

Pittsburg State University

Syllabus Supplement – Summer 2020

IMPORTANT DATES

First Four Week Session

06/01.....Classes begin
06/03.....Final day to drop w/o transcript notation
06/15.....Final day to drop a course unless withdrawing from all classes
06/17.....Final day to drop from first four week summer session
06/26.....First Four Week Summer Session Closes

Second Four Week Session

06/29.....Classes begin
07/02.....Final day to drop w/o transcript notation
07/13.....Final day to drop a course unless withdrawing from all classes
07/15.....Final day to drop from second four week summer session
07/24.....Second Four Week Summer Session Closes

Eight Week Session

06/01.....Classes begin
06/04.....Final day to drop w/o transcript notation
07/08.....Final day to drop a course unless withdrawing from all classes
07/16.....Final day to drop from eight week summer session
07/24.....Eight Week Summer Session Closes

For additional information <https://academics.pittstate.edu/academic-calendar/index.html>

DROPPING A COURSE OR WITHDRAWING FOR THE SEMESTER

A student who discontinues attending and 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 less than eight weeks are proportionate to the length of the course. 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 clarification on drop/add policies, contact the Registrar's Office, 103 Russ Hall, 620-235-4200 or registrar@pittstate.edu. Students and Faculty cannot use Gus to drop enrollment after the first day of classes. To drop, you must contact the Registrar's Office.

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.

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 the following Title IV funds including:

| | |
|---------------------|--|
| Federal Pell Grant | Federal Parent PLUS Loan |
| Federal Direct Loan | Federal TEACH Grant for education majors |

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 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.

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.

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 ¾ of the class days have passed 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.

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) 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 the receiving of 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:

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

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. Students 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.

The deadline for completing work for a course in which an IN grade was given in the Summer 2020 session is Friday, December 11, 2020.

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. For the summer session this is no later than July 27, 2020. You may access your grades in GUS immediately upon grade posting via GUS on your transcript. Your Grade Report on GUS will be available beginning July 28, 2020.

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.

WEAPONS and CONCEALED CARRY POLICY

Weapons Policy website

<https://www.pittstate.edu/police/policies.html#undefined1> and Concealed Carry Weapons Policy
<https://www.pittstate.edu/police/policies.html#undefined2>

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.

UNIVERSITY SPONSORED STUDENT ACTIVITY POLICY

For the University Sponsored Student Activity Policy see

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

Contact: SGA Academic Affairs Director, Room 111 Overman Student Center, Telephone: 620.235.4810 E-mail sga_aa@pittstate.edu

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](tel:620-235-4879) or [620-235-4880](tel: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 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](tel: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](tel: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!
<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 computer hardware or software problems; wireless connectivity; and configuring new computers.

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

Career Services

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

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 or 620-235-4240.

Services for Students with Learning and Physical Disabilities

Kerri Hanson, Coordinator, Center for Student Accommodations
114 Axe Library, Telephone: 620-235-6584
<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, 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. We 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 Campus Activities Office can provide educational training on Suicide Prevention Awareness and Response.

Taylor Panczer, MPH, CHES®

Program Coordinator | Prevention and Wellness
Campus Activities | 109 Overman Student Center
620-235-4062
Need to schedule a meeting? Sign up here: <https://tpanczer.youcanbook.me>

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

<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.