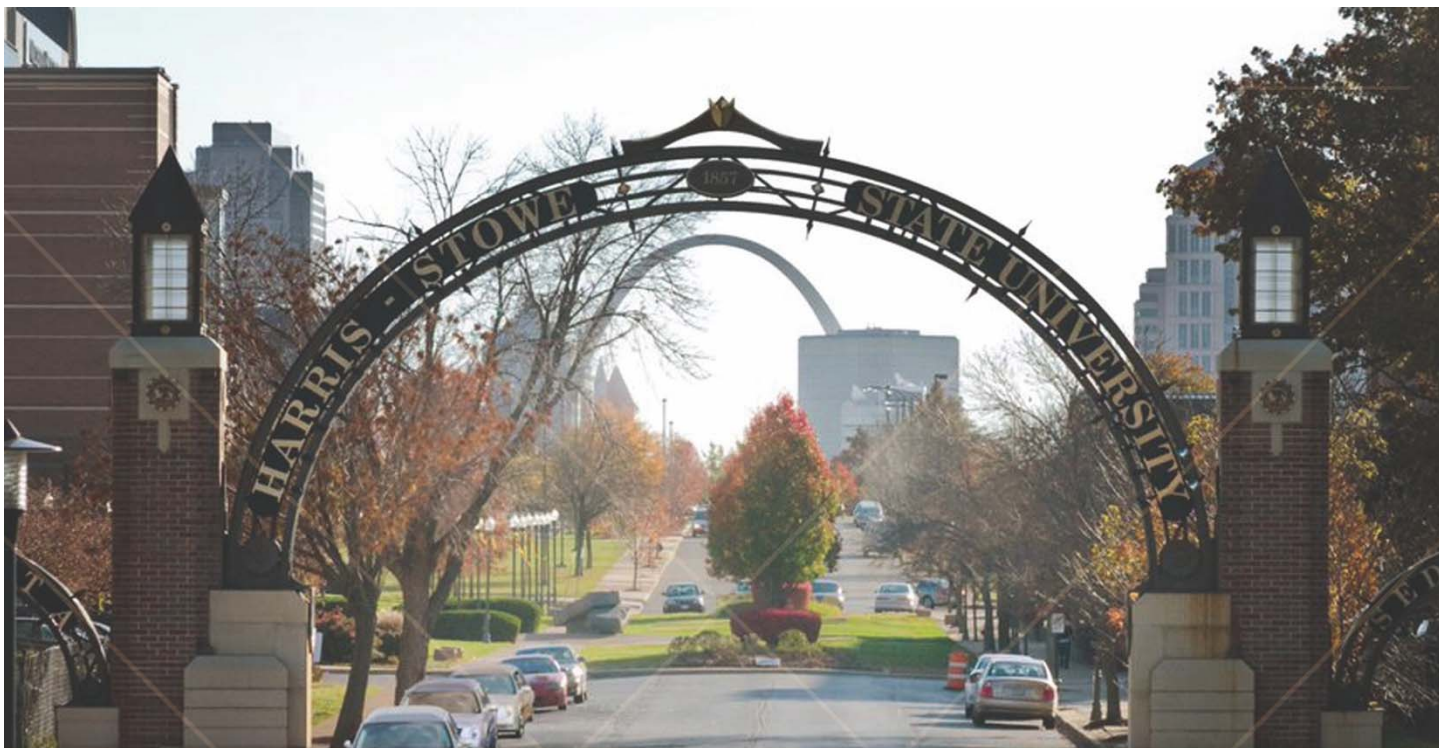




FACULTY GUIDE

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HARRIS-STOWE
STATE UNIVERSITY

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**Harris-Stowe State University
Office for Academic Affairs**

**Faculty Guide to University Policies
Spring 2023**

The purpose of this guide is to provide faculty with a quick reference to procedures related to successful teaching and navigation of the University. Harris-Stowe State University has a rich history of providing quality higher education to the St. Louis metropolitan area, and the Office for Academic Affairs is committed to ensuring that HSSU continues its legacy.

ONLINE RESOURCES AT HARRIS-STOWE STATE UNIVERSITY

HSSU Information Technology Services

The following information is to help faculty and staff know of the services that HSSU Information Technology Services provides and how to obtain these services.

All faculty and staff should know that the HSSU IT Help Desk phone number is (314) 340-3327. The Help Desk is staffed from 8 a.m.-5 p.m., Monday through Friday (excluding holidays and during the summer schedule). Employees needing assistance after hours or on the weekend should contact us using email message with a brief description of their computing problem. The HSSU Help Desk e-mail address is HelpDesk@hssu.edu and is the primary means of seeking assistance. HSSU IT webpage is reachable by scanning this QR code:



HSSU IT Services offers assistance by phone, in-person and virtual zoom room during regular business hours. Help Desk tickets are created for service requests, and IT resources are assigned in the order service requests are received. Each service request varies in complexity. There is no guaranteed time on how long it will take to resolve a service request.

New Employees' Onboarding & Access

An onboarding form for each new employee is required from Human Resources. New Employees are usually issued an e-mail address, a network login account, a computer, and a desk phone (if applicable) before starting a new position. Each of these items must be requisitioned by the department head or dean to which the new employee is assigned.

Depending on the employee's institutional role, he or she will be provided access to various institutional databases and applications, including Jenzabar (the University's student/employee information