

PHYS 375-01 Syllabus Fall 2017

Solar System Astronomy 3 credit hours, **Meeting:** TTh 9:30-10:45, Yates Hall 400. **Text:** *Astronomy*, <https://openstax.org/details/books/astronomy>; Fraknoi, Morrison, Wolff, et al. Free for use as a webpage, download a pdf, or you can buy a print copy. **Dr. C. Blatchley:** 309 Yates, x4398, cblatchley@pittstate.edu .
Office Hours: 8-9:00- M-F, 10-11:00 MWF, 10-1:00 F **(11-12:00 F Study session in Yates 102)**

This course is also intended for partial fulfillment of the Pitt State Pathway Curriculum.

Pitt State Pathway Mission Statement:

The *Pitt State Pathway* curriculum serves as the heart of the university education by fostering interdisciplinary competencies that typify the educated person. It is designed to facilitate the development of key proficiencies including communication and information literacy. The *Pitt State Pathway* curriculum provides a transformational experience that challenges students to think creatively and critically, and to immerse themselves in the productive examination of humans in their global setting. By encouraging the development of skills that promote life-long learning, the *Pitt State Pathway* fosters a sense of personal responsibility, an appreciation of diversity, and an understanding of interconnectedness in our truly global society.

Essential Study to be covered in this course: Natural World within a Global Context

Biological, physical, and chemical systems form the context for life. Students need to understand how these systems work, how these change naturally, and how these can change as a result of human activities. The implications of these changes are essential for long-term decision-making. In this course we will:

Analyze physical and chemical systems;

Evaluate the implications of changes that result from interactions between natural and human systems.

Companion Element to be covered in this course: Scientific Inquiry

The scientific method is the systematic approach to understanding the world around us. Through experimentation and hypothesis testing, students will apply analytical skills and appropriate methods of scientific inquiry (i.e. qualitative and quantitative) to solve a variety of research questions. In this course we will:

Compose appropriate research questions and hypothesis, drawing from experts, reliable sources, or previously collected data.

Collect, synthesize, and analyze data from multiple sources;

Draw logical conclusions, assessing for gaps and weaknesses, and addressing potential consequences and implications

Communicate results using appropriate delivery methods or formats.

The **Learning Outcome** for Natural World in a Global Context is:

Students will explore global systems conscientiously.

The **Learning Outcome** for Scientific Inquiry is:

Students will analyze data logically.

Course Description: 3 credit hours. Formation and evolution of the Sun and planets, study of interiors, surfaces, and atmospheres of planets, moons, and Sun. Sun-star connection, stellar groupings, cosmology. Corequisite: PHYS 176 Astronomy Laboratory.

Prerequisites: This course has no prerequisites at the college level, but you should have completed subjects required for the high school diploma in Kansas, including basic principles of algebra, geometry, and metric units. If you are concerned about your skills in these areas, you might want to consider completing the math requirements for your major before taking PHYS 171, since many of the assigned problems and test questions will require working with roots, exponents, and basic numeric manipulations, including propagation of units. The co-requisite labs, PHYS 172, will review these subjects on the first day of class only. If this review shows you any weak areas, please seek help and additional resources immediately, including our tutorial room, the on-line web tutor service (www.tutor.com/pittstate), or meet with me personally. There is also a “math refresher” in Appendix A of the text (p. A-1 of 16th Ed.) Confusion about any of these topics could cause difficulties throughout the course.

Course Objectives:

Natural World within the Global Context: Level of Student Learning = Milestone I
Explains physical and chemical processes and human activities that alter them.

Scientific Inquiry: Level of Student Learning = Milestone I
Student will apply the scientific methods to a problem.

By the end of the course, you should be able to identify and describe key features of our Solar System and the technology or scientific principles used by astronomers to investigate these features. In addition, you should be able to use algebra and deductive reasoning to solve basic practical problems in astronomy.

