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 https://www.pittstate.edu/police/safety.html#undefined5. 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 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 the course is offered. 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 and IB exams. 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 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.
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 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

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 carrier 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. Jessica Jorgenson Borchert, Director and Dr. Janet Zepernick, Assistant Director, Writing Center
Telephone: 620-235-4694 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 Student Success Center, the Writing Center, Honors College, the Women's and Gender Resource Center, and food and beverage services. More information is available at our website: https://axe.pittstate.edu/index.html or call 620-235-4879 or 620-235-4880.

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 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.

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 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, we 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 https://www.pittstate.edu/ill/index.html

Services for Students with Learning and Physical Disabilities
Kerri Hanson, Coordinator, Center for Student Accommodations
213 Russ Hall, Telephone: 620-235-6584
https://www.pittstate.edu/office/student-aid/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

Career Services
Telephone: 620-235-4140 Email: car@pittstate.edu
https://careers.pittstate.edu/

Financial Assistance:
• 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 or 620-235-4240.

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://studentlife.pittstate.edu/get-help/sexual-misconduct.html#undefined2

Resources for Victims of Sexual Misconduct or Relationship Violence:
https://studentlife.pittstate.edu/get-help/sexual-misconduct.html#undefined3

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.

BCC: needs to be uploaded to Faculty Senate Webpage

(Document) Jeanine’s Documents, Document
Cc: May follow-up file