

# Pittsburg State University

## Syllabus Supplement – Spring 2024

### IMPORTANT DATES

|                   |  |
|-------------------|--|
| 1/15.....         | Martin Luther King, Jr. Holiday                                |
| 1/16.....         | Classes begin  |
| 1/23.....         | Tuition due  |
| 1/23.....         | Last day for full tuition refund                               |
| 1/23.....         | Last day to add classes w/o permission of instructor           |
| 1/29.....         | Final day to drop w/o transcript notation                      |
| 2/20.....         | Last day for half refund                                       |
| 3/11.....         | Mid-term D and F grades available after 8:00 pm                |
| 3/11 to 3/15..... | Spring Break   |
| 4/7.....          | Enrollment by classification for 2024 SU and WF begins         |
| 4/1.....          | Final day to drop a course unless withdrawing from all classes |
| 4/25.....         | Last day to withdraw from all classes                          |
| 5/6 to 5/10.....  | Finals week  |
| 5/10.....         | Deadline to remove/extend IN grades for 2023 WF                |
| 5/10.....         | Last day of 2024 SP semester                                   |
| 5/15.....         | Grades due from faculty  |

Students in the Professional MBA program and in the College of Education eight-week course graduate programs do not follow the standard academic calendar. Important dates can be found at <https://academics.pittstate.edu/academic-calendar/index.html>

### DROPPING A COURSE OR WITHDRAWING FOR THE SEMESTER

Beginning the 12<sup>th</sup> week through the 16<sup>th</sup> week of full-term courses, individual courses cannot be dropped.

A student who does not officially withdraw from a course or from the university will be assigned an "F" grade in the course or courses concerned. These "F" grades will be included in the computation of the GPA.

The dates for dropping courses that run fewer than sixteen weeks are proportionate to the length of the course (e.g. the last day to drop an eight-week course would be the end of the sixth week). Consult your instructor or the Registrar's Office for questions about a specific course. For students who wish to withdraw from all classes after the 12<sup>th</sup> week of the term, the instructor must assign a grade of W or F.

To drop a course after the 5<sup>th</sup> day of class or for clarification on drop/add policies, contact the Registrar's Office, 103 Russ Hall, 620-235-4200 or [registrar@pittstate.edu](mailto:registrar@pittstate.edu)

### IMPORTANT INFORMATION FOR STUDENTS RECEIVING FINANCIAL ASSISTANCE

Student aid is available each semester for students who qualify. Please contact the Office of Student Financial Assistance for any questions at 620-235-4240 or by email at [finaid@pittstate.edu](mailto:finaid@pittstate.edu).

The Office of Student Financial Assistance is required to recalculate financial aid eligibility for students who withdraw, stop attending or are dismissed prior to completing 60 percent of a semester. This Return to Title IV calculation applies to students receiving the following Title IV funds including:

- Federal Pell Grant
- Federal SEOG (supplemental grant)
- Federal TEACH Grant for education majors
- Federal Direct Loans
- Federal Parent PLUS Loans

Federal financial aid is returned to the federal government based on the percent of unearned aid disbursed toward institutional charges for tuition, fees, on-campus room and board, and book voucher funding. Students may be required to repay a portion of the aid funds received.

When aid is returned, the student will owe a balance to the University and/or Department of Education Title IV Programs. Please contact Student Financial Aid if you are considering dropping hours during the semester to see how you will be affected.

### IMPORTANT INFORMATION FOR INTERNATIONAL STUDENTS

International students studying on F or J visas must be in proper immigration status and are required to always be in full time enrollment (minimum 12 hours undergraduate or 9 hours graduate). For additional information <https://admission.pittstate.edu/international-admission-information.html>

### CLASS ATTENDANCE POLICY

Students at Pittsburg State University are expected to attend class regularly and participate fully in class activities. It is the responsibility of the course instructor to set the attendance policy for his or her courses and communicate that policy to students in the course syllabus. The syllabus should address whether and how attendance affects the course grade, the issue of excused absences, and whether students will be dropped for nonattendance or excessive absence.

Students who have not attended or who have been excessively absent from a class may be dropped from the course by the instructor. In such instances, this policy must be clearly stated in the syllabus and uniformly enforced. Students may be dropped at anytime in the semester based on course policy. Instructor drops after the beginning of the 12<sup>th</sup> week of a full semester class will result in a grade of "F" for the course.

Regardless of the faculty prerogative to drop a student for nonattendance or excessive absence, the ultimate responsibility for monitoring and maintaining up-to-date course enrollment rests with the student.