You should attain some degree of mastery in each of the following areas:

1. Students will apply the scientific method to examine methods and insights by which knowledge has grown.
2. Students will apply empirical techniques and be able to gather data, analyze, synthesize, observe, and draw conclusions, to comprehend physical components and their relation to the universe.
3. Students will graph data and apply mathematical relations to interpret them.
4. Students will be able to apply modeling to make predictions and improve abilities for abstraction, analysis, and pictorial intuition.
5. Students will apply key concepts, laws, methods, and history of thought in the planetary sciences.
6. Students will understand scientific units and their conversions.
7. Students will explain the formation of the solar system, including observations that lead to current hypotheses and theories.
8. Students will discuss, compare, and contrast the different bodies in the solar system (sun, planets, dwarf planets, satellites).
9. Students will solve problems for the specific materials and processes among the earth, planets, and stars.
10. Students will understand and use scientific vocabulary associated with the solar system.
11. Students will demonstrate a humanistic and integrated view of man, science, society, and nature and be able to describe current events in planetary science.

Methods of Assessment:

Students, on homework, unit tests, and final exam, will *understand, explain and apply*, items, principles, and processes related to the student outcomes. (Milestone I)

Homework: Assigned homework is due every Tuesday by the start of class, except for the last set, which may be turned in at the Final. Total weight will be equivalent to THREE unit exams (37.5%). Any work submitted after the due time will receive at most half credit. Anything later than one week will not be accepted without a certified excuse. Written (or typed) answers must be in the student's own words on standard 8.5" x 11" paper, **NOT** torn from a spiral notebook. Answers that require calculations must show all work (equation(s) used, steps taken, units of answer, etc). Each problem should make an argument that you know what you are doing, not just that you have the right answer. Please seek help as soon as you realize you do not understand something in the homework, since subsequent test questions will also be based on them.

You should definitely read assigned topics in your text BEFORE the lecture and review the assigned exercises for that week, to help you recognize techniques and hints as they are presented in the lecture. Use the appendices, example solutions, feature boxes, "Links to Learning," websites, chapter summaries, review/thought questions, glossary (key terms), and index in the back of the book. Sometimes useful tables and constants will also appear in the Power Point notes posted on Canvas, but these will be in a compressed pdf format to save space. Study should take no more than about half an hour for most assignments.

If you find yourself spending several hours to understand the assigned exercises, please seek help. Depending on the time spent in the lecture, I will attempt to explain problems assigned for the next class to help you prepare.

Electronic Devices: You will need a basic scientific function calculator for tests. You may not use a cell phone, notebook, or laptop computer for these calculations. Electronic pagers and cell phones may be carried in class, but please turn them off as a courtesy to other students. They should not be out during tests.

Grades: Semester grades will be based on the best four out of five unit tests (100 points each), dropping the lowest score (on unit tests only), with homework assignments in total equal to three unit tests (300 points), and a comprehensive final examination (100 points). Since the homework replaces three entire unit tests, the weighting is substantial. You would be well served to keep up with the homework. Each 100-point unit test will include 50 multiple choice questions. The test questions will very often be based on the homework, another reason to be diligent in that arena. Dropping the lowest score on the unit tests will help to support overall averages, but this will also make estimating final grades at Mid-term more complicated.

Canvas will drop the lowest unit exam, but we will only have two of these by mid-term. Final grades will be based on 800 points (300 homework and 500 tests): **>90 % A; 75 - 90% B; 60 - 75% C; 50 - 60% D.**

Tests during Dead Week: There are **no** unannounced tests, however, the **Unit V Exam will be during Dead Week**, which is worth more than 10% of your grade (12.5%) unless it is the dropped score. Please plan accordingly. Note that the Final Exam is scheduled on **Thursday, December 14.**

A more complete Syllabus is posted on Canvas with supplementary information that can also be downloaded from <http://www.pittstate.edu/dotAsset/6c552e9b-8c3c-415e-b874-15006b8d85d0.pdf> . Note the added concealed carry policy.

Attendance: Regular attendance is important for success in this class, particularly on days when homework is due. If you know you will miss a Tuesday, please be sure to get the homework to me early. If you have excessive unexcused absences (more than six total or four in a row), I will consider dropping you when I turn in mid-term grades.

