total Points</u>	<u>Points</u>
A = 90-100	360-400
B = 80-89	320-359
C = 70-79	280-319
D = 60-69	240-279
F = Below 60	Below 240

If a student has stopped attending the course (i.e. "stopped out") at any point after the first day of class but did not officially withdraw from the course and has missed assignments and exams and performed below the grade level of a D, a grade of FN (failed-non attendance) will be assigned for the final course grade to ensure compliance with the federal Title IV financial aid regulations. In contrast, if the student has completed all assignments and exams, but performed below the grade level of a D, a grade of F will be assigned for the final course grade.

Detailed Description of Major Assignments:

Assignment Title or Grade Requirement	Description
1. Quizzes/Homework	Exam and quiz questions will consist of information from the textbook, class notes, lecture, and homework. Various formats will be used for assignments and quizzes.
2. Exams	Exam and quiz questions will consist of information from the textbook, class notes, lecture, and homework. Various formats will be used for assignments and quizzes.

Detailed Description of Major Assignments Table

Course Procedures or Additional Instructor Policies

Taskstream

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

Course Evaluation

I reserve the right to change assignments and due dates as necessary. The student is responsible for homework missed during any absence. An excused missed exam can be replaced with the comprehensive final exam. Replacement of an excused missed exam with the comprehensive final exam will be limited to one.

Paper exams will be given Face to Face in class. However, due to the Covid pandemic, computers with Proctorio *might* be needed. No online exams are planned.

E-courses (CANVAS) will be used for some aspects of the course. Additional instructions regarding exams, quizzes, and assignments will be given in class. Some homework assignments will be submitted in e-courses (CANVAS). Students should check e-courses on a regular basis for any course requirements. Weekly homework assignments from the textbook are listed in the semester calendar below.

Course Procedures

The class will be a Face to Face class. Lecture/discussion is the dominant format for the class. Students are expected to read assigned materials prior to class. Specific due dates for assignments listed on the course outline and calendar will be given in class. Assignments for each due date must be completed prior to that class meeting. Students should always be prepared to provide solutions to assigned problems for classroom discussion. Regular class attendance is important to achieve the objectives of the course. Paper exams will be given in class. No online exams are planned. Due to Covid, students should have access to a computer with Proctorio. Some homework assignments will be submitted in e-courses (CANVAS). See Technical Considerations section below in this syllabus.

Cell phones should be turned off during class.
No children, pets, or visitors allowed in class.

Students are expected to attend class on a regular basis. See University attendance policy in University online catalog. Students should avoid tardiness.

Formatting Documents

Microsoft Word is the standard word processing tool used at PVAMU. If you're using other word processors, be sure to use the "save as" tool and save the document in either the Microsoft Word, Rich-Text, or plain text format.

Student Services

College of Business tutoring schedules will be announced when available.

Other services for student assistance are listed below.

Carolyn S. Davis
Assistant Dean, Recruitment & Academic Enhancement
Academic Progress Monitoring & Academic Achievement Planning
Including but not limited to; Establishing a Study Schedule, Time Management, Goal Setting, Mentoring, etc.
936-261-9237
csdavis@pvamu.edu

NOTE: The following semester calendar contains the homework problems from the textbook for each week. These are from the 15th edition. Following the textbook problems listed below is a table showing the equivalent chapters and textbook problems in the 17th edition.

In the event that you do not get your textbook at the very beginning of the semester, the reading material in other managerial accounting textbooks from the library or elsewhere might be helpful until you get your textbook. Find the chapters in these alternate sources that correspond to the weekly topics below.

Semester Calendar

Textbook Assignments: Q = Questions, E = Exercises, P = Problems

Week One: 8/22/22

Topic Description

Managerial Accounting: An Overview

Readings:

M Chapter 1

Assignments:

W Q1-1,Q1-4,Q1-5,Q1-6

F chapter 1/chapter 2

Week Two: 8/29

Topic Description

Managerial Accounting and Cost Concepts

Readings:

M Chapter 2

Assignments:

W E2-2, E2-4, E2-5, E2-14

F E2-14

Week Three: 9/5

Topic Description

Job Order Costing

Readings:

M Labor Day Holiday, Chapter 3

Assignments:

