Pittsburg State University
Syllabus Supplement – Spring 2027

Important Dates

Date	Event
January 18	Martin Luther King, Jr. Holiday
January 19	Classes begin
January 26	Tuition due
January 26	Last day for full tuition refund
January 26	Last day to add classes without permission of instructor
February 1	Final day to drop without transcript notation
February 23	Last day for half refund
March 15	Mid-term D and F grades due
March 15-19	Spring Break
April 4	Enrollment by classification for 2027 WF begins
April 5	Final day to drop a course unless withdraw from all classes
April 29	Last day to withdraw from all classes
May 10-14	Finals week
May 14	Deadline to remove/extend IN grades for 2026 WF
May 19	Grades due

Students in the online Kelce College of Business and College of Education session-based graduate programs do not follow the standard academic calendar. Important dates can be found on the Academic Calendar.

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 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 12th week of the term, the instructor must assign a grade of W or F. (Students enrolled in short courses will not be eligible to drop the course if the drop date for the short course(s) has already passed even if they are withdrawing for the term.)

To drop a full-term 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 email 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 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 before 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 percentage 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, please visit the International Students Admission webpage at Pitt State.

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 unexcused absences.

Students who have not attended or who have been excessively absent will be recorded via the Navigate system. In limited circumstances, an instructor may recommend an administrative withdrawal of students who fail to attend any scheduled classes or who are excessively absent. After instructors record student absences through Navigate, they may recommend a student course withdrawal to their Academic Unit leader, who will then determine, in consultation with the Dean, if an Administrative Withdrawal request to the Registrar's Office is appropriate.

Regardless of the faculty prerogative to establish expectations for attendance or to determine grade consequences for excessive absences, the ultimate responsibility for monitoring and maintaining up-to-date course enrollment rests with the student.

Digital Accessibility

If students encounter any digital accessibility issues in their Canvas courses, they are encouraged to contact the instructor of the course.

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. For additional information, please review the Pitt State Student Computer Recommendations flyer.

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 view our Policy on University-Sponsored Student Activities.

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 the campus will be closed. Please review the notification process in the Severe Weather Emergency Plan from Student Life and University Police. 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 coursework.

Public Health Advisory

Information about any health advisories can be found on the Pitt State Bryant Student Health Center website.

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 an unethical activity associated with coursework 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 the 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.

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 online student information system (GUS). No mid-semester report of "D" and "F" grades is distributed for the summer session.

Incomplete Grades

Incomplete grades 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 most 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 about credit for prior learning on the Registrar's website. Additional details are also available in the university 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 the Graduate School's webpages.

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.

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 an overload request form 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 Monday of pre-finals week to arrange a mutually convenient time for administration of the final exam. If the matter cannot be resolved between the 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

Pittsburg State maintains a Concealed Carry Weapons Policy.

The handgun must be in the person's custody and control at all times with the 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's 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, Axe Library
- Phone: 620-235-4694
- Writing Center website

Library

Library Services, whether in the Leonard H. Axe Library or the Crossland 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 food and beverage services.

- Phone: 620-235-4879 or 620-235-4880
- Axe Library website

Financial Assistance

Need some help with how to make payments? Contact Student Financial Assistance, and don't forget to check in before you make changes to your schedule to avoid future semester ineligibility.

- Email: finaid@pittstate.edu
- Phone: 620-235-4240
- Student Financial Assistance website

H.W. Smith Student Success Center

Support is available to all students in the H.W. Smith Student Success Center. Academic Success Workshops are provided throughout the semester to allow students 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 H.W. Smith Student Success Center.

- Student Success Center: Heather Eckstein, Phone: 620-235-6578, Email: studentsuccess@pittstate.edu
- First Year Programs: Ashley Wadell, Phone: 620-235-4951, Email: firstyearprograms@pittstate.edu
- Academic Advising: Kati Karleskint, Phone: 620-235-4596, Email: academicadvising@pittstate.edu
- Career Development: Kim Hull, Phone: 620-235-4140, Email: careers@pittstate.edu
- Student Success Center website

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!

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.

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

Services for Students with Learning and Physical Disabilities

- Location: H.W. Smith Student Success Center
- Phone: 620-235-6578
- Student Disability Services website

Bryant Student Health Center and University Counseling Services

- Telephone: 620-235-4452
- Bryant Student Health Center website

Wellness Education and Advocacy

Wellness Education and Advocacy, a component of the Bryant Student Health Center, is committed to a student's overall wellness and offers behavioral health services both in-person and online. PSU has partnered with TELUS Health to ensure students have the online support they need, anytime. Download the app to get started.

If you or someone you know is 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. Wellness Education and Advocacy, located in the Bryant Student Health Center, can provide educational training on Suicide Prevention Awareness and Response.

- Location: 104 Bryant Student Health Center
- Phone: 620-235-4452

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
- Resources for Victims of Sexual Misconduct or Relationship Violence
- Title IX - Pregnant and Parenting Students

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.

- Office: 212 Russ Hall, 1701 S. Broadway, Pittsburg, KS 66762-7528
- Phone: 620-235-4189
- Email: equity@pittstate.edu