### STUDENT COMPUTER RECOMMENDATIONS

It is highly recommended that students have access to a computer to complete online and hybrid classes. While most tasks in Canvas can be completed on a mobile device, you need to have access to a computer for certain assignments or to use additional tools. Student computer recommendations can be found at <https://www.pittstate.edu/etech/student-computer-recommendations.html>

### UNIVERSITY SPONSORED STUDENT ACTIVITIES

Pittsburg State recognizes the transformational values of out-of-class activities. Whether initiated or sponsored by faculty or other University representatives, these activities add value to our programs, whether academic, cultural, professional or athletic. While ideally none of these University-sponsored or sanctioned activities would interfere with classroom attendance and participation, it is inevitable that at times conflicts will occur. For guidance in these situations, please visit

<https://www.pittstate.edu/faculty-staff/files/documents/faculty-senate/documents/university-sponsored-activity-policy.pdf>.

### INCLEMENT WEATHER POLICY

If forecasts or weather conditions suggest that travel in the area could become hazardous a policy is in place to determine if campus will be closed. The notification process can be found at <https://www.pittstate.edu/police/files/documents/severe-weather-emergency-plan1.pdf>. Notification methods typically include the PSU website, local news media, and text messaging for those who subscribe to this service.

If the University declares an inclement weather day, it is at the instructor's discretion to determine any shifts to course work.

### PUBLIC HEALTH ADVISORY

The latest information about health advisories can be found at <https://www.pittstate.edu/office/health-services/index.html>. *Course delivery is subject to change at any time.* Modifications made to course delivery will not result in any changes to tuition and fees and will not alter a student's residency when used in determining applicable tuition and fee rates.

### ACADEMIC INTEGRITY POLICY

Academic dishonesty by a student is defined as unethical activity associated with course work or grades.

It includes, but is not limited to:

- Giving or receiving unauthorized aid on examinations.
- Giving or receiving unauthorized aid in the preparation of notebooks, themes, reports, papers or any other assignments.
- Submitting the same work for more than one course without the instructor's permission, and,
- Plagiarism. Plagiarism is defined as using ideas or writings of another and claiming them as one's own. Copying any material directly (be it the work of other students, professors, or colleagues) or copying information from print or electronic sources (including the internet or any text/other content generated by AI programs) without explicitly acknowledging the true source of the material or without the instructor's permission is plagiarism. Plagiarism also includes paraphrasing other individuals' ideas or concepts without acknowledging their work, or contribution, and

(e) Unless otherwise stated by the instructor, exams, quizzes, and out-of-class assignments are meant to be individual, rather than group, work. Hence, copying from other students' quizzes or exams, as well as presenting as one's own work an assignment prepared wholly or in part by another is in violation of academic honesty.

The above guidelines do not preclude group study for exams, sharing of sources for research projects, or students discussing their ideas with other members of the class unless explicitly prohibited by the instructor.

Since the violation of academic honesty strikes at the heart of the education process, it is subject to the severest sanctions, up to and including receiving an "F" or "XF" (an "XF" indicates that "F" was the result of academic dishonesty) for the entire class and dismissal from the university. For a full copy of this policy see Article 30, Academic Misconduct; <https://www.pittstate.edu/registrar/catalog/current/student-rights-and-responsibilities.html>

### MID-TERM GRADES

After the eighth week of the fall and spring semester, mid-semester "D" and "F" grades submitted by faculty are reported by the Office of the Registrar to the dean of the college in which you are majoring. All "D" and "F" grades submitted by faculty will be reported by the Registrar to you and your academic advisor through the on-line student information system (GUS). No mid-semester report of "D" and "F" grades are distributed for the summer session.

### INCOMPLETE GRADES

Incomplete grade may be assigned in rare instances when a student is unable to complete a course due to circumstances beyond his/her control. You must have completed a majority of the coursework to be eligible for this consideration. Unless granted an extension by the instructor, students have only one semester to complete the work.

If you feel like you qualify for an Incomplete grade, you should visit with your instructor and not assume an IN grade will be assigned automatically.

### CREDIT FOR PRIOR LEARNING

Pittsburg State University accepts credit for AP, CLEP, IB exams and others. Learn more at <https://www.pittstate.edu/registrar/credit-for-prior-learning.html> Additional information may also be found in the catalog under Academic Regulations.

### FINAL GRADE REPORTS

Final grades are reported to the Registrar's Office at the conclusion of the course. You may access your grades in GUS Classic immediately upon grade posting.

