Student Services

Prairie View A&M University believes that the intellectual and moral growth of students occurs both within and outside the formal classroom setting. Residential and social life experiences are regarded as learning opportunities, significant in their own right and complementary to those provided within the academic curriculum. Thus, the University is committed to providing a co-curricular environment that supports individual needs, and actively contributes to the University’s residential and community life. A complete listing of the University’s student services is provided in the Prairie View A&M University Student Conduct Code and Handbook. Those services that are particularly relevant to academic life at the University are briefly described below.

Quality Assurance Program

The U.S. Department of Education requires each university to conduct activities that will verify financial aid information provided by its students. This process may be done by verifying applicants selected by the Department of Education or through the Quality Assurance Program.

Prairie View A&M University participates in the Quality Assurance Program. This program is governed by federal regulations and the results of our findings are reported to the federal government.

The process begins in late September. Approximately 300 financial aid recipients are randomly selected. If selected students must submit documentation to verify the information provided on the application. Errors may result in reductions or increases in financial aid eligibility. Participation is mandatory for selected students and non-compliance can result in cancellation of fall and spring aid.

Revised Satisfactory Academic Progress Policy (effective May 15 2008)

Introduction

Prairie View A&M University is required by federal law (34 CFR 668.16 (e)) to define and enforce the standards of Satisfactory Academic Progress (SAP). All students receiving financial aid from federal, state and/or Prairie View A&M University sources must be making Satisfactory Academic Progress at Prairie View A&M University to establish and retain eligibility for student financial aid. Enrolled students applying for financial aid for the first time must demonstrate Satisfactory Academic Progress prior to applying for financial aid and must continue to meet Satisfactory Academic Progress standards.

SAP is measured at the end of every financial aid academic year (May). Once the Financial Aid Office receives the student’s financial aid application for processing, the student’s academic progress is measured using two components: Qualitative and Quantitative Measures of Academic Progress. If the student does not meet the minimum requirements for the two components, the student is not eligible for federal assistance. Students who have not improved their academic standing are placed on financial aid suspension and notified by letter and/or email that their aid has been cancelled for the subsequent terms. Hence, students who are identified as making insufficient academic progress and continue to seek financial assistance, have the option to appeal.

Qualitative Measures of Academic Progress

The qualitative measure of academic progress is based on a grading scale of 0.00 to 4.00 and the students’ enrollment classification.

*Once undergraduate students have attempted 24 hours, they must have achieved at least a minimum 2.00 cumulative grade point average. After attempting 12 hours, graduate students, must have a minimum cumulative 3.00 GPA.*

Students must successfully complete at least 75% of their credit hours at Prairie View A&M University. The following table provides an example of the number of credits a full-time student may attempt and successfully complete each semester:

<table>
<thead>
<tr>
<th>Graduates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hours completed do not include the following grades; however, these hours are included in hours attempted:</td>
</tr>
<tr>
<td>If a grade other than U, I, W, WV, and MW is received, courses that have been repeated will be counted for each enrollment as hours attempted, as well as, hours completed.</td>
</tr>
</tbody>
</table>

Remedial Coursework

If acceptance to a program has been confirmed, and the remedial coursework is necessary to complete the program, students may receive financial assistance for remedial coursework. Students cannot receive financial assistance for remedial coursework if their acceptance to a program is based on the completion of the remedial work.

Maximum Time Frame

Federal regulations specify that the maximum time frame during which a student is expected to finish an undergraduate program and receive Title IV funds may not exceed 150 percent of the published length of the program. Thus, an undergraduate is allowed a maximum of 180 credit hours to
complete degree requirements. Unless the student can provide documentation of a graduation date of two semesters or less at the time of the appeal, federal financial assistance for undergraduate work will not be extended beyond this time frame.

Transfer students who are considered in good academic standing from the previous schools attended will be eligible for federal Title IV funds. Transfer credits will also be included in the maximum time frame.

Graduate students will be ineligible for aid if they do not meet their degree objectives after carrying the maximum number of credit hours listed below (whether or not they have received aid for all terms):

Withdrawal Policy and Procedures
If you withdraw from the University, keep the following points in mind:

1. To officially withdraw, undergraduate and graduate students should contact the Registrar’s Office and Student Financial Services Office. If you leave the University and do not formally withdraw, you will be assigned a grade of “F” (failure) in enrolled courses.

2. Withdrawal does not eliminate your financial obligation to the University. You are still responsible for any charges owed to the University at the time you withdraw, based on the University’s tuition and housing refund policies.

3. There are specific federal, state, and University withdrawal policies regarding tuition and fees, housing charges, refunds to financial aid programs and repayment resulting from withdrawal.

4. When withdrawing, there are three situations which may require an immediate repayment of financial aid funds:
   a. If your University charges are reduced as a result of withdrawal, and it creates a credit balance on your student account, these funds may be used to repay the financial aid programs. This will depend on the amount of your financial aid and the date of your withdrawal.
   b. If you withdrew a credit balance from your student account to use for living expenses, you may have to repay financial aid funds which are in excess of an amount determined to be reasonable for the length of your enrollment.
   c. If you withdraw during free add/drop, you are not eligible to receive any financial aid for that term, and any credit balance you withdrew from your student account must be repaid.

5. Information regarding the federal regulations for calculating refunds and repayments, and the order of programs to which we restore aid, is available at the time of withdrawal or upon request.

6. If you were eligible to receive a Federal Pell Grant while enrolled in school, your Federal Pell Grant may cover educational costs incurred prior to withdrawal, which could include housing costs, tuition and fees, and reasonable living expenses.

7. Financial aid is for enrolled students only. Federal Stafford Loans, Federal Supplemental Educational Opportunity Grant, Federal Perkins Loan, State Student Incentive Grant, and Texas State Grants cannot be disbursed after your withdrawal. Work-Study money earned prior to withdrawal will be paid. Students may not work on Work-Study after withdrawing from the University.

8. Students who receive financial aid and withdraw multiple times will be placed on financial aid suspension.

University Identification Card
A Panther card has many purposes. Primarily, your Panther Card is your official university ID. Your Panther card is also a debit account that is accepted as a form of payment at many locations on and off campus if the student has funds available. Student must have a university student identification number or UIN and must be registered for the current school term.

There is no fee for the initial ID card received upon entry to the University. The replacement cost for a University Identification Card is $35.00 and is subject to change without notice. In order to receive a replacement card the student must present a valid photo ID (i.e. state issued driver’s license or identification card, a passport, a military identification card, or a school identification card) and must be enrolled in the current school term. There are no exceptions to this requirement. The University Identification Card Office is Located in The Willie A. Tempton Memorial Student Center (MSC) room 107. Office hours are Monday - Friday 8:00 am to 5:00 pm. The office contact number is (936) 261-1700.

Career and Outreach Services
Evans Hall (936) 261-3570

The Department of Career and Outreach Services has the unique role of providing programs and services that assist both graduating and continuing students in obtaining professional employment. The department provides services for employment, and combinations of recruitment, cooperative education (co-op), and summer intern employment opportunities in the various academic fields offered at the University. In collaboration with each University department and college, Career Services works to inform students about career opportunities available in the marketplace. Career Services offers a variety of seminars and workshops on resume writing, interviewing skills, dressing for success, on-the-job survival, salary negotiation and more.

The Career Services hosts several hundred business and industry recruiters annually. The Career Center’s primary responsibility is to establish relationships with recruiters throughout the United States and abroad. During each academic year, two University career fairs are sponsored to bring employers and students together to discuss full-time, internship and co-op opportunities. The Career Center also provides assistance for current and former students seeking information on graduate and professional schools and various fellows programs.

Cooperative education (co-op) and internship programs are provided to combine students’ academic education with on-the-job training. The primary focus of each is to enhance a student’s placement opportunities by offering paid (or in some cases, unpaid) temporary employment within their
particular field of study. Co-op programs involve alternating semesters of on-campus instruction with off-campus employment resulting in a meaningful professional and educational experience. Internships provide employment opportunities for students during the summer months. The objectives are to better prepare students for immediate employment upon graduation, and assist students in the development of attitudes and skills conducive to effective performance in professional positions.

Students who are in good standing are eligible to participate in a co-op and internship program after a successful completion of 30 hours of college coursework, with a minimum 2.5 grade point average. Students must apply at least one semester in advance of the semester they wish to be employed. Applications are available in Career Services. Most departments have established a number of elective semester hours that may be satisfied through approved Co-op or internship program participation. To receive academic credit for the co-op or intern experience, a student must formally apply with Career Services and register for a co-op or internship course through their academic department.

For more information visit the Career Services website at www.pvamu.edu/careerservices or stop by Evans Hall, Room 210.

Career and Outreach Services

Student Counseling Services (SCS) is a department within the Division of Student Affairs. Our mission is to assist students in overcoming obstacles to their personal and academic goals that may impede their development. This mission is accomplished by offering individual, couples, marital, academic skills, and group counseling for students and through outreach presentations, referrals, crisis intervention training and consultation to the campus community. Out global efforts are in the areas of retention, prevention, and intervention. Therefore, the SCS staff wholeheartedly commits to create a learning environment where students feel safe, respected and valued as they address difficult concerns and learn alternative ways of coping that will be beneficial beyond their collegiate years. These confidential services are free to currently enrolled students at PVAMU. SCS also provides referral services for those students who may benefit from counseling services that extend beyond the 10-session limit for personal counseling or from services not offered at SCS. A counselor will explain the referral process with the student on an individual basis. In addition, Student Counseling Services offer 24 hours on-call crisis counseling. Our hours operation are below:

Office Hours

(Fall/Spring):
Monday – Wednesday 8:00 a.m. – 7:00 p.m.
Thursday – Friday 8:00 a.m. – 5:00 p.m.
Saturday 9:00 a.m. – 2:00 p.m.