<u>Assigned Reading.</u>	<u>Unit I: Overview of Astronomy</u>	<u>Exercises Due</u>
Aug 22 Science and the Universe: Preface and Chapter 1		
Aug 24 Copernicus, Galileo, and Observing the Sky: Chapter 2		
Aug 29 Orbits and Gravity: Chapter 3.1-3.3		Chap. 2; 1-12, 18-24
Aug 31 Kepler and Satellites: Chapter; 3.4-3.6	Sep 4 Labor Day Holiday	
Sep 5 Seasons and Calendars: Chapter 4.1-4.4		Chap. 3; 1-5, 12-16, 28-36
Sep 7 Moon, tides, and eclipses: Chapter 4.5-4.7		
Sep 12 Light, Atoms, and Spectroscopy: Chapter 5.1-5.6		Chap. 4; 5-10, 14-19, 26-28

Sep 14	Unit Test I (Chapters 1-4)	Unit II: Overview of the Solar System
Sep 19	Instruments: Chapter 6.1-6.6	Chap. 5; 1-6, 11-13, 24-28, 41-44
Sep 21	Overview of Solar System: Chapter 7.1-7.4	
Sep 26	Inside Earth: Chapter 8.1-8.2	Ch. 6; 4-8, 28-31; Ch. 7; 1-6, 14-20
Sep 28	Atmosphere, Climate, Cosmic Influences: Chapter 8.3-8.5	
Oct 3	Moon; Structure, Geology and Gravity; Chapter 9.1-9.4	Chap. 8; 3-11, 21, 22, 24, 30-33
Oct 5-6	Fall Break	Oct 16 Midterm D or F Grades
Oct 10	Unit Test II (Chapters 5-8)	Unit III: Small Rocky Planets Chap. 9; 5-8, 11-14
Oct 12	Terrestrial Planets, Mercury and Venus: Chapters 9.5, 10.1-10.3	
Oct 17	Mars; Chapter 10.4-10.5	Ch. 9; 15-18, 29, 30; Ch. 10; 1-7, 14, 29
Oct 19	Asteroids and Planetary Evolution: Chapters 10.6 and 13.1-13.4	
Oct 24	Asteroids, Meteors, and Solar System Formation: Chapter 14.1-14.5	Ch. 10; 6, 8-10, Ch. 13; 1-7, 26, 28
Oct 26	Gas Giants: Chapter 11.1-11.2	
Oct 31	Unit Test III (Chaps. 9, 10, 13, and 14) Unit IV: Gas Giants	Chap. 14; 1-8, 12-15
Nov 2	Planetary Atmospheres: Chapter 11.3	
Nov 7	Rings and Moons: Chapter 12.1-12.2, 12.5	Chap. 11; 1-17, 26-28
Nov 9	Titan and Triton: Chapter 12.3	
Nov 14	Pluto and Charon: Chapter 12.4	Chap. 12; 1-5, 8, 9, 12-20, 24-26
Nov 16	At the Center: Chapter 15.1-15.4	
Nov 21	Unit Test IV (Chapters 11 and 12) Unit V: Sun and Trans-Neptunia	
	Nov 22-26 Thanksgiving Break	
Nov 28	Nuclear Power & Other Suns: Chaps. 16.1-16.4 and 18.4	Ch. 12; 6, 7, 10, 11; Ch. 15; 1-6, 10-14, 23-25
Nov 30	Oort Cloud, Kuiper Belt, and Exo-Planets: Chapter 21.1-21.6	
Dec 5	Extra-solar and Beyond; Chapter 30.1-30.4	Ch. 16; 3-6, 12-17, 29-32 Ch. 18; 6-10, 37-39
Dec 7	Unit Test V (Chapters 15, 16, 21, and 30)	
Dec 14 9:30-11:30 Thurs., Comprehensive Final		Ch. 21; 1-4, 10-14, 23; Ch. 30; 1,2, 5-7, 29, 31

Email: Students are encouraged to obtain and maintain a free PSU email address (109 Whitesitt, 235-4600, open until 7:00 M-Th). An off-campus address may be substituted, but you must manually change the address listed on the Canvas server. A working address in Canvas is essential for you to receive critical course announcements. You can access Canvas from off campus without an email address, but only YOU can change the address in Canvas. More instructions and tips at: <http://www.pittstate.edu/office/gorilla-geeks/canvas/>. Along with a list of prerequisites for the course, samples of grading calculations, policies, and learning outcomes, PowerPoints for all lectures, and other supplementary materials are posted on Canvas.