### GRADE APPEALS

Final course grades are to be awarded upon criteria communicated to the student at the beginning of the semester. Additional work after a final grade was submitted cannot be used to change the grade.

If you believe that an error has been made in the assignment or recording of a final grade, you should first confer with the instructor. If such a conference does not resolve the problem, a grade appeal form must be submitted to the head of the academic department that offers the course in question. This appeal form must be submitted no later than six weeks after the beginning of the fall or spring semester immediately following the semester in which the grade being appealed was received.

The appeal form is available online on the Registrar's Office and Graduate School's webpage under forms.

### DEAD WEEK POLICY

No tests or major assignment(s), worth 10% or more of the final grade, shall be presented, assigned, given or be made due during the week prior to final examination week, unless identified in the course syllabus presented at the start of the semester.

### FINAL EXAM SCHEDULE

Final examinations will be given according to the schedule of examinations available at <https://registrar.pittstate.edu/final-exam-schedule.html>

### FINAL EXAM OVERLOAD POLICY

If you have three or more final exams officially scheduled for a single day you are entitled to arrange with the faculty member instructing the highest numbered course (the 3-digit number following the department code) a different day for the exam. If two courses have the same number, the course with the lower enrollment would be rescheduled.

Students requesting accommodation should submit their request on the form found at <https://www.pittstate.edu/registrar/files/documents/forms/overload-petition-for-final-exams.pdf> along with a copy of their class schedule, at least two weeks prior to the beginning of final exam week. The faculty member has until the Monday of pre-finals week to arrange a mutually convenient time for

administration of the final exam. If the matter cannot be resolved between student and faculty member, you may take the request to the Office of the Provost, 220 Russ Hall, no later than the Wednesday of dead week.

## WEAPONS and CONCEALED CARRY POLICY

Concealed Carry Weapons Policy

<https://www.pittstate.edu/police/files/documents/Concealed-Carry-Weapons-Policy.pdf>

The handgun must be in the person's custody and control at all times with safety mechanism engaged. Handguns must be carried securely in a suitable carrier (backpack, purse, handbag, or other personal carrier designed and intended for the carrying of an individual's personal items). The suitable carrier must at all times remain within the exclusive and uninterrupted control of the individual. This includes wearing the carrier with one or more straps consistent with the carriers design, carrying or holding the carrier, or setting the carrier next to or within the immediate reach of the individual.

### WHERE TO GO FOR ASSISTANCE

Pittsburg State administration, faculty, and staff are here to assist you in your academic success. If you have questions or concerns that affect your academic success, it is important that we hear from you.

### Your Instructor

Faculty members usually include their office hours and contact information in the class syllabus. If not, set a time to meet with your instructor by speaking with him/her prior to or immediately following your class session or check with the departmental office for instructor availability.

### Writing Assistance

The Writing Center offers free writing consultations for students at any stage of the writing process for any writing project. Writing Center consultants are experienced writers who are committed to helping you achieve your writing goals.

Dr. Janet Zepernick, Director Writing Center, 311 Grubbs Hall  
Telephone: 620-235-4694 [http://www.pittstate.edu/office/writing\\_center/](http://www.pittstate.edu/office/writing_center/)

### Library

Library Services, whether in the Leonard H. Axe Library or the Kansas Technology Center Library, is committed to providing innovative and learner-centered environments that will help students be successful, support the research and information needs of our campus and community library users, and enhance the University experience. Library Services offers one-on-one research assistance, print collections, online reference services, remote access to our databases, e-books and e-journals, digital archives, research guides, scanning, printing, a computer lab, and instruction programs to support the curriculum. Axe Library is also home to the Women's and Gender Resource Center, and food and beverage services. More information is available at: <https://axe.pittstate.edu/index.html> or call 620-235-4879 or 620-235-4880.

### Financial Assistance

- Need some help with how to make the payments? See Student Financial Assistance. <https://www.pittstate.edu/financial-aid/index.html>
- Don't forget to check with us before you make changes to your schedule to avoid future semester ineligibility. Student Financial Assistance at [finaid@pittstate.edu](mailto:finaid@pittstate.edu) or 620-235-4240.

### Student Success Center

Support is available to all students in the Student Success Center. Academic Success Workshops are provided throughout the semester to allow student to enhance their academic skills. Topics include note-taking strategies, test preparation, time management, among many other options. Tutoring for select General Education and Pitt State Pathway courses is available. One-on-one academic success coaching can be scheduled to develop study plans and learn new strategies. Student-led study group support is also available when requested. In addition to academic coaching and tutoring, academic advising and career counseling is available in the Student Success Center.