(Summer):
Monday – Thursday 7:30 a.m. – 5:00 p.m.
Friday 8:00 a.m. – 12 Noon

For more information visit the Student Counseling Services website at www.pvamu.edu/studentcounselingservices, stop by Owens-Franklin Health Center in Suite 226, or call 936-261-3564.

Disability Services

The Office of Diagnostic Testing and Disability Services ensures equal access for students with disabilities to all curricular opportunities offered by the University. The office provides leadership in advocating for the removal of attitudinal and physical barriers that may impede progression toward achievement of the student’s educational objectives.

Students requesting services must self-identify and meet relevant legal requirements each semester. Guided by the medical and psycho-educational documentation, academic accommodations that support student success are recommended to faculty and staff.

ADA Resources

In addition, the Office provides leadership to the campus community to ensure compliance with ADA legal requirements for access. It is the role of the Office to establish a clear set of policies and procedures that define the responsibilities of the University and the person eligible for accommodations. Accommodations may include: extended time for testing and or assignments, interpreter services, note taker assistance, use of tape recorder, books on tape membership and other accommodations as needed. Assistive technology services include loaner wheel chairs, adapted computers, accessible housing and parking, as well as colored overlays for dyslexic readers. Also, as appropriate, the Office makes referrals to other campus support services and external agencies.

Students who suspect they may have a learning disability may contact the Office to arrange pre-assessment screening interview and possible subsequent individualized psycho-ed testing. For information about eligibility, academic accommodations, diagnostic testing, support services and referrals, visit Evans Hall, Room 317.

Grievance Procedure – Steps to Resolution
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.

Graduate disputes should follow the procedure outlined in the Division of Academic Affairs.

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:

1. Review the grievance Complaint Form 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 necessary
7. Make a determination based on the substantiated facts provided

A Determination Letter of the findings will be provided to the student 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 Advancement by filing a written appeal within five (5) business days of receipt of the Determination Letter.

The Vice President for Student Affairs and Institutional Advancement 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:

1. Alleges “new” facts, which if true, would demonstrate a violation of an anti-discrimination statute or regulation;
2. Contains “new” allegations that appear to be substantially credible;
3. Addresses a violation, which if true, results in a personal wrong to the grievant; and
4. Is not frivolous.

If the Vice President for Student Affairs and Institutional Advancement 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 Advancement 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 Advancement 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 Advancement 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.

Safety and Security Services

Prairie View A&M University is dedicated to ensuring the physical security and personal safety of its community members. The University strives to provide all students, faculty, and employees with a safe environment in which to learn and work. Achieving and maintaining this environment requires that all persons commit themselves to being responsible, active participants in the exercise of safety and security. Members of the University community must be knowledgeable of the rules and procedures governing the maintenance of a safe, secure environment.

To promote the safety and security of the campus and its community members, Prairie View A&M University has established both the Department of Environmental Health and Safety and the University Department of Public Safety. For information on safety training or to report unsafe conditions please call (936) 261-1745, 1746 or 1743, visit www.pvamu.edu/ehs or email EHS@pvamu.edu.
The Prairie View A&M 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 as well as county and municipal ordinances, and state and federal laws. As peace officers, they are vested with all powers, privileges and immunities of peace officers while in the performance of their duties.

To request non-emergency responses to fire, medical or police situations call (936) 261-1375 on campus. In emergency situations, call (936) 857-4911 or 4911 directly from any University extension.

**Residential Life and Housing Services**

**General**

Five modern day residential communities provide living and learning centers for enrolled University students. Each facility is staffed with personnel charged with the general responsibility for the welfare of the student occupants and care of the facility. Students assist in planning residence life programs and related activities. They also help develop standards of conduct, determine social regulations and create an atmosphere that promotes wholesome living and productive study in the living and learning communities.

Services provided in the residential communities include full kitchens (in University Village), study areas, meeting areas, telephones, cable TV, exercise rooms, computer rooms, lounge areas, microwave ovens and micro fridge units (in University College), vending areas and parking. The University reserves the right to conduct unannounced inspections of rooms for health, welfare, safety and security of assigned residents.

Because Prairie View A&M University is a residential campus, undergraduate students are encouraged to live on-campus, university housing where they can benefit from the living and learning environment experience. Regularly enrolled students who do not live in university housing are classified as commuter students. Undergraduate students who fall into one or more of the following categories are eligible to apply for commuter student status:

1. Students living at home with their parents or legal guardians (within 50 miles)
2. Married students
3. Veterans of military service
4. Graduate students
5. Students engaged in off-campus assignments or affiliations
6. Students enrolled for less than 12 hours for the semester

**Availability**

Due to the ever increasing desire of our growing student population to live in on-campus housing, it is not possible to provide housing to all students that enroll in the fall semester. Because of this fact, we strongly encourage students to complete the application process and all of its requirements prior to July each year.

**Parking**

All students who operate vehicles on campus must register their vehicles and obtain a parking hangtag. This fee for the hangtag is not automatically assessed to the students’ accounts. It is solely the student’s responsibility to ensure that this is done. This fee covers the cost of operating the parking department and upgrades to parking facilities. All students who fail to register their vehicles will be ticketed and/or towed at the owner’s expense. This fee is non-refundable after the 12th class day of each semester. The University’s Parking Office is located in the Harrington Science Building, Room 117. Please call (936) 261-1701 for more details. The hours of operation is Monday - Friday 8:00am - 5:00pm.

Persons with Physical disabilities may request a handicap permit and will be issued a special parking permit. Sufficient documentation of disability must be provided by a physician.

All visitors are required to stop at the Information Center located at the main entrance to the campus to obtain a parking permit. The hours of operation for the Information Center are Monday-Friday from 7:00 a.m. to 4:00 p.m. (936) 857-4935.

**Dining Services**

All students residing in University Village, University View and University College are required to participate in the Residence Dining meal plan. The University’s campus dining services are offered in the Memorial Student Center and present students, faculty, staff, and guests with a complete commercial food service operation. Located on the first floor, the dining facility has the capacity to feed over 2,000 customers at any given meal period. This facility is equipped with five serving stations that offer customers unlimited servings and a wide variety of food selections.

- The Classic Station (main line) offers a premium entree, a starch and a choice of two vegetables. The Grill Station has a changing menu selection of all-time favorites that include hamburgers, grilled cheese, french fries, and other grill favorites. The Deli Station is a special treat for customers who enjoy tasty sandwiches with a variety of breads that are made to order, the Pizza Station which offers cheese, pepperoni and a specialty pizza daily, and finally the International Station which changes lunch and dinner to different cultural cuisines. In addition, our Residence Dining customers can enjoy unlimited servings from the salad bar, dessert station, waffle station (during breakfast), beverage bar, and soup station.

- The dining services are extended to faculty, staff and guests. The University also offers A-la-carte services in Pardus, the faculty and staff dining facility. Three entrees are served daily, including a selection of vegetables, soup and salad, flavored iced tea and a variety of desserts. The retail dining facility offers a made-to-order deli, the grill that serves a variety of foods that include specialty burgers, fish, limited time only specials (McRibs, Sliders), a
made to order stir-fry station, and Chick-fil-A. This area also serves ice cream, juices, salads, gourmet cookies and many more favorites to please the palate. Also offered are Jazzman’s Café located in the John B. Coleman Library and The Purple Zone located in Farrell Hall. Jazzman’s Café has all your special coffee delights along with smoothies, fresh homemade pastries, cookies, soup and specialty sandwiches.

All students who reside in University College, University View and University Village are required to participate in the University Board Program. All patrons are required to pick up their small ware and take it to the designated area. If a meal plan preference is not selected, the 17 meal plan will automatically be assigned. In addition, points associated with meals are not refundable at the end of the term if unused.

All pre-registered students may change their previous selection (prior to the 5th class day) through Auxiliary Enterprises office located in the Memorial Student Center, room 107 (936)261-1700

Laundry Services
The University Laundry & Dry Cleaners, located in Farrell Hall, offers premium-quality laundry and dry-cleaning services to students, employees. The service is included with the meal-plan program and can also be deducted from the student University ID card. Laundry supplies are available for sale on-site, and there is always an attendant on-duty to ensure the best possible services. Please call for more detail (936)261-1328.

Shuttle Services
There is no charge to get onto the shuttle bus for students, faculty and staff. You must obtain your University ID to ride the shuttle. Both shuttles are equipped with ADA seating package. We can aim to make your experience as enjoyable and as comfortable as possible. Shuttle stops are located throughout the campus. Choose the route and the stop that best serves your needs. The drivers are only allowed to stop as the designated stops. All vehicles must stop in both directions when the shuttle bus is loading and unloading patrons. No standing, sitting in aisles, eating, drinking, animals, weapons, smoking allowed on the shuttle. Shuttle Service is located in Farrell Hall room 104. (936)261-1140

Teacher Certification and Licensure Students
A student may receive Federal Work-Study, Direct Subsidized and Unsubsidized Loans, as well as, Direct Graduate PLUS loans if he is enrolled at least half time in required teacher certification coursework, even though it does not lead to a degree or certificate awarded by PVAMU. To qualify, the coursework must be required for elementary or secondary teacher certification or recertification in the state where the student plans to teach. Optional courses that the student elects to take for professional recognition or advancement, and courses recommended by your school but not required for certification, do not qualify.

For Stafford loans, such students may borrow at the fifth-year undergraduate loan level, and the loan limit is not prorated if the coursework lasts less than an academic year. Students seeking licensure are ineligible for federal aid.

Withdrawal Policy and Procedures
If you withdraw from the University, keep the following points in mind:

1. To officially withdraw, undergraduate and graduate students should contact the Registrar’s Office and Student Financial Services Office. If you leave the University and do not formally withdraw, you will be assigned a grade of “F” (failure) in enrolled courses.