W E3-1, E3-2, E3-4

F E3-6, E3-7

Week Four: 9/12

Topic Description

Process Costing

Readings:

M Chapter 4

Assignments:

W E4-2, E4-9

F P4-16

Week Five: 9/19

Topic Description

Cost-Volume-Profit Analysis

Readings:

M Chapter 5

Assignments:

W E5-1, E5-4, E5-6

F E5-7, E5-16

Week Six: 9/26

Topic Description

Exam Week

Readings:
Assignments:

M Review
W Exam I
F Results

Week Seven: 10/3
Topic Description

Variable Costing and Segment Reporting: Tools for Management

Readings:
Assignments:

M Chapter 6
W E6-1, E6-4,
F E6-7, E6-11

Week Eight: 10/10
Topic Description

Profit Planning

Readings:
Assignments:

M Chapter 8
W Q8-(1-10), E8-1
F E8-2, E8-3

Week Nine: 10/17
Topic Description

Flexible Budget and Performance Analysis

Readings:
Assignments:

M Student and Faculty Non-Class Day, Chapter 9
W Q9-(1-3)
F E9-1

Week Ten: 10/24
Topic Description

Standard Costs and Variances

Readings:
Assignments:

M Chapter 10
W Q10-(1-8), E10- 6
F E10-8

Week Eleven: 10/31
Topic Description

Exam Week

Readings:
Assignments:

M Review
W Exam II
F Results

Week Twelve: 11/7
Topic Description

Standard Costs and Variances

Readings:
Assignments:

M Chapter 10 - continued
W Handouts (Overhead Variances)
F chapter continued

Week Thirteen: 11/14
Topic Description

Performance Measurement in Decentralized Organizations

Readings:
Assignments:

M Chapter 11

W E11-1, E11-2
 F Ethics Case (Handout)

Week Fourteen: 11/21
Topic Description

Readings:
 Assignments:

Differential Analysis: The Key to Decision Making

M Chapter 12
 W Q12-(1-10), Handout
 F Thanksgiving Holiday

Week Fifteen: 11/28
Topic Description

Readings:
 Assignments:

REVIEW AND FINAL EXAMS

M Final Exam Review
 W No class session

FINAL EXAMS (12/1 thru 12/7)
 (Final Exam will be given per the University calendar)

Week Sixteen: 12/5
Topic Description

Readings:
 Assignments:

FINAL EXAMS (12/1 thru 12/7)
 (Final Exam will be given per the University calendar)

TEXTBOOK EQUIVALENT CHAPTERS & HOMEWORK

<u>15th Edition</u>	<u>15th Edition</u> Homework Q = Questions E = Exercises P = Problems	<u>17th Edition</u>	<u>17th Edition</u> Homework Q = Questions E = Exercises P = Problems
Chapter 1 Managerial Accounting: An Overview	Q1- 1, Q1-4, Q 1-5, Q1-6	Prologue Chapter Managerial Accounting: An Overview	P-1, P-4, P-5, P-6
Chapter 2 Managerial Accounting and Cost Concepts	E2-2, E2-4, E2-5, E2-6	Chapter 1 Managerial Accounting and Cost Concepts	E1-2, E1-4, E5A-1, E1-6
Chapter 3 Job Order	E3-1, E3-2, E3-4, E3-6, E3-7	Chapter 2 Job-Order Costing: Calculation Unit Product Cost	E2-1, E2-2