Delivery Methods: Lecture with Power Point notes on Canvas with readings and homework problems from the assigned textbook. Five class periods will be spent on the five unit tests. Correct answers and comments on the unit test questions will be posted on Canvas for review, and the final exam questions will resemble many of the unit test questions.

Emergency Procedures;

PSU Campus Police have 24-hour operations. For non-emergency help, dial (620) 235-4624. In an emergency, dial 911 from any office telephone or just pick up a designated Emergency Phone, which should immediately connect you to Campus Police, who will notify other emergency personnel as needed. If you dial 911 from a cell phone, you are likely to reach City of Pittsburg Police, which could delay notification or assistance from the Campus Medical

Center. Evacuation procedures for fire, severe weather, and other emergency will be followed according to those of Pittsburg State University (PSU), which are available under “policies” on Pres. Scott’s web page: <http://www.pittstate.edu/office/president/policies.dot> Closing of the campus due to weather or other emergency conditions will be posted on the PSU web page and announced through media outlets.

Cheating: As if you did not know already, students must not give or receive unauthorized aid on examinations. Doing so will result in a failing grade and possibly further sanctions authorized by campus policies on cheating. Use of text messaging, programmable calculators, or open laptop computers during tests or the first three CPS questions will be assumed to constitute cheating. Do NOT bring a print out of answers to clicker questions to an examination.

ARTICLE 30 of the Code of Student's Rights and Responsibilities. ACADEMIC MISCONDUCT

Education at the university level requires intellectual integrity and trust between faculty and students. Professors are obliged to master their subject and present as fair an account of it as possible. For their part, students are obliged to make an honest effort to fulfill both the letter and the spirit of course requirements. Academic dishonesty violates both integrity and trust. It jeopardizes the effectiveness of the educational process and the reliability of publicly reported records of achievement.

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

It includes, but is not limited to:

1. Giving or receiving unauthorized aid on examinations,
2. Giving or receiving unauthorized aid in the preparation of notebooks, themes, reports, papers or any other assignments,
3. 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) without explicitly acknowledging the true source of the material is plagiarism. Plagiarism also includes paraphrasing another 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. 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 educational process, it is subject to the severest sanctions, up to and including receiving an "F" or "XF" (an "XF" indicates the "F" was the result of academic dishonesty) for the entire class and dismissal from the university.

When an instructor has a reasonable good faith belief that a student(s) has committed academic misconduct, that instructor has sole discretion to give an F on the assignment/test involving academic misconduct or an F for the entire course. If such an F negatively affects the student's final grade in the course, that student(s) may appeal the final grade pursuant to the current Pittsburg State University Catalog's Grade Appeal process.

When the instructor wishes to impose an "XF", and/or more severe sanctions, he or she must first notify their department chair, dean, and the University's Academic Honesty Committee Chairperson in writing. In addition, the same procedure applies if similar sanctions seem warranted for a student(s) or former student(s) who have assisted in a serious act of academic dishonesty.

University Academic Honesty Committee

The Academic Honesty Committee is convened under the auspices of the Provost. It is composed of nine members. The Faculty Senate Executive Committee is responsible for appointing six of these members. All must be full-time members of the teaching faculty. Members chosen by the Executive Committee serve staggered two-year terms. The Faculty Senate Executive Committee shall make its appointments at the beginning of the academic year. In addition to its six faculty members, the Academic Honesty Committee shall include three student members. Two (2) students of senior status shall be appointed by the Student Government Association. An additional (1) student shall be appointed by the Graduate Student Association. The students from both organizations will be appointed annually and at the beginning of the Fall semester.

The Vice President of the Faculty Senate will serve as the Academic Honesty Committee Chairperson. If the Vice President of the Faculty Senate is excluded because of possible bias, the President of the Faculty Senate will appoint a temporary chair. The Academic Honesty Committee Chairperson is responsible for advising the Provost on cases involving alleged student academic dishonesty.