2. Withdrawal does not eliminate your financial obligation to the University. You are still responsible for any charges owed to the University at the time you withdraw, based on the University’s tuition and housing refund policies.

3. There are specific federal, state, and University withdrawal policies regarding tuition and fees, housing charges, refunds to financial aid programs and repayment resulting from withdrawal.

4. When withdrawing, there are three situations which may require an immediate repayment of financial aid funds:
   a. If your University charges are reduced as a result of withdrawal, and it creates a credit balance on your student account, these funds may be used to repay the financial aid programs. This will depend on the amount of your financial aid and the date of your withdrawal.
   b. If you withdrew a credit balance from your student account to use for living expenses, you may have to repay financial aid funds which are in excess of an amount determined to be reasonable for the length of your enrollment.
   c. If you withdraw during free add/drop, you are not eligible to receive any financial aid for that term, and any credit balance you withdrew from your student account must be repaid.

5. Information regarding the federal regulations for calculating refunds and repayments, and the order of programs to which we restore aid, is available at the time of withdrawal or upon request.

6. If you were eligible to receive a Federal Pell Grant while enrolled in school, your Federal Pell Grant may cover educational costs incurred prior to withdrawal, which could include housing costs, tuition and fees, and reasonable living expenses.

7. Financial aid is for enrolled students only. Federal Stafford Loans, Federal Supplemental Educational Opportunity Grant, Federal Perkins Loan, State Student Incentive Grant, and Texas State Grants cannot be disbursed after your withdrawal. Work-Study money earned prior to withdrawal will be paid. Students may not work on Work-Study after withdrawing from the University.

8. Students who receive financial aid and withdraw multiple times will be placed on financial aid suspension.
The John B. Coleman Library

The John B. Coleman Library, a five-story building constructed in 1988, holds over 390,000 volumes, including over 800 print periodicals. The Library has access to several thousand electronic journals and online resources, many of which are full-text. The Library serves as a partial Federal Document Depository and holds close to 10,000 government documents with electronic access to 30,000 electronic additional titles. The Library is a member of Amigos (A Regional Library Consortium) and TexShare (A Statewide Cooperative), which provide access to resources at all State supported institutions, both online and through reciprocal on-site borrowing privileges.

Information is provided at several public service points in the Library, including the General Information Desk, the Reference Desk, the Circulation Desk, the Periodicals Room, and the Government Documents Center, which are all located on the first floor. The Periodicals Service Center houses periodicals, reports, and newspapers in hard copy and microform. The Reference Department provides library orientation, information literacy instruction and research assistance for students, faculty and community patrons. Interlibrary loan service is available in the Circulation Department for obtaining materials not held by Prairie View A&M University. The library is fully automated with computer terminals available for public use and access to the Internet, and a fully integrated library technology system to support all library operations and technical services.

Online access to the library collection is available through the Voyager Online Public Access Catalog. The Library subscribes to close to 80 online databases that provide access to over 55,000 research journals that are available campus-wide and from off-campus locations. Reserve materials, and audio-visual media and equipment are available at the Circulation Desk. The Special Collections Department on the 5th floor houses a number of unique collections, including the University Archives, and a rare book collection. The Delco Exhibit and an African American Art Collection are displayed in the 4th floor Art Exhibit Space. The Library provides Distance Library Services for students who attend classes at the following distant learning sites: The College of Nursing, located in the Texas Medical Center in Houston, Texas; and the Northwest Graduate Center in Spring, Texas.

For a full description of Library Resources and Services, see the John B. Coleman Library web-site at http://www.pvamu.edu/library.

Information Technology Services

The Information Technology Services (ITS) department’s vision is to build and support a campus that never closes. The IT department provides educational and administrative computing services to students, faculty, and staff.

The services include: Internet, Internet 2, Web, Email, Distance Education, Virus Protection, and Virtual Private Network, FTP, Wireless, Campus Web Calendar, Electronic Document Management, Student Information System, and Helpdesk operations. A team of professionals are also available for strategic planning, problem solving, grant and proposal writing and partnering, computer lab designs, custom reporting, disaster recovery planning, technology consulting, seminars and training.

Currently, there are over 4500 computers available to students campus-wide. The IT department manages five (5) Student Computer Centers (J.B. Coleman Library – Room 210; Farrell Hall; Willie A. Tempton Memorial Student Center – Internet Café; College of Nursing – Houston, TX; Graduate School – Houston Northwest Center) with over 450 State-of-the-Art computers and printers. These Student Computer Centers are designed to support general-purpose educational computing needs and are funded by and available to all enrolled Prairie View A&M University students.

Additionally, the ITS department provides technical resources and support to various specialized departmental labs that are designed to enhance the academic skills of targeted groups of students. These specialized labs are in general managed and funded by the appropriate departments/colleges.

The Student Computer Centers provide flexible hours of operation that include extended week-day hours and support for weekend access. Computing resources are available for applications such as e-mail, Internet browsing, word processing, data/statistical analysis and multimedia presentations. Enrolled students are able to view their personal information, class schedules, available class courses and sections, grades, financial records, library resources, University catalogues, financial aid information, and more online.

Upon admittance to the University, the ITS department creates a Computer User ID and a Password that allows students to access their personal email and other authorized computer services.

The IT department also provides and supports wireless computer technology throughout the main and remote campuses. This technology is currently available in the Library and all educational buildings to facilitate anywhere, anytime access to University-sponsored computing resources with the goal of enhancing the student learning experience.

For additional information regarding ITS department’s services or to reach the ITS Helpdesk, please call (936) 261-2525, E-mail its@pvamu.edu, or visit http://www.pvamu.edu/its.

Types of Financial Aid

Prairie View A&M University has the following major student financial assistance programs:

- Scholarships
- TEXAS Grant
Grants are financial aid you don’t have to pay back.

Work-Study lets you work and earn money to help pay for school.

Loans are borrowed money that you must repay with interest.

Undergraduate students may receive grants, loans and Federal Work-Study.

Graduate students may receive loans and Federal Work-Study, but not Federal Pell Grants or FSEOG.

NOTE: For a detailed description of the above mentioned financial assistance programs, please visit our website: http://www.pvamu.edu/aid.

Office of Student Financial Aid

The Office of Student Financial Aid at Prairie View Agricultural and Mechanical University (PVAMU) 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. The office’s mission is to offer coordinated delivery of comprehensive student aid programs that are supportive of the recruitment and retention of academically talented and diverse students.

Philosophy of the Student Financial Aid Office

We believe that:

• Our first responsibility is to assist the most economically disadvantaged student.
• Self-help (loan and work study) should be a part of the University aid award.
• Students should make a commitment to their education with both current and future earnings; this means both working and borrowing to pay for their education.
• Student budgets should reflect reasonable allowances for typical student expenses.
• The Federal Need Analysis Methodology is designed to provide an equitable formula for evaluating student need.
• Funding is limited and may not meet your total need. Therefore, the Financial Aid Office will award aid to the students who demonstrate the most need first. Aid continues to be awarded on an ongoing basis until funding is exhausted.
• We have a responsibility to develop information and policies that minimize defaults on student loans.
• The financial aid packaging process ensures effective use of the funds available and fair and equitable treatment of all aid applicants.

NOTE: You may view our general consumer information at http://www.pvamu.edu/aid.

Student Eligibility

To receive aid from the student aid program at Prairie View A&M University, one must:

• Have a financial need, except for some loan programs;
• Have a high school diploma or a General Education Development (GED) certificate;
• Be enrolled or accepted for enrollment as a regular student working toward a degree or certificate in an eligible program;
• Be a U.S. citizen or eligible non-citizen;
• Have a valid Social Security Number;
• Make satisfactory academic progress;
• Sign a statement on the Free Application for Federal Student Aid (FAFSA) certifying that you will use federal student aid only for educational purposes;
• Sign a statement on the FAFSA certifying that you are not in default on a federal student loan and that you do not owe money back on a federal student grant;
Register for selective service, if required

If you are a male 18 through 25 years of age and you have not yet registered with Selective Service, you can give Selective Service permission to register you by checking a box on the FAFSA. You can also register through the Internet at: www.sss.gov (http://www.sss.gov).

A new law suspends aid eligibility for students convicted under federal or state law of sale or possession of drugs. If you have been convicted of drug possession, you will be ineligible for one year from the date of a first conviction, two years after a second conviction and indefinitely after a third conviction. If you have been convicted for selling drugs, you will be ineligible for two years from the date of first conviction and indefinitely after a second conviction. If you lose eligibility, you can regain eligibility early by successfully completing acceptable drug rehabilitation program.

Student Rights and Responsibilities

Current law requires each eligible institution participating in Title IV financial aid programs to provide student financial assistance and other institutional information. Following is information available from the Student Financial Aid Office and other offices on campus.

You have the right:

• To know all the federal, state, institutional, and private student financial assistance programs available, including both need-based and non need-based programs.
• To know the procedures, forms, deadlines, and eligibility requirements to apply for assistance; the criteria for selecting aid recipients and determining the amount of aid awarded.
• To know the cost of attending the University, how those costs are determined, and how your student budget is developed.
• To know what resources we have considered in calculating your financial need, how the Expected Family Contribution (EFC) was determined, and how much of your financial need has been met.
• To know the standards required for maintaining satisfactory academic progress for financial aid eligibility.
• To know how and when disbursement of financial aid is made, the University’s refund policy for costs paid to the University, and any refund due to Title IV student assistance programs.
• To know the terms and conditions of any loans, employment, scholarships or grant aid you receive.
• To know the policies and procedures used to maintain confidentiality of financial aid records. Only those individuals who directly handle the application have a right to know or access the information. Prairie View A&M University complies with the Family Educational Rights and Privacy Act of 1974.
• To know who to contact and how to contact the financial aid personnel regarding information on student financial assistance.
• To know the academic programs of the University, the facilities available, the faculty, and instructional personnel.
• To know the names of bodies which accredit, approve or license the institution and its programs, and how their documents may be reviewed.
• To know the completion or graduation rate of students.
• To know statistics on the receipt of athletic-related student aid.
• To know campus security policies and crime statistics.
• To know what facilities and services are available to students with disabilities.