		Chapter 3 Job-Order Costing: Cost Flows and External Reporting	E3-1, E3-3, E3-4
Chapter 4 Process Costing	E4-2, E4-9, P4-16	Chapter 4 Process Costing	E4-2, E4-9, P4-16
Chapter 5 Cost-Volume- Profit Relationships	E5-1, E5-4, E5-6, E5-6, E5-7, E5-16	Chapter 5 Cost-Volume- Profit Relationships	E5-1, E5-4, E5-6, E5-6, E5-7, E5-16
Chapter 6 Variable Costing and Segment Reporting: Tools for Management	E6-1, E6-4, E6-7, E6-11	Chapter 6 Variable Costing and Segment Reporting: Tools for Management	E6-1, E6-4, E6-7, E6-11
Chapter 8 Master Budgeting	Q8-(1-10), E8-1, E8-2, E8-3	Chapter 8 Master Budgeting	Q8-(1-10), E8-1, E8-2, E8-3
Chapter 9 Flexible Budgets and Performance	Q9-(1-3), E9-1	Chapter 9 Flexible Budgets and Performance	Q9-(1-3), E9-1
Chapter 10 Standard Costs and Variances	Q10-(1-8), E10-6, E10-8	Chapter 10 Standard Costs and Variances	Q10-(1-8), E10-6, E10-8
Chapter 11 Performance Measurement in Decentralized Organizations	E11-1, E11-2, Handout	Chapter 11 Responsibility Accounting Systems	E11-1, E11-2, Handout
Chapter 12 Differential Analysis: The Key to Decision Making	Q12-(1-10), E12-7, E12- 9, E12-11, E12-17	Chapter 13 Differential Analysis: The Key to Decision Making	Q13-(1-10), E13-7, E13- 9, E13-11, E13-17

Student Support and Success

John B. Coleman Library

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

Academic Advising Services

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

The University Tutoring Center

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

Writing Center

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

Academic Early Alert

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

Student Counseling Services

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

Office of Testing Services

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

Office of Diagnostic Testing and Disability Services

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

Center for Instructional Innovation and Technology Services (CIITS)

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

Veteran Affairs

Veterans Services works with student veterans, current military and military dependents to support their transition to the college environment and continued persistence to graduation. The Office coordinates and certifies benefits for both the G.I. Bill and the Texas Hazlewood Act. Location: Evans Hall, Rm. 102; Phone: 936-261-3563; Website: <https://www.pvamu.edu/sa/departments/veteranaffairs/>

Office for Student Engagement

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

Career Services

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

University Rules and Procedures

Academic Misconduct

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

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

Forms of Academic Dishonesty:

1. **Cheating:** Deception in which a student misrepresents that he/she has mastered information on an academic exercise that he/she has not learned, giving or receiving aid unauthorized by the instructor on assignments or examinations. Examples: unauthorized use of notes for a test; using a "cheat sheet" on a quiz or exam; any alteration made on a graded test or exam which is then resubmitted to the teacher;
2. **Plagiarism:** Careless or deliberate use of the work or the ideas of another; representation of another's work, words, ideas, or data as your own without permission or appropriate acknowledgment. Examples: copying another's paper or answers, failure to identify information or essays from the internet and submitting or representing it as your own; submitting an assignment which has been partially or wholly done by another and claiming it as yours; not properly acknowledging a source which has been summarized or paraphrased in your work; failure to acknowledge the use of another's words with quotation marks;
3. **Collusion:** When more than one student or person contributes to a piece of work that is submitted as the work of an individual;
4. **Conspiracy:** Agreeing with one or more persons to commit an act of academic/scholastic dishonesty; and
5. **Multiple Submission:** Submission of work from one course to satisfy a requirement in another course without explicit permission. Example: using a paper prepared and graded for credit in one course to fulfill a requirement and receive credit in a different course.

Nonacademic Misconduct

The university respects the rights of instructors to teach and students to learn. Maintenance of these rights requires campus conditions that do not impede their exercise. Campus behavior that interferes with either (1) the instructor's ability to conduct the class, (2) the inability of other students to profit from the instructional program, or (3) campus behavior that interferes with the rights of others will not be tolerated. An individual engaging in such disruptive behavior may be subject to disciplinary action. The Office of Student Conduct will adjudicate such incidents under nonacademic procedures.

Sexual Misconduct

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

Protections and Accommodations for Pregnant and Parenting Students

The U.S. Department of Education's Office for Civil Rights (OCR) enforces, among other statutes, Title IX of the Education Amendments of 1972. Title IX protects people from discrimination based on sex, sexual orientation, and gender identity in education programs or activities that receive federal financial assistance. This protection includes those who may be pregnant and parenting. Title IX states: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance." Students seeking accommodations related to pregnancy or parenting should contact the Office of Title IX for information, resources, and support at titleixteam@pvamu.edu. Additional information and/or support may be provided by the Office of Disability Services or the Office of the Dean of Students.