The committee may impose one or more of the following sanction(s):

- The imposition of a grade of "XF"
- The addition of a permanent note on the student's transcript indicating his/her participation in a serious act of academic dishonesty (such as taking an exam for another student)
- Disciplinary probation
- Suspension
- Expulsion from the university

The decision made by the Academic Honesty Committee may be appealed to the Provost. The following procedures shall be adhered to:

- Step 1: The instructor charging a student with academic dishonesty shall submit a written request for hearing to the Chairperson of the Academic Honesty Committee, giving full detail of the alleged act(s) of academic dishonesty and send copies of the request to their department chair and dean. The Chairperson of the Academic Honesty Committee will then convene the committee and inform its members of the details of the incident. The aforementioned request shall be forwarded by the Chairperson of the Academic Honesty Committee to the student(s) charged with academic dishonesty. The committee shall then schedule a hearing to be held within fifteen (15) class days from the time of the instructor's request.
- Step 2: The instructor, and student(s) charged with academic dishonesty, will be notified of the time and date of the said hearing at least five (5) class days before the hearing is to be held. The instructor, and student(s) charged with academic dishonesty may seek advice concerning the hearing from any person such as a faculty member or department chairperson. The instructor and each student(s) may also be accompanied to the hearings by an advisor. The student(s), at their own cost, has the right to provide a transcriptionist at their hearing. Note: The university attorney has the right to be present at any Academic Honesty Committee hearing.

The two parties, the instructor and student(s) charged with academic dishonesty, may each request removal of any one member of the committee. This request shall be presented to the chairperson of the committee in writing at least two (2) class days prior to the time of the hearing. After the request for removal has been made the chairperson will notify the individual and the respective individual will be removed from the hearing.

- Step 3: The Academic Honesty Committee will conduct an appropriate hearing and may gather additional evidence pertaining to the issue.

During the hearing, the instructor, student(s) charged with academic dishonesty, and witnesses with direct first hand knowledge of the incident shall have the opportunity to testify (within the guidelines and time frames established by the committee). Hearings are evaluations by members of the university community and are not legal proceedings. Cross-examination is the prerogative of the instructor, the student(s) charged with academic dishonesty, and the committee. For future reference, the hearing shall be audio tape recorded (Committee deliberations on sanctions shall not be recorded). During the entire process the proceedings of the committee shall be closed and confidential, unless the matter becomes the subject of litigation.

- Step 4: Within five (5) class days of the conclusion of the hearing, the committee will render a written opinion concerning its findings, as well as a written verdict which the Provost will impose.
- Step 5: Upon notification of the imposed sanction, the student(s) will have five (5) class days to appeal to the Provost. This appeal must be in a written format and must provide detail for the reason of the appeal.
- Step 6: Once the Provost receives the appeal, he/she will have 8 class days to review the hearing and, in consultation with the President, render a decision. The Provost may uphold, or overturn the Academic Honesty Committee's sanction(s) or propose an alternate penalty which the student may accept.

Removal of Sanctions

After two (2) years have elapsed, the student may present a written request for removal of the imposed sanctions to the Provost. If the request is not granted, the student may present up to 4 more requests for removal but in no case can the student present more than 1 request per year academic year.

If the request is granted, the student will be returned to good standing with the university and /or have the notification of the disciplinary action removed from their transcript, provided that no other sanction for academic dishonesty has been imposed in the interim. It shall be at the Provost's discretion to determine what fairness requires.

Instructor's Schedule for Fall 2017

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00	Office	Office	Office	Office	Office
9:00	PHYS 171-02 Grubbs 109		PHYS 171-02 Grubbs 109		PHYS 171-02 Grubbs 109
9:30	PHYS 171-02 Grubbs 109	PHYS 375-01 Yates 400	PHYS 171-02 Grubbs 109	PHYS 375-01 Yates 400	PHYS 171-02 Grubbs 109
10:00	Office	PHYS 375-01 Yates 400	Office	PHYS 375-01 Yates 400	Office
11:00	PHYS 100-01 Yates 102	PHYS 100-01 Yates 102	PHYS 100-01 Yates 102	PHYS 100-01 Yates 102	Office/Study Session Y102
12:00	PHYS 172-01 Yates 321			BnB Meeting	Office
1:00	PHYS 172-01 Yates 321				
2:00	PHYS 172-02 Yates 321	PHYS 172-05 Yates 321	PHYS 172-07 Yates 321		
3:00	PHYS 172-02 Yates 321	PHYS 172-05 Yates 321	PHYS 172-07 Yates 321		

Office Hours: 8-9:00- M-F, 10-11:00 MWF, 10-1:00 F

Note: If you need to see me outside of office hours, please schedule a meeting time. You are also welcome to visit the PHYS 172 lab classes on MTW after the opening presentation, usually about 15 minutes.