It is your responsibility:

• To read and consider all information about the University before you enroll.
• To complete all University applications forms thoroughly and accurately, and submit them to the appropriate office(s) by required deadlines.
• To accurately and honestly complete your Free Application for Federal Student Aid (FAFSA). Errors can result in delays. False or misleading information is a criminal offense and is subject to a $10,000 fine, imprisonment or both.
• To use any federal, state-appropriated or institutional financial aid received during the award year solely for expenses related to attendance at Prairie View A&M University. To comply with Quality Assurance Program requirements (if you are selected as a participant), provide verification or additional information as requested by the University, and submit corrections or new information, as appropriate.
• To read, understand and accept responsibility for all forms or agreements you sign. We recommend you keep copies of your records.
• To report to the Financial Aid Office if you are in default on a student loan or if you owe a refund or repayment on any educational grant received from any school.
• To notify your student loan lender of changes in your name, address, and school status.
• To perform the work agreed upon when you accept a Federal Work-Study award.
• To know and to comply with the following University policies and procedures as they relate to financial aid: withdrawal, refund/repayment, satisfactory academic progress, debt management, and enrollment status for aid disbursement.
• To keep your address and phone number current with the Office of Admissions and Records and the Office of Student Financial Aid.
Utilizing the PVAMU Financial Aid Web Page

The University is moving toward using more electronic means of communication. Thus, the Prairie View A&M University Office of Student Financial Aid would like to announce its new and improved web page at www.pvamu.edu/faid. The Financial Aid web page provides a plethora of information regarding financial aid opportunities.

Getting Started…Applying for Financial Aid

1. Complete the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.ed.gov. Be sure to follow all web instructions thoroughly and use your Federal PIN number, e-sign your FAFSA. If you need assistance with the application process, you may call 1-800-FED-AID (1-800-433-3243) or the Office of Student Financial Aid at (936) 261-1000.

2. You will receive a Student Aid Report (SAR) from the US Department of Education within 2 to 3 days of completing your FAFSA online. Once you receive your SAR, review it for accuracy. If corrections are necessary, you should first contact the Office of Student Financial Aid for assistance. If the SAR is accurate, keep it for your personal records. The Office of Student Financial Aid also receives the SAR information and will contact you via your PVAMU student email or Panthertracks account should you need to submit any additional information.

3. Respond immediately to any request for information. Delays in submitting required documentation will delay the determination of your financial aid eligibility.

4. Institutional documents are located on the Prairie View A&M University website at www.pvamu.edu/faid. Select “Forms Library” to retrieve required documents.

When Do I Apply?

Apply as soon as possible AFTER January 1 (you can’t apply before this date). It is easier to complete the application when you already have your current tax year’s return. So you may want to complete your tax return as early as possible. Do not sign, date or send your application before January 1.

You need to apply only once each school year at www.fafsa.ed.gov.

What Happens After I Apply?

A paper FAFSA may be obtained by contacting the Central Processing System (COS) at 1-800-4FEDAID, 1-800-433-3243 or 319-337-5665. If you are hearing impaired, please contact the TTY at 1-800-730-8913. If you apply by paper application, it will take about six to eight weeks for your application to be processed for you to receive a SAR in the mail.

If it’s been more than six to eight weeks since you submitted your application and you have not heard anything, you can check on your application through the FAFSA on the Web, even if you don’t apply using FAFSA on the Web. The URL for the webpage is http://www.fafsa.ed.gov.

Office of Student Financial Aid Important Deadlines and Priority Dates:

- **January 2, 2012** – 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 2012-2013 Free Application for Federal Student Aid Applications. If you have not done so already, make sure that both you and your parents Apply for a PIN at http://www.pin.ed.gov.

- **March 15, 2012** – Fall 2012 priority submission date for a complete financial aid application file. A complete application file includes: (1) Federal Student Aid; (2) all required documents have been received and processed (i.e. verification) (3) University Scholarship Application has been mailed to the Office of Admissions; and (4) the student has been accepted for admission.

- **April 15, 2012** – Financial aid award notification letters will be sent to the mailing address of first-time freshmen and transfer students.

- **May 15, 2012** – Final date for processing financial aid awards in advance of 2009 summer registration with the assurance that awarded funds will be available for fee payment.

- **June 1, 2012** – After final spring grades are posted and Satisfactory Academic Progress calculated, financial aid notifications will be sent to Prairie View email address of current students. The email will direct you to check your award status using Panther Tracks. 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, 2012** – Summer 2012 verification deadline.

- **August 1, 2012** – Final date for processing financial aid awards in advance of Fall 2012 registration with the assurance that awarded funds will be available for fee payment in August.
October 15, 2012 – Spring 2013 priority submission date for a complete financial aid application file. A complete application file includes: (1) the Federal Student Aid Report; (2) all required documents has been received and processed (i.e. verification) (3) University Scholarship Application has been mailed to the Office of Admissions; and (4) the student has been accepted for admission.

August 01, 2012 – Fall 2012 verification deadline.

December 15, 2012 - Final date for processing financial aid awards in advance of 2008 spring registration with the assurance that awarded funds will be available for fee payment in January.


Students Receiving Financial Assistance

If you have been offered financial assistance by the Office of Student Financial Aid to prevent your registration from being canceled, prior to the due date on your statement you must submit your acceptance of financial assistance offered in amounts sufficient to pay your current balance due. Your registration will not be canceled, even if that aid is not yet reflected on our statement; however, there are exceptions to this rule. Financial assistance that will NOT prevent cancellation of classes include: non PVAMU scholarships, Federal Parent Loan for Undergraduate Students (Federal PLUS Loan), state or Federal Work-Study, and miscellaneous student loans or other funds that pay directly to the student. These forms of financial assistance do not count toward payment until the funds are credited to your account. You must pay whatever your financial assistance does not cover prior to the due date on your statement to avoid late penalties.

Most assistance will be automatically credited to your account and applied against outstanding charges. This includes additional charges for classes added after you received your billing. A refund check will be mailed to you if there is a remaining balance.

Important: If you have accepted financial assistance, but have decided not to attend, you MUST advise the Registrar’s Office and the Office of Student Financial Aid. In most cases, your assistance could be enough to hold your registration from the automatic cancellation process. If you fail to contact the University about your intentions, it can result in severe financial and academic penalties.

Students making partial payments will automatically be placed on the installation plan. If doing so reduces the current balance due to an amount less than or equal to the amount of payments made, the student’s registration will not be canceled. However, these students will be required to pay the $50 installment payment service fee.

Enrollment Requirements for Receiving Financial Assistance

In order to receive financial assistance the minimum semester credit hour enrollment requirements must be met. Refer to the following table to determine the number of hours required for you to receive financial assistance. You are responsible for meeting the minimum enrollment requirements. Receiving assistance to which you are not entitled or receiving assistance and then dropping to below the required number of semester credit hours may constitute a violation of University policy and state and/or federal law. As a result, you may be required to repay financial assistance received.

Minimum Semester Credit Hour Requirements for Receiving Financial Assistance

NOTE: You must be enrolled in at least six hours within your degree plan to receive financial aid. Repeated courses are excluded from the calculation of minimum hour requirements.

Financial Aid Probation

Prairie View A&M students that meet the criteria outlined below will automatically be placed on financial aid probation and will continue to be eligible for federal student aid:

Deficient Student Grade Point Average

1. If undergraduate student has less than a cumulative 2.00 GPA, but has a 75% or greater completion rate;
2. If graduate student has less than a cumulative 3.00 GPA, but has a 75% or greater completion rate.

Deficient Student Completion Rate

1. If undergraduate student has a 2.00 GPA or greater, but student course completion rate is less than 75%;

If graduate student has a 3.00 GPA or greater, but student course completion rate is less than 75%.

Financial Aid Suspension

Students that meet one or more of the criteria below are no longer eligible for financial aid:

1. Graduate students that have attempted 54 hours or more;
2. Doctoral students that have attempted 94 hours or more;
3. Graduate students that are attempting a second degree (i.e. third, etc.);
4. Undergraduate student has attempted 180 hours;
5. Student currently does not meet the required Satisfactory Academic Progress Grade Point Average and completion rate;
6. Student has taken greater than 12 hours as a Conditional Graduate Student;
7. Students participating in a graduate certification program that is not ATCP.

**Appeal Process**

**Financial Aid Suspension Notification**

Financial Aid counselors typically assess satisfactory academic progress for each student at the end of each financial aid academic year. However, student academic records for mid-year transfer or reinstatement cases are reviewed to determine eligibility for federal assistance. If students are not making satisfactory academic progress, notifications are sent via email or letter informing students of their noncompliance. A student may apply for financial aid reinstatement by requesting a financial aid appeal. The financial aid appeal process allows the student to explain extenuating or unforeseeable circumstances that may have hindered the student's academic progress.

**Step 1:** Student must begin the financial aid reinstatement process by downloading the Financial Aid Appeal form from the Financial Aid web page (http://www.pvamu.edu/pages/1950.asp). Explanations for extenuating circumstances (i.e. student injury or illness, death of student's relative, and/or other circumstances resulting in undue hardship to student) should be clearly documented.

**Step 2:** Your Financial Aid Counselor will review the appeal. The Counselor may render one of the following decisions:

**Step 3:** Financial Aid Counselor will communicate the decision to the student via a letter and/or University email.

**Return to Title IV Policy (R2T4)**

**Repayment of Unearned Federal Financial Aid**

If you withdraw from school prior to completing over 60% of a term, you may be required to repay a portion of the federal financial aid that you received for that term. A pro rata schedule is used to determine the amount of federal student aid funds you will have earned at the time of withdrawal. Federal aid includes Federal Stafford Loan, Federal Perkins Loan, Federal PLUS Loan, Federal Pell Grant, and Federal Supplemental Educational Opportunity Grant.