Heather Eckstein  
Student Success Center, 203 Horace Mann  
Telephone: 620-235-6578 Email: [studentsuccess@pittstate.edu](mailto:studentsuccess@pittstate.edu)

Ashley Wadell  
First Year Programs, 111 Horace Mann  
Telephone: 620-235-4951 Email: [firstyearprograms@pittstate.edu](mailto:firstyearprograms@pittstate.edu)

David Hogard  
Academic Advising, 203 Horace Mann  
Telephone: 620-235-4596 Email: [academicadvising@pittstate.edu](mailto:academicadvising@pittstate.edu)

Kim Hull  
Career Development, 203 Horace Mann  
Telephone: 620-235-4140 Email: [careers@pittstate.edu](mailto:careers@pittstate.edu)

<http://www.pittstate.edu/office/student-success-programs/>

### **Tutoring**

Tutoring programs related to General Education and Pitt State Pathway classes are available. Whether you are studying for a test, writing a paper or preparing a presentation, tutors can help you sharpen your skills and increase your knowledge. If you are struggling with a class, then a tutor can help you get back on track. Use tutoring to get better grades!

<https://www.pittstate.edu/office/student-success-programs/tutoring.html>

### **Computer/Technology Assistance**

Gorilla Geeks Help Desk is responsible for assisting students with various technology needs. Services available include help with GUS and GUS Passwords, PSU email, assistance with campus system problems and support of the campus wireless network.

In addition, they help with technology needs that are essential for academic success. Services include assistance with educational software packages used on campus including Microsoft OS, Office applications, basic Canvas support and other campus applications; help with many computer issues; wireless connectivity; and configuring new computers.

Gorilla Geeks Help Desk  
Telephone: 620-235-4600 E-mail: [Geeks@pittstate.edu](mailto:Geeks@pittstate.edu)  
<https://www.pittstate.edu/it/index.html>

### **Services for Students with Learning and Physical Disabilities**

111 Horace Mann, Telephone: 620-235-6578

<https://www.pittstate.edu/office/center-for-student-accommodations/index.html>

### **Student Health Center**

Telephone: 620-235-4452

<https://pittstate.edu/office/health-services/index.html>

### **University Counseling Services**

Telephone: 620-235-4452

<https://www.pittstate.edu/office/university-counseling/index.html>

### **Prevention & Wellness**

Prevention and Wellness, a component of Campus Activities, promotes a culture of respect and inclusion through education designed to empower students to maintain healthy lifestyles and make informed decisions. They help educate students on a variety of health topics including mental health.

If you or someone you know are experiencing mental health concerns there is help. For help when in Crisis, text HELLO to 741741. If you are experiencing suicidal ideation call the Suicide Prevention Lifeline at 1-800-273-TALK (8255). Additionally, there is help here on campus. If you feel a student is in crisis, please assist them in seeking services, such as walking with them to the health center. In the event of an immediate crisis please contact 911 or the University Police as this is the fastest way to receive assistance. Prevention & Wellness located in the Bryant Student Health Center can provide educational training on Suicide Prevention Awareness and Response.

Prevention and Wellness, 104 Bryant Student Health Center  
Telephone: 620-235-4831

### **Sexual Assault and Relationship Violence**

Pittsburg State University prohibits all forms of sexual misconduct and relationship violence to include rape, acquaintance rape, domestic violence, dating violence, sexual assault and stalking.

Reporting Incidents of Sexual Misconduct or Relationship Violence:  
[https://cm.maxient.com/reportingform.php?PittsburgStateUniv&layout\\_id=6](https://cm.maxient.com/reportingform.php?PittsburgStateUniv&layout_id=6)

Resources for Victims of Sexual Misconduct or Relationship Violence:  
<https://www.pittstate.edu/office/title-ix/index.html>

Title IX (Pregnant and Parenting Students are covered under Title IX.)  
<https://www.pittstate.edu/office/institutional-equity/title-ix.html>

### **Notice of Nondiscrimination**

Pittsburg State University prohibits discrimination on the basis of race, color, religion, sex, national origin, sexual orientation, age, marital or parental status, ancestry, genetic information, gender identity, gender expression, military or

veteran status, or disabilities. The following person has been designated to address inquiries regarding the nondiscrimination policies: Director of Institutional Equity/Title IX Coordinator, 218 Russ Hall, 1701 S. Broadway, Pittsburg, KS 66762-7528, 620-235-4189, [equity@pittstate.edu](mailto:equity@pittstate.edu).