Non-Discrimination Statement

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

Class Attendance Policy (See the University Online Catalog for Full Attendance Policy)

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

Student Academic Appeals Process

Authority and responsibility for assigning grades to students rest with the faculty. However, in those instances where students believe that miscommunication, errors, or unfairness of any kind may have adversely affected the instructor's assessment of their academic performance, the student has a right to appeal by the procedure listed in the University Online Catalog and by doing so within thirty days of receiving the grade or experiencing any other problematic academic event that prompted the complaint.

Technical Considerations

Minimum Recommended Hardware and Software:

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

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

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

Participants should have a basic proficiency of the following computer skills:

- Sending and receiving email
- A working knowledge of the Internet
- Microsoft Word (or a program convertible to Word)
- Acrobat PDF Reader
- Windows or Mac OS
- Video conferencing software

Netiquette (online etiquette)

Students are expected to participate in all discussions and virtual classroom chats as directed. Students are to be respectful and courteous to others on discussion boards. Foul or abusive language will not be tolerated. Do not use

ALL CAPS for communicating to others AS IT CAN BE INTERPRETED AS YELLING. Avoid slang terms such as "wassup?" and texting abbreviations such as "u" instead of "you." Limit and possibly avoid the use of emoticons. Be cautious when using humor or sarcasm as tone is sometimes lost in an email or discussion post, and the message might be taken seriously or sound offensive.

Video Conferencing Etiquette

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

Technical Support

Students should go to <https://mypassword.pvamu.edu/> if they have password issues. The page will provide instructions for resetting passwords and contact information if login issues persist. For other technical questions regarding eCourses, call the Center for Instructional Innovation and Technology Services at 936-261-3283 or email ciits@pvamu.edu.

Communication Expectations and Standards

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

Discussion Requirement

Online courses often require minimal to no face-to-face meetings. However, conversations about the readings, lectures, materials, and other aspects of the course can occur in a seminar fashion. The use of the discussion board will accomplish this. The instructor will determine the exact use of discussion boards.

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

COVID-19 Campus Safety Measures

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

- **Self-reporting** – Students who test positive for COVID-19 are required to report their positive test results within 48 hours using the [PVAMU Self-Reporting Form](#). Proof of off-campus and self-administered home test results must be sent to covid-19@pvamu.edu. Proof for self-administered home test is a picture of the test with a photo ID in the same photo.
- **Self-monitoring** – Students should follow public health guidance to help slow the spread of the virus, including being vaccinated. Students who have a fever or exhibit symptoms of COVID-19 should not participate in face-to-face instruction.
- **Face Coverings** – Face coverings (KN-95, surgical mask, etc.) are highly recommended in classrooms, teaching laboratories, common spaces such as lobbies and hallways, public study spaces, libraries, academic resource and support offices, and outdoor spaces where 6 feet of physical distancing is challenging to maintain reliably.
- **Physical Distancing** – Physical distancing should be maintained between students, instructors, and others in course and course-related activities where possible.

- **Personal Illness and Quarantine** – Students required to quarantine are to participate in courses and course-related activities remotely and must not attend face-to-face course activities. Communication with the student's instructor for remote support will take place by the Office of the Assistant Vice President for Academic Engagement and Success. Students under quarantine are expected to participate in courses and complete graded work unless they have symptoms that are too severe to participate in course activities. Students experiencing personal injury or illness that is too severe for the student to attend class may qualify for an excused absence. To receive an excused absence, students must provide appropriate documentation to the Office for Student Conduct, studentconduct@pvamu.edu.
- **Questions** – For answers regarding COVID-19 policies and/or procedures, students should refer to www.pvamu.edu/coronavirus or email covid-19@pvamu.edu.

Fall 2022 – Full Term

The Prairie View A&M University Academic Calendar subject to change as state, system, and local guidelines evolve in relation to COVID. Any updates will be posted to <https://www.pvamu.edu/coronavirus>.

