IMPORTANT DATES

1/14 ............................................................. Classes begin
1/21 ............................................................. Martin Luther King, Jr., Holiday
1/22 ............................................................. Tuition due
1/22 ............................................................. Last day for full tuition refund if withdrawing
1/22 ............................................................. Last day to add classes w/o permission of instructor
1/28 ............................................................. Final day to drop w/o transcript notation
2/18 ............................................................. Last day for half refund if withdrawing
3/11 ............................................................. Mid-term D and F grades available after 5:00 pm
3/16 to 3/22 ................................................. Spring Break
4/8 ............................................................. 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 .................................................... Final Grund of Spring 2012
5/10 ............................................................. Deadline to remove/extend IN grades for 2012 WF
5/13 ............................................................. Grades due from faculty

DROPPING A COURSE OR WITHDRAWING FOR THE SEMESTER

Beginning the 12th week through the 16th 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 grade point average.

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 12th week of the term, the instructor must assign a grade of W or F.

To drop a course after the 5th 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

IMPORTANT INFORMATION FOR STUDENTS RECEIVING FINANCIAL ASSISTANCE

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 calculation applies to students receiving Title IV funds including:

- Federal Pell Grant
- Stafford Loan
- ACG – Academic Competitiveness Grant
- SMART Grant for math and science
- TEACH Grant for education majors
- Parent PLUS Loan

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

When aid is returned, the student may owe a debit balance to the University and/or Department of Education Title IV Programs.

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 http://www.pittstate.edu/office/international/international-students/immigration.dot

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 in the semester based on course policy. Instructor drops after the beginning of the 12th 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.

SEVERE WEATHER INFORMATION

If forecasts or weather conditions suggest that travel in the area could become hazardous a policy is in place to determine if classes or other University activities will be cancelled. This policy and notification process can be found at http://www.pittstate.edu/office/president/policies/severe-weather-emergency-plan.dot Notification methods typically include the PSU website, local news media, and text messaging for those who subscribe to this service.

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:

(a) Giving or receiving unauthorized aid on examinations.
(b) Giving or receiving unauthorized aid in the preparation of notebooks, themes, reports, papers or any other assignments.
(c) Submitting the same work for more than one course without the instructor’s permission.
(d) 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) without explicitly acknowledging the true source of the material is plagiarism.

Plagiarism also includes paraphrasing other individuals’ ideas or concepts without acknowledging their work, or contribution. To avoid charges of plagiarism, students should follow the citation directions provided by the instructor and/or department in which the class is offered.

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 refer to the on-line catalog found on the Registrar’s website at http://www.pittstate.edu/office/registrar/ Within the catalog, click on Student Rights and Responsibilities and then Academic Integrity.

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.
**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 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 assignments will be presented 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 [http://www.pittstate.edu/office/registrar/final-exam-schedule.dot](http://www.pittstate.edu/office/registrar/final-exam-schedule.dot)

**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 [http://www.pittstate.edu/office/registrar/forms.dot](http://www.pittstate.edu/office/registrar/forms.dot) 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.

**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. Don Judd and Dr. Janet Zepernick, Directors, Writing Center
Telephone: 620-235-4694
[http://www.pittstate.edu/office/writing_center/](http://www.pittstate.edu/office/writing_center/)

**Library**

The Axe Library provides comprehensive services and materials including both physical and online books, periodicals, and interlibrary loan. Also available to students are a computer lab, with color printing, scanning and faxing capabilities.

Telephone: 620-235-4880
[http://axe.pittstate.edu/](http://axe.pittstate.edu/)

**Tutoring**

Tutoring programs related to general education 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!

Ashley Conyers, Student Success Counselor, Student Success Center
Telephone: 620-235-4951
E-mail: aconyers@pittstate.edu
[http://www.pittstate.edu/office/exploratory-studies/tutoring.dot](http://www.pittstate.edu/office/exploratory-studies/tutoring.dot)

**Computer/Technology Assistance**

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

In addition the center will help you 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 computer hardware or software problems; wireless connectivity; and configuring new computers.

Gorilla Geeks Help Desk
Telephone: 620-235-4600
E-mail: Geeks@pittstate.edu

**Services for Students with Learning Disabilities**

Allison Adams, Coordinator, Center for Student Accommodations
Telephone: 620-235-6584
[http://www.pittstate.edu/office/counseling/center-for-student-accommodations.dot](http://www.pittstate.edu/office/counseling/center-for-student-accommodations.dot)

**Services for Students with Physical Disabilities**

Cindy Johnson, Director, Equal Opportunity/ Affirmative Action
Telephone: 620-235-4189
[http://www.pittstate.edu/office/eqaa/](http://www.pittstate.edu/office/eqaa/)

**Student Health Center**

Telephone: 620-235-4452
[http://www.pittstate.edu/office/health/](http://www.pittstate.edu/office/health/)

**University Counseling Services**

Telephone: 620-235-4452
[http://www.pittstate.edu/office/counseling/](http://www.pittstate.edu/office/counseling/)

**General Questions**

If you have questions about university policies or procedures, need assistance with academic success skills (such as note taking, effective reading techniques, and test taking strategies), or have general questions about your academic progress, Enrollment Management & Student Success can assist or refer you to the appropriate office.

Enrollment Management & Student Success
Telephone: 620-235-4109

**STATEMENT OF NONDISCRIMINATION**

Pittsburg State University is committed to a policy of educational equity. Accordingly, the University admits students, grants financial aid and scholarships, conducts all educational programs, activities, and employment practices without regard to race, religion, color, sex, disability, national origin, ancestry, age, veteran status, sexual orientation, marital status, parental status, gender identity or gender expression.