We recommend that you complete one class, if possible, to avoid any financial hardship imposed by this regulation. However, if you have to withdraw, it is important that you understand your financial obligations.

**How much will I have to repay when I withdraw from school?**

The amount of repayment depends upon the number of days that you attend school in the term, the type of financial aid that you received, and whether or not Prairie View A&M University (PVAMU) refunds your tuition and fees. The portion of the term that you do not attend represents the portion of aid that is determined to be unearned. If you are receiving loans only and PVAMU refunds the full amount of your tuition and fees, you will only be required to repay your loans in accordance with the regular repayment schedule. All other students who withdraw prior to completing over 60% of a term must repay a portion of their federal financial aid.

**When will I have earned 100% of my federal financial aid?**

If you initiate withdrawal procedures after completing over 60% of the enrollment term, you will have earned 100% of your federal financial aid for that term and no repayment is required. The following examples refer to students who are enrolled in at least one course that meets the full length of the standard term. For 2012-13, you will have earned 100% of your federal aid if you withdraw on or after: November 05, 2012, for Fall 2012; April 1, 2012, for Spring 2013 and June 24, 2012, for Summer I 2013; July 25, 2013, for Summer II 2013 and July 10, 2013 for summer (Full 10 week) 2013. If you are only enrolled in courses that are shorter than the full length of the standard term, the date that you have earned 100% of your federal aid will vary.

**When does the PVAMU Treasury Services Office refund tuition and fees?**

If you withdraw from PVAMU prior to the drop/add deadline for a term, then a full tuition refund will automatically be processed for you. Contact the University Cashiers at 936-261-1903.

**How is the amount of the federal aid repayment calculated?**

1. Earned federal financial aid is prorated according to the percentage of the semester completed. The amount of unearned federal aid is the total amount of federal aid less the portion of earned federal aid.
2. The amount of unearned federal aid is divided into the following two categories:
   a. Unearned Federal AidAttributed to School Charges: (Regardless of the order and method in which tuition and fees are paid, unearned federal aid is attributed to school charges first, then to non-school expenses.)
      i. PVAMU is required to return all unearned federal aid attributed to school charges. This means that a portion of your tuition and fees is no longer covered by financial aid, and you are liable for paying the balance of your school charges.
ii All unearned federal aid attributed to school charges is subject to immediate repayment by you unless you are eligible for a tuition and fee refund.

b. Unearned Federal Aid Attributed to Non-School Expenses:
   i For unearned aid allocated to the federal loan programs that is attributed to non-school expenses, you are not required to make immediate repayment. The regulation allows repayment to be made in accordance with the regular repayment schedule of the loan.

Federal grant repayment is limited to 50% of the initial unearned aid allocation.

The University is required to reimburse the Title IV (Federal Financial Aid) programs based on the percentage of these funds applied to the total charges for the first time students receiving aid from these programs according to the following schedule.

### Fall or Spring Semester

<table>
<thead>
<tr>
<th>Time Frame</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior to Registration</td>
<td>100%</td>
</tr>
<tr>
<td>Within week 1</td>
<td>90%</td>
</tr>
<tr>
<td>Within week 2</td>
<td>80%</td>
</tr>
<tr>
<td>Within week 3</td>
<td>80%</td>
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<tr>
<td>Within week 4</td>
<td>70%</td>
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<td>Within week 5</td>
<td>60%</td>
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<td>Within week 6</td>
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<td>Within week 7</td>
<td>50%</td>
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<td>Within week 8</td>
<td>50%</td>
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<td>Within week 9</td>
<td>40%</td>
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<td>Within week 10</td>
<td>40%</td>
</tr>
<tr>
<td>After week 10</td>
<td>None</td>
</tr>
</tbody>
</table>

### Summer Term

<table>
<thead>
<tr>
<th>Time Frame</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 1</td>
<td>80%</td>
</tr>
<tr>
<td>Week 2</td>
<td>60%</td>
</tr>
<tr>
<td>Week 3</td>
<td>40%</td>
</tr>
<tr>
<td>Week 4 and after</td>
<td>None</td>
</tr>
</tbody>
</table>

### Grants

Grants are gift funds which do not have to be repaid and are awarded only on the basis of financial need. A student’s Award Letter will contain grants whenever guidelines and funding levels permit. Grants, other than the Federal Pell Grant, are offered to students with a low Expected Family Contributions (EFC).

### Federal Pell Grant

A Federal Pell Grant, unlike a loan, does not have to be repaid. Generally, Pell Grants are awarded only to undergraduate students who have not earned a Bachelor’s or professional degree. For many students, Pell Grants provide a foundation of financial aid to which other aid may be added.

To determine if you’re eligible financially, the U.S. Department of Education uses a standard formula, established by Congress, to evaluate the information you report when you apply. The formula produces an EFC number. Your Student Aid Report (SAR) contains this number and will tell you if you’re eligible.

How much you get will depend not only on your EFC, but also on the cost of attendance, whether you’re a full-time or part-time student, whether you attend Prairie View A&M University for a full academic year or less.

Prairie View A&M University will credit the Pell Grant funds to your account. Prairie View A&M University will pay you at least once per semester.

There is a new federal law effective with the 2012/13 school year that limits the amount students can receive in the Federal Pell Grant. Because the new Lifetime Eligibility Used (LEU) includes all awards received prior to the 2012/13 year, some students will already be ineligible at the start of the year. Others will have some eligibility but not enough to receive 100% of their award. It includes any Pell Grant award received at any school and it’s a limit to
receive it at any school. You can't transfer and receive additional awards at another school. There are no exceptions and it isn't possible to appeal. The school has no legal ability to award students beyond the limit.

The limit is 6 years of full time attendance. It's prorated for part time students. It's calculated based on 600% of annual awards. When you're awarded a Pell Grant, you are given a maximum annual Pell Grant award. If you attend full time for two semesters you receive 100% of it. If you attend half time for two semesters you receive 50% of it. Each semester you receive a percentage. When that total reaches 600% you're no longer eligible for the grant. To receive the Federal Supplemental Educational Opportunity Grant you must also receive the Pell Grant, when you reach the limit you aren't eligible for either grant.

**Teacher Education Assistance for College and Higher Education (TEACH) Grant Program**

Through the College Cost Reduction and Access Act of 2007, Congress created the Teacher Education Assistance for College and Higher Education (TEACH) Grant Program that provides grants of up to $4,000 per year to students who intend to teach in a public or private elementary or secondary school that serves students from low-income families. If you are interested in learning more about the TEACH Grant Program, you should contact the financial aid office.

**Conditions**

In exchange for receiving a TEACH Grant, you must agree to serve as a full-time teacher in a high-need field in a public or private elementary or secondary school that serves low-income students (see below for more information on high-need fields and schools serving low-income students). As a recipient of a TEACH Grant, you must teach for at least four academic years within eight calendar years of completing the program of study for which you received a TEACH Grant. IMPORTANT: If you fail to complete this service obligation, all amounts of the TEACH Grants that you received will be converted to a Federal Direct Unsubsidized Stafford Loan. You must then repay this loan to the U.S. Department of Education. You will be charged interest from the date the grant(s) was disbursed. Note: TEACH Grant recipients will be given a 6-month grace period prior to entering repayment if a TEACH Grant is converted to a Direct Unsubsidized loan.

**Student Eligibility Requirements**

To receive a TEACH Grant you must meet the following criteria –

1. Complete the Free Application for Federal Student Aid (FAFSA), although you do not have to demonstrate financial need.
2. Be a U.S. Citizen or eligible non-citizen.
3. Be enrolled as an undergraduate, post-baccalaureate, or graduate student in a postsecondary educational institution that has chosen to participate in the TEACH Grant Program.
4. Be enrolled in coursework that is necessary to begin a career in teaching or plan to complete such coursework. Such coursework may include subject area courses (e.g., math courses for a student who intends to be a math teacher).
5. Meet certain academic achievement requirements (generally, scoring above the 75th percentile on a college admissions test or maintaining a cumulative GPA of at least 3.25).
6. Sign a TEACH Grant Agreement to Serve (see below for more information on the TEACH Grant Agreement to Serve).

**High-Need Field**

High-need fields are the specific subject areas identified below:

1. Bilingual Education and English Language Acquisition.
2. Foreign Language.
4. Reading Specialist.
5. Science.
6. Special Education.
7. Other identified teacher shortage areas as of the time you begin teaching in that field. These are teacher subject shortage areas (not geographic areas) that are listed in the Department of Education’s Annual Teacher Shortage Area Nationwide Listing at http://www.ed.gov/about/offices/list/ope/pol/tsa.doc.

As of July 2, 2010, a recipient of a initial TEACH Grant who has received an academic degree, or expertise, in a field that was, at the time the recipients signed the TEACH Grant Agreement to Serve, designated as high-need, but no longer has that designation, can fulfill the service obligation associated with TEACH Grant by teaching in the high-need field.