Last Updated: 02/17/2022

This page is best viewed in [Chrome](#) or [Firefox](#)

Apr 11 Monday	Priority Registration for continuing students for Summer, May/Summer 2022 Mini-Mester and Fall 2022 semester (Special Populations)
Apr 12 Tuesday	Priority Registration for continuing students for Summer, May/Summer 2022 Mini-Mester and Fall 2022 semester (Doctoral, Masters, Post-Baccalaureate and Senior students)
Apr 13 Wednesday	Priority Registration for continuing students for Summer, May/Summer 2022 Mini-Mester and Fall 2022 semester (Juniors)
Apr 14 Thursday	Priority Registration for continuing students for Summer, May/Summer 2022 Mini-Mester and Fall 2022 semester (Sophomores)
Apr 15 Friday	Priority Registration for continuing students for Summer, May/Summer 2022 Mini-Mester and Fall 2022 semester (Freshmen)

Apr 16
Saturday
Registration for all students for the Summer, May/Summer 2022 Mini-Mester and Fall 2022 semester Begins

Aug 22
Monday
Financial Aid Satisfactory Academic Progress (SAP) Appeal Deadline

Aug 22
Monday
First Class Day

Aug 22
Monday
Tuition & Fees Payment Due Date @ 5:00 p.m.

Aug 22 - Aug 29
Monday through Monday
Late Registration/Late Registration Fee Begins (\$50.00)

Aug 22 - Aug 31
Monday through Wednesday
Attendance Reporting Period (NS/SH) Students who do not attend class during this period will have their courses removed and financial aid reduced or cancelled

Sep 02
Friday
Financial Aid Refunds Begin

Sep 05
Monday
Labor Day Holiday (University Closed) *Subject to approval by The Texas A&M University System Board of Regents and may change.

Sep 07
Wednesday
12th Class Day (Census Date)

Sep 13
Tuesday
Drop for Non-Payment of Tuition and Fees @ 5:00 p.m.

Sep 19
Monday
Final Day to Drop/Withdraw from Course(s) without Academic Record (A Financial Record will still exist)

Sep 19
Monday
20th Class Day

Sep 20
Tuesday
Withdrawal from Courses with Academic Record (“W”) Begins

Oct 13 - Oct 15
Thursday through
Saturday
Mid-Semester Examination Period

Oct 17
Monday
Student and Faculty Non-Class Day

Oct 19
Wednesday
Mid-Semester Grades Due

Oct 27
Thursday
Final Date to Apply for Fall 2022 Graduation (ceremony participation)

Oct 28
Friday
Application for Graduation-Degree Conferral only for Fall 2022 Graduation Begins (no ceremony participation or name listed in the program)

Nov 07
Monday
Priority Registration for continuing students for Spring 2023 semester including December/January Mini-Mester (Special Populations)

Nov 08
Tuesday
Priority Registration for continuing students for Spring 2023 semester including December/January Mini-Mester (Doctoral, Masters, Post-Baccalaureate, Seniors)

Nov 09
Wednesday
Priority Registration for continuing students for Spring 2023 semester including December/January Mini-Mester (Juniors)

Nov 10
Thursday
Priority Registration for continuing students for Spring 2023 semester including December/January Mini-Mester (Sophomores)

Nov 11
Friday
Priority Registration for continuing students for Spring 2023 semester including December/January Mini-Mester (Freshmen)

Nov 12
Saturday
Registration for all students begins for the Spring 2023 semester including December/January Mini-Mester

Nov 24 - Nov 26
Thursday through Saturday
Thanksgiving Holiday (University Closed)

Nov 29
Tuesday
Final Day to Withdraw from a Course or the University (“W”) for the Fall 2022 16- week session

Nov 29
Tuesday
Last Class Day

Nov 30
Wednesday
Study Day (No Classes in Session)

Dec 01 - Dec 07
Thursday through Wednesday
Final Exams

Dec 02
Friday
Final Day for Graduating Undergraduates to Submit Application for Tuition Rebate for Fall 2022

Dec 02
Friday
Final Day to Apply for Degree Conferral only for Fall 2022 Graduation (No ceremony participation or name listed in the program)

Dec 08
Thursday
Final Grades Due for Graduation Candidates (12:00 p.m.)

Dec 10
Saturday
Commencement

Dec 13
Tuesday
Final Grades due for all other students (11:59 p.m.)

Dec 23 - Jan 01, 2023
Friday through Sunday
Winter Break (University Closed)