The following supplementary information (with a note on concealed carry) can also be downloaded from <http://www.pittstate.edu/dotAsset/6c552e9b-8c3c-415e-b874-15006b8d85d0.pdf>

Pittsburg State University Syllabus Supplement – Fall 2017

IMPORTANT DATES

8/21.....	Classes begin
8/28.....	Tuition due
8/28.....	Last day for full tuition refund if withdrawing
8/28.....	Last day to add classes w/o permission of instructor
9/4.....	Labor Day Holiday
9/5.....	Final day to drop w/o transcript notation
9/28.....	Last day for half refund if withdrawing
10/5-10/6.....	Fall Break
10/16.....	Mid-term D and F grades available after 5:00 pm
11/6.....	Final day to drop a course unless withdrawing from all classes
11/22.....	Thanksgiving Holiday begins
11/30.....	Last day to withdraw from all classes
12/11.....	Finals week through 12/16
12/15.....	Deadline to remove/extend IN grades for 2014 SP and SU semester
12/18.....	Grades due from faculty

DROPPING A COURSE OR WITHDRAWING FOR THE SEMESTER

Beginning the 12th week through the 16th week of fullterm 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/internationalstudents/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 at anytime 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 Uptodate 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

[tp://www.pittstate.edu/office/president/policies/severeweatheremergencyplan.dot](http://www.pittstate.edu/office/president/policies/severeweatheremergencyplan.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, and,
- (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 dishonest) for the entire class and dismissal from the university.

For a full copy of this policy see:

http://catalog.pittstate.edu/contentm/blueprints/blueprint_display.php?bp_list_ing_id=162&blueprint_id=124&sid=1&menu_id=7980

MIDTERM GRADES

After the eighth week of the fall and spring semester, midsemester "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 online student information system (GUS). No midsemester 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/finalexamschedule.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> 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 prefinals 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

Weapons Policy website <http://pittstate.edu/office/police/weapons-policy.dot>
and Concealed Carry Weapons Policy
<http://pittstate.edu/dotAsset/ca5f2c95-67c7-426d-8da9-b42f5d00a936.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. Don Judd and Dr. Janet Zepernick, Directors, Writing Center Telephone: 620 235-4694 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/>

Student Success Programs

Support is available to all students in Student Success Programs. 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 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. Heather Eckstein, Student Success Programs, 113 Axe, Telephone: 620-235-6578

Email: heckstein@pittstate.edu

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

Ashley Wadell, Student Success Programs, 113 Axe, Telephone: 620-235-4951

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

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

Email: aconyers@pittstate.edu <http://www.pittstate.edu/office/exploratorystudies/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 problems 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 Email: Geeks@pittstate.edu <http://www.pittstate.edu/office/gorillageeks/>

Services for Students with Learning Disabilities

Center for Student Accommodations Telephone: 620 235-6584
<http://www.pittstate.edu/office/counseling/centerforstudentaccommodations.dot>

Services for Students with Physical Disabilities

Cindy Johnson, Director, Equal Opportunity/ Affirmative Action Telephone: 620 235-4189
<http://www.pittstate.edu/office/eoaa/>

Student Health Center

Telephone: 620 235-4452 <http://www.pittstate.edu/office/health/>

University Counseling Services

Telephone: 620 235-4452 <http://www.pittstate.edu/office/counseling/>

Career Services

Telephone: 620-235-4140 Email: car@pittstate.edu
<http://www.pittstate.edu/office/careers>

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:
<http://www.pittstate.edu/office/campus-life/reporting-sexual-assault/>

Resources for Victims of Sexual Misconduct or Relationship Violence:

<http://www.pittstate.edu/office/campus-life/reporting-sexual-assault/resources-for-victims.dot>

Title IX

<http://www.pittstate.edu/office/eoaa/title-ix/>

NOTICE OF NONDISCRIMINATION

Pittsburg State University prohibits discrimination on the basis of race, color, religion, sex, national origin, sexual orientation, age, marital status, ancestry, genetic information, 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 .