**Schools Serving Low-Income Students**

Schools serving low-income students include any elementary or secondary school that is listed in the Department of Education’s Annual Directory of Designated Low-Income Schools for Teacher Cancellation Benefits https://www.tcli.ed.gov/CBSWebApp/tcli/TCLIPubSchoolSearch.jsp.
TEACH Grant Agreement to Serve

Each year you receive a TEACH Grant, you must sign a TEACH Grant Agreement to Serve that will be available electronically on a Department of Education Web site. The TEACH Grant Agreement to Serve specifies the conditions under which the grant will be awarded, the teaching service requirements, and includes an acknowledgment by you that you understand that if you do not meet the teaching service requirements you must repay the grant as a Federal Direct Unsubsidized Loan, with interest accrued from the date the grant funds were disbursed. Specifically, the TEACH Grant Agreement to Serve will provide that –

• For each TEACH Grant-eligible program for which you received TEACH Grant funds, you must serve as a full-time teacher for a total of at least four academic years within eight calendar years after you completed or withdrew from the academic program for which you received the TEACH Grant.
• You must perform the teaching service as a highly-qualified teacher at a low-income school. The term highly-qualified teacher is defined in section 9101(23) of the Elementary and Secondary Education Act of 1965 or in section 602(10) of the Individuals With Disabilities Education Act. Your teaching service must be in a high-need field.
• You must comply with any other requirements that the Department of Education determines to be necessary.
• If you do not complete the required teaching service obligation, TEACH Grant funds you received will be converted to a Federal Direct Unsubsidized Stafford Loan that you must repay, with interest charged from the date of each TEACH Grant disbursement.
• Your teaching service must in a high-need field.

Important Reminder

If you receive a TEACH Grant but do not complete the required teaching service, as explained above, you will be required to repay the grants as a Federal Direct Unsubsidized Stafford Loan, with interest charged from the date of each TEACH Grant disbursement.

Toward Excellence, Access and Success (TEXAS) Grant Program

The purpose of the program is to provide a grant of money to enable well-prepared eligible students to attend public and private nonprofit institutions of higher education in Texas.

Who can compete for an award?

A student who:

• is a Texas resident;
• graduated from a public or accredited private high school in Texas no earlier than fall 1998;
• has completed the recommended or advanced high school curriculum or its equivalent;
• has a financial need;
• has applied for any available financial aid or assistance;
• enrolls at least 3/4 time in an undergraduate degree or certificate program; and
• has not been convicted of a felony or a crime involving a controlled substance.

Students who continue at Prairie View A&M University and who meet program academic standards can receive awards for up to 150 semester credit hours or for six years, whichever occurs first. In the first year of college, the academic standards are set by Prairie View A&M University. In subsequent years, the requirements are completion of at least 75% of the hours taken in the prior semester, plus an overall grade point average in college of at least 2.5 on a 4.0 scale.

Federal Supplemental Educational Opportunity Grant

A Federal Supplemental Educational Opportunity Grant (FSEOG) is for undergraduates with exceptional financial need - that is, students with the lowest EFC and gives priority to students who receive Federal Pell Grants. An FSEOG does not have to be paid back.

The U.S. Department of Education guarantees that Prairie View A&M University will receive enough money to pay the Federal Pell Grants of its eligible students. There is no guarantee that every eligible student will be able to receive an FSEOG; students at Prairie View A&M University may be awarded an FSEOG based on the availability of funds.

You can receive between $100 and $4,000 a year, depending on when you apply, your level of need, the funding level of Prairie View A&M University and the policies of the University. Prairie View A&M University will directly credit your account. Prairie View A&M University pays students at least once per semester.

Texas Tuition Assistance Grant Program

This program provides a grant equal to the tuition and mandatory fees for selected eligible students attending Prairie View A&M University.

To be eligible to apply, a student must:
• be a Texas resident;
• be enrolled full-time;
• meet academic progress requirements of Prairie View A&M University;
• not have a baccalaureate degree;
• show financial need;
• have graduated from a secondary school within the past 24 months;
• have a cumulative high school grade point average equal to 80/100;
• not have ever been convicted of a felony;
• for continuation awards, maintain a cumulative college grade point average which exceeds or equals 2.5 on a 4.0 scale.

The maximum grant available is the lesser of the student’s financial need the tuition and fee allowance available to him or her. The tuition and fee allowance is equal to:

1. at public community colleges: actual tuition and mandatory fees to be paid.
2. at all other institutions: the amount of tuition and mandatory fees which would be paid if the student attended a public university.

Forgiveness Requirement

A Texas B-On-Time Loan shall be forgiven if the student receives an undergraduate degree or certificate from an eligible institution and the student either:

1. Graduated with a cumulative GPA of at least a 3.0 on a four-point scale, within:
   a. Four calendar years after the date the student initially enrolled in an eligible institution;
   b. Five calendar years after the date the student initially enrolled in an eligible institution; if the degree is in architecture, engineering, or any other program determined by the board to require more than 4 years to complete
   c. Two calendar years after the date the student initially enrolled in a public or private two-year institution; or,
2. Graduated with a cumulative GPA of at least 3.0 on a 4.0 scale, with a total number of credit hours (including transfer hours) earned that is more than six hours beyond what is required to complete the degree or certificate. Hours earned exclusively by examination and dual credit hours should not be included in the total credit hours.

Forgiven BOTH loans are reported to the IRS as taxable income for the year forgiveness is granted.

Federal Student Loans

Prairie View A&M University administers loan programs for students who need financial assistance. Loans are often a part of a financial aid package and they provide students with an opportunity to invest in their future. Loans are available to students attending school at least halftime. Payment on the loan may be deferred until after graduation or termination of half-time or full-time enrollment. The student is responsible for repaying their loans.

All students borrowing under the William D. Ford Federal Direct Loan Program (subsidized or unsubsidized) for the first time at Prairie View A&M must complete Direct Loan entrance counseling. This requirement applies even if a student has borrowed at another school. Loan checks will not be disbursed until entrance counseling and a loan test have been completed. Students can complete Direct Loan Entrance Counseling via our web page at https://studentloans.gov/myDirectLoan/index.action in advance of the date their check is to be disbursed.

All loan funds will be disbursed in two payments. The first check will be disbursed at the beginning of the enrollment period or when funds arrive, the second will be disbursed mid-way through the enrollment period.

All first time, first year, freshmen undergraduate borrowers will have a 30 day delay on the disbursement of their initial Federal Stafford (subsidized or unsubsidized) Loan checks.

William D. Ford Federal Direct Loan Program

The Federal Direct Subsidized Loan is a need-based loan whereby a student borrows money directly from the federal government. Students must be enrolled at least half-time and have a financial need to borrow in this program.

The federal government will pay the interest on these loans until the time repayment begins, which is six months after the student graduates or ceases to be enrolled at least one-half of the normal course load, or when a student withdraws from an institution. A minimum payment of $50 must be made monthly (but may be higher depending on the total amount borrowed). The loan funds generally must be repaid dependent upon the repayment plan that you chose.

Federal Direct Unsubsidized Loans: The unsubsidized loan terms and conditions are the same as subsidized, such as loan limits, deferments and interest rates with a few exceptions. However, students are responsible for any accruing interest during in-school, grace and authorized deferment periods. Interest accruing during those periods may be paid or capitalized as agreed by the borrower and lender.
Federal Direct Parent Loan for Undergraduate Students (Federal PLUS) Program
The Federal Direct PLUS Loan is available to the parents of a dependent undergraduate student to help pay educational costs. Parents borrow directly from the federal government. In order to apply, parents must go to www.studentloans.gov, sign in with their PIN, click request Parent Plus Loan and follow the prompts.

The annual Federal Direct PLUS Loan limit is the cost of attendance minus other financial aid the student is receiving. All Federal Direct PLUS loans are made co-payable to the institution and parent borrower or be electronically transferred from the Department of Education to the institution and borrower. The funds are electronically transferred from the Department of Education to the institution.

Private Educational Loans (Alternative Loans)

What is a Private Educational Loan?
These are private lender loans and are not part of the Federal Family Education Loan Program (Stafford and PLUS). These loans have different eligibility requirements and loan terms (repayment, interest rate, etc.). You should always follow the three steps of Financial Aid. International students do not qualify for Federal Loans and can therefore skip to the “What questions should I ask” section below.

The 1,2,3 Steps of Financial Aid

1. First, always seek free aid such as Grants, Scholarships, Work Study, or any funds that you do not have to repay. This often requires the completion of the FAFSA (http://www.fafsa.ed.gov).

2. Next, seek Federal Education Loans with interest rate caps, generous repayment terms and various repayment options. These include the Federal Direct, Perkins, Parent PLUS, and Grad-PLUS loans.

3. Last, if you must, apply for Private Education loans.

Types of Private Loans

Lenders often have two types of private loans. One that requires schools to certify (or approve) the loan and one that does not require school certification. Normally, students get a better interest rate on the private loans that the school certifies. Regardless of which loan you select, we are required to coordinate your private loan with your other financial aid when we become aware of the loan even if we were not required to certify the private loan.

What does a Private Educational Loan do?

Private loans make up the difference between the cost of attendance and available financial aid. Private loans may be used to cover prior year school balance.

What questions should I ask?

• Do you offer any discounts in repayment?
• What are the interest rates?
• Is the interest rate based on Prime or LIBOR? LIBOR tends to be a more stable interest rate over time.
• How often will the interest rates change?
• How much above the base rate are you willing to pay?
• Is a co-signer required?
• Is there a co-signer release option?
• Is there a lower interest rate with a co-signer?
• Are there any loan origination fees?
• Are there any repayment fees?
• Are there any pre-payment fees?
• Are there late payment fees? If so, when are the late fee accessed?
• How are my payments applied to my balance?
• Can I defer payments while in school?
• Is there a grace period after I leave school before I began repayment?
• What are the repayment options?
• Can I have combined billing with my Stafford loans?

Know Your Interest Rates

Lenders will use the US Prime rate, 91-day T-Bill or the 3 month London LIBOR rate as their base rate for the interest rate they charge. For example, the lender may say that for “excellent credit” they offer of LIBOR plus 1%. See the latest key market rates at http://www.bloomberg.com/markets/rates/keyrates.html.
How do I apply?

You may apply for a Private Educational (Alternative) Loan via our web page at http://www.pvamu.edu/pages/1630.asp. Select the “Apply for an Alternative Loan” option then go to the Loan Application tab.

Loan Borrower Responsibilities

When you take out a student loan, you have certain responsibilities. Here are a few of them:

When you sign a promissory note, you’re agreeing to repay the loan according to the terms of the note. The note is a binding legal document and states that you must repay the loan - even if you don’t complete your education, aren’t able to get a job after you complete the program, are dissatisfied with, or don’t receive the education you paid for. Think about what this obligation means before you take out a loan. If you don’t repay your loan on time according to the terms in your promissory note, you may go into default, which has very serious consequences.

You must make payments on your loan even if you don’t receive a bill or repayment notice. Billing statements (or coupon books) are sent to you as a convenience, but you are obligated to make payments even if you don’t receive any reminders.

If you apply for a deferment or forbearance, you must continue to make payments until you are notified that the request has been granted. If you do not do this, you may end up in default. You should keep a copy of any request form you submit, and you should document all contacts with the organization that holds your loan. You must notify the appropriate representative (school, agency, lender, or the Direct Loan Servicing Center) that manages your loan when you graduate, withdraw from school, drop below half-time status, change your name, address, Social Security Number or transfer to another school. If you borrow a Direct Loan, it will be managed by the Direct Loan Servicing Center. During your entrance counseling session, you’ll be given the name of the representative that manages your loan.

Regardless of the type of loan you borrow, you must receive entrance counseling before you are given your first loan disbursement, and you must receive exit counseling before you leave school. These counseling sessions are available by logging into your account at www.studentloans.gov and selecting entrance or exit counseling. Your lender or the Direct Loan Servicing Center will provide you with additional information about your loan.

If you default on your loan, your school, the lender or agency that holds your loan, the state and the federal government may all take action to recover the money, including notifying national credit bureaus of your default. This may affect your credit rating for a long time. For example, you may find it very difficult to borrow from a bank to buy a car or a house.

In addition, if you default, the agency holding your loan may ask your employer to deduct payments from your paycheck. Also, you may be liable for expenses incurred in collecting the loan. If you decide to return to school, you are not entitled to receive any more federal student aid. The U.S. Department of Education may ask the Internal Revenue Service to withhold your income tax refund and apply it toward the amount you owe.

University Scholarships

The Scholarship Office at the Prairie View A&M University offers a number of scholarships designed for undergraduate, transfer and continuing students that show promise through academics, leadership, and/or community involvement. The scholarship may be awarded based on merit, financial need, diversity, or other circumstantial and academic major considerations. Scholarships will be awarded as long as funding is available.

Although a student’s financial need may be considered in making the award decision, these scholarships are generally awarded for academic or talent achievement indicated by grades earned in high school and college course work, test score such as ACT or SAT Reasoning Test, participating in extracurricular activities and other criteria defined by the specific scholarship programs.

Institutional Scholarships

The University awards a number of academic scholarships through university funds and donations made available by friends and supporters. A student’s financial need will be considered in making an award decision. These scholarships are generally awarded for academic achievement indicated by grades earned in college or high school. Students must meet the criteria to apply for the various scholarships that are offered.

Competitive Scholarship for Non-Resident Fee Waivers

The recipient of a competitive institutional scholarship of at least $1,000.00 for the academic year and/or summer for which the student is enrolled may be entitled to pay in-state tuition rates. That means non-resident students may receive the benefit of resident tuition. An official academic college/department scholarship committee must award the scholarship and the recipient must compete with other students, for the non-resident fee waiver. The scholarship award must total $1,000.00 or more. Non-resident fee waivers are not guaranteed based upon the awarding of a scholarship of $1000 or more. A competitive measure is utilized in awarding such waivers.

Students participating in the University Academic Scholarship Program who may have been awarded the Regent’s Merit Academic Scholarship will receive an out-of-state tuition waiver as long as they are in good standing and there are no mandated changes by Prairie View A&M University or the Texas Legislature.
College and Departmental Scholarships

For information on specific college and departmental scholarships, contact those offices directly.

University Academic Scholarships

The scholarship office is dedicated to helping undergraduate students with scholarship needs. The Office of Enrollment and Recruitment recommends undergraduate students for academic scholarships made available through university funding and through funds made available by friends and supporters. The scholarship office processes all scholarships for the university and hosts a list of outside scholarships that are available. All scholarship awards are based upon fund availability.

Prairie View A&M University scholarships are awarded on the basis of academic achievement and/or financial need. Academic achievement is indicated by grades earned in high school and college course work, test scores, such as SAT Reasoning Test or ACT, participation in extracurricular activities, and other criteria defined by the specific scholarship programs.

Please keep in mind the following:

- Admission to the University is required for scholarship consideration.
- Scholarships are awarded by the University’s Banner Financial Aid Management System. However, a signed Scholarship Agreement is required for disbursement.
- University Admissions application will serve as the official scholarship application.
- There is not a deadline for University Scholarships. Awards will be made based on available funding.
- Students may not receive more than one University Academic scholarship.
- Only recent high school graduates entering into college for the first time are considered.

Regents’ Merit Scholarship

The Regents’ Merit Scholarship is the University’s most prestigious award. The Regents’ scholarship is $10,000 per academic year ($40,000.00 over eight semesters.) The Regents’ scholars will also receive additional funding up to the cost for 15 semester credit hours, housing, and books ($600 per semester), constituting a full scholarship to the University. Scholars are also eligible for University out of state waivers. The criteria for the scholarship are as follows:

- Must have graduated from a high school within 12 months of enrolling at Prairie View A&M University.
- Student cannot be considered a transfer student from another college or university.
- Must have a minimum 3.50 cumulative high school GPA. (3.50 on a 4.0 scale)
- Must have a minimum 1760 SAT Reasoning Test or 26 composite ACT score. Please note, the SAT Reasoning Test and ACT writing component (essay) is required.
- The Regents’ Student Merit Scholarships are renewable up to four years (eight semesters) provided the student maintains a 15 Hour Semester Load and minimum 3.0 cumulative GPA.

Presidential Academic Scholarship

The Presidential Academic Scholarship is $9,200.00 per year ($36,800.00 over eight semesters). The criteria for the Presidential scholarship are as follows:

- Must have graduated from a high school within 12 months of enrolling at Prairie View A&M University.
- Student cannot be considered a transfer student from another college or university.
- Must have a minimum 3.25 cumulative high school GPA. (3.25 on a 4.0 scale)
- Must have a minimum 1650 SAT Reasoning Test or 24 composite ACT score. Please note, the SAT Reasoning Test and ACT writing component (essay) is required.
- The Presidential Academic Scholarships is renewable up to four years (eight semesters) provided the student maintains a 15 Hour Semester Load and minimum 3.0 cumulative GPA.

Distinguished Achievement Academic Scholarship

The Distinguished Achievement Scholarship is $6,400.00 per year ($25,600.00 over eight semesters). The criteria for the Distinguished Achievement scholarship are as follows:

- Must have graduated from a high school within 12 months of enrolling at Prairie View A&M University.
- Student cannot be considered a transfer student from another college or university.
- Must have a minimum 3.00 cumulative high school GPA. (3.00 on a 4.0 scale)
- Must have a minimum 1500 SAT Reasoning Test or 21 composite ACT score. Please note, the SAT Reasoning Test or ACT writing component (essay) is required.
• The Presidential Academic Scholarships are renewable up to four years (eight semesters) provided the student maintains a 15 Hour Semester Load and minimum 3.0 cumulative GPA.

**Transfer Scholarships**

The University offers Transfer Scholarships opportunities to students electing to transfer to the institution provided that they meet the outlined criteria in addition to the availability of funding. Award amounts are awarded per year and are subject to change based upon the availability of funding.

- $2,500 - 45 transferable college level hours and a cumulative GPA 2.5
- $4,000 - Associate’s Degree and a cumulative GPA 2.0-2.99
- $5,000 - Associate’s Degree and a cumulative GPA 3.0-4.0

To be considered for the Direct Connect Scholarship Program the student must meet the following criteria:

1. Student must complete the admission process and meet all university and college level admission requirements by the application deadline.
2. Student must complete a minimum of 45 transferrable college level hours with a minimum overall GPA of 2.5
   a. Only course grades of “C-” or better will be accepted for transfer
   b. No developmental courses will be accepted for transfer
   c. Student has completed the agreed upon listing of courses that are deemed to be equivalent to PVAMU courses
   d. Student understands that he/she may need to complete additional pre-requisites as required by the program in which he/she enrolls at PVAMU.
3. Student must transfer to PVAMU not later than two semesters or one year after entering the program with a minimum of 45 hours and/or Associate Degree to be eligible for the program benefits. Associate’s degree must be earned within two (2) years prior to program enrollment.
4. Student must meet monthly with the Direct Connect Professional Advisor and provide any official documents as required.
5. At the time of class registration the student must meet the Texas Success Initiative requirements and be enrolled in a minimum of 12 hours.
6. Tuition assistance is available, in the form of a scholarship for a period up to four semesters for students with 45 transferable hours and a minimum overall GPA 2.5 or higher or an associate's degree.
7. All transfer scholarships are reserved for first-time PVAMU enrollees pursing their first baccalaureate degree. In cases of multiple eligibilities, students may receive only one Direct Connect Tuition Assistance Scholarship.
8. The tuition assistance is only limited to students who are a US Citizen and a Texas Resident and will not exceed the published annual award amounts and is based upon availability of funds and Community College Tuition and Mandatory Fees at the time of registration.

**Private Scholarships**

Private scholarships are scholarships that are not controlled by the University. These scholarships are awarded through the individual donors themselves and the money is sent to Prairie View A&M University to be disbursed.

**Enrollment Verification**

If a scholarship donor requires proof that you are enrollment for a particular semester, contact the Scholarship Office, (936) 261-1000 or fadmial.pvamu.edu.

**How Are Private Scholarships Disbursed?**

Scholarships are applied to the student’s application tuition and fees per semester. The University must confirm that you have been accepted and have enrolled full time in courses before payment will be made. If you know that you will be enrolled less than full time, you will need to have the donor or department contact the scholarship office to approve payment of your scholarship(s).

If you receive the scholarship in cash and you are receiving any other type of financial aid, you are obligated to notify the Office of Student Financial Aid and Scholarships. We may be required to adjust your financial aid package.

In the event that a donor sends the scholarship check directly to student. Please forward the scholarship check to the Office of Student Financial Aid/ Scholarship Office, and it will be processed accordingly (endorse checks made payable to you or both you and Prairie View A&M University before forwarding).

**Outside Scholarships**

The donor should send scholarship monies, made payable to Prairie View A&M University, and a award letter to:

Prairie View A&M University
Office of Student Financial Aid & Scholarships
Attn: Director of Student Financial Aid
P. O. Box 519; MS 1005
Prairie View, Texas 77446
The cover letter should include the following:

• Student’s First and Last Name
• Student’s PVAMU ID number
• Check amount
• Which semester(s) to apply funds
• Scholarship/ Donor name
• Any applicable instructions or restrictions

It is also helpful to have student name and student identification number on the check in the memo section of the check as well. Some donors send checks co-payable to you and the University. This means you must go to the Office of Student Financial Aid & Scholarships on or after the first day of class and sign the check before it can be applied to your tuition. Checks made payable to Prairie View A&M University on your behalf will enhance our ability to credit your account quickly.

**How to Apply**

Applications are due every year on or before May 1st for the following academic year. Applicants for scholarships must apply for admission to the University and must complete the application for financial aid commonly called the Free Application for Federal Student Aid (FAFSA). For more information, see sections on Admissions and Financial Aid.

**What Is Federal Work-Study?**

The Federal Work-Study Program provides jobs for undergraduate and graduate students with financial need, allowing them to earn money to help pay for their education expenses. The program encourages community service work and work related to the student’s course of study.

**How Much Will I Make?**

Your Federal Work-Study wages will be at least the current federal minimum wage, but it may be higher, depending on the type of work you do and the skills required. Your total Federal Work-Study award depends on when you apply, your level of need and the funding level of your school.

**How Will I Be Paid?**

If you’re an undergraduate or a graduate student, you’ll be paid by the hour. No Federal Work-Study student may be paid by commission or fee. Your school must pay you at least once a month. Your school must pay you directly, unless you request that the school make payments to your bank account, or use the money to pay for your institutional charges such as tuition, fees, room and board.

**Are Federal Work-Study Jobs On-Campus Or Off-Campus?**

Both. If you work on campus, you’ll usually work for your school. If you work off campus, your employer will usually be a private nonprofit organization or a public agency, and the work performed must be in the public interest.

**Can I Work As Many Hours As I Want?**

No. The amount you can earn cannot exceed your total Federal Work-Study award. When assigning work hours, your employer or financial aid administrator will consider your class schedule and your academic process.

**Texas B-On-Time Loan Program**

The purpose of the Texas B-On-Time Loan program is to provide eligible Texas students no-interest loans to attend colleges and universities in Texas. If the student meets specified goals, the entire loan amount can be forgiven upon graduation.

Your institution’s financial aid office will determine if you are eligible. In many cases the amount of federal aid for which the student is eligible must be deducted from the cost of attendance in determining the BOT loan amount. If this loan is offered to you, the financial aid office will instruct you to complete an application/promissory note on-line.

**Eligibility Requirements – Applicants must:**

• Have completed a FAFSA and be eligible to receive federal financial aid;
• Be enrolled full time in an undergraduate degree or certificate program at an eligible institution, and;
• Be a Texas resident or be entitled to pay resident tuition rates as a dependent child of a member of the U.S. armed forces, and;
• Have graduated in the 2002-2003 academic year or later from a high school operated by the U.S. Department of Defense or under the recommended high school program from a public or accredited private high school in Texas, or;
• Have earned an associate’s degree from an eligible institution no earlier than May 1, 2005
Persons who have earned a bachelor’s degree are not eligible for B-On-Time loans.

- Annual Loan Amounts for 2012-2013
  - 4-year public and private institutions: $3,550/semester ($7,100/year)
  - 2-year public and private junior colleges: $945/semester ($1,890/year)
  - Public technical colleges: $1,770/semester ($3,540/year) a 3% origination fee will be deducted from the loan proceeds

**Renewal Eligibility**

To maintain eligibility for future disbursements, the student must:

- As of the end of first academic year – meet satisfactory academic progress toward a degree or certificate as determined by the institution.
- As of the end of second and subsequent academic years – complete at least 75% of the semester credit hours attempted in the most recent academic year and have a cumulative GPA of at least a 2.5 on a 4.0 scale (or the equivalent) on all course work previously attempted at institutions of higher education.

A student may not receive B-On-Time loans for more than 150 hours.

**Repayment**

Texas B-On-Time (BOT) Loan has a 6-month grace period from the date the student ceases to be enrolled at least half-time at an eligible institution. Repayment begins after the expiration of the 6-month grace period. The BOT loan has a 15-year repayment period or a minimum monthly payment of $75.00. BOT loans have a 0% interest rate.

Deferments for education enrollment or forbearance (financial hardship) are available. If the account defaults and a judgment is entered against the borrower, interest will begin to accrue at the legal rate described in the Terms and Notices from the date of judgment until the entire debt is paid in full.

Prairie View A&M University believes that the intellectual and moral growth of students occurs both within and outside the formal classroom setting. Residential and social life experiences are regarded as learning opportunities, significant in their own right and complementary to those provided within the academic curriculum. Thus, the University is committed to providing a co-curricular environment that supports individual needs, and actively contributes to the University’s residential and community life. A complete listing of the University’s student services is provided in the Prairie View A&M University Student Conduct Code and Handbook. Those services that are particularly relevant to academic life at the University are briefly described below.

**Graduate Provisional and Special Students**

**Graduate Provisional Students** are conditionally admitted to the University’s Graduate programs and usually have to complete certain requisites to be fully admitted as a regular graduate student to their respective specific programs. Due to this status, graduate provisional students are limited to the eligibility of a fifth-year undergraduate student. **Graduate Special Students** are ineligible for aid.

**Sources of Financial Aid Graduate Teaching and Non-Teaching Assistantships**

University Graduate Non-Teaching and Teaching Assistantships are managed by the schools and colleges. These appointments are available for full-time, enrolled graduate students. Assistantships may be distinguished as follows:

1. A graduate teaching assistant has at least a bachelor’s degree and eighteen graduate credits in the field in which employment is held. A graduate teaching assistant may assist the professor of record by giving lectures and carrying out other classroom teaching, and may prepare and grade examinations under the direct supervision of an experienced faculty member.
2. A graduate non-teaching assistant must have a bachelor’s degree and may be assigned to tasks that do not involve classroom teaching. Such activities may include laboratory assistance, research assistance, grading objective examinations, keeping class records, and performing similar functions.
3. A doctoral teaching assistant must have a master’s degree, be fully admitted to a Ph.D. program and have a minimum of 18 graduate credits in the field in which employment is held. A doctoral teaching assistant is the teacher of record but performs teaching duties under the supervision of an experienced faculty member.
4. A doctoral research assistant must have a master’s degree and be fully admitted to a Ph.D. program. Assignments may include assisting in faculty research, writing grant proposals, and performing grant related assignments.

International students “for whom English is a second language” may be appointed as graduate teaching assistants only when results of a test of spoken English or other reliable assessment of the applicant’s proficiency in oral communication and speech indicates that the appointment is appropriate.
Supervision
Each assistant must be assigned to a supervisor who will give guidance and assist the student in carrying out work assignments. The supervisor is responsible for assigning tasks, monitoring the progress of work, keeping a record of hours worked, and evaluating the performance of the student. At the end of each school year, each supervisor must submit an evaluation of the work performance of the students supervised.

Graduate Teaching Assistant Appointment Criteria
1. Must be enrolled as a full-time graduate student at Prairie View A&M University.
2. Must have a minimum of eighteen (18) graduate credits in the teaching field.
3. Must be in good academic standing.

Graduate Non-Teaching Assistant Appointment Criteria
1. Must be enrolled as a full-time graduate student at Prairie View A&M University.
2. Must be in good academic standing.

Doctoral Teaching Assistant Appointment Criteria
1. Must be enrolled as a full-time doctoral student at Prairie View A&M University.
2. Must have a master’s degree and a minimum of eighteen (18) graduate credits in the teaching field.
3. Must be in good academic standing.

Doctoral Research Assistant Appointment Criteria
1. Must be enrolled as full-time doctoral student at Prairie View A&M University.
2. Must be in good academic standing.

Application Procedures
Students who wish to apply for assistantships must do so on forms available in the Office of Graduate Programs. Approval of an application depends upon the student’s academic background, present status, and the availability of funds. Assistants in academic departments work under the supervision of appointed faculty members. In other units, the Head of the Department or the appointed supervisor provides supervision.

An application approved by a department is submitted to the Coordinator of Graduate Programs for final action. Once approved, appropriate forms are submitted to the student employment office for processing. Once the student’s name is entered on the payroll, payment is made at a designated time each month.

Where separate funding sources are involved, doctoral students who wish to apply for assistantships must do so on forms available in their program office. Approval of an application depends on the student’s academic background, current skills, and the availability of funds. Doctoral assistantships are awarded on a competitive basis. The Dean of the college or school housing the doctoral program and overseeing the funding source is the final authority. However, appropriate forms are submitted to the Office of Graduate Programs for normal processing.

Remuneration
Assistants may work no more than 20 hours per week. The rate of pay is based on the academic training and experience of the assistant and is specified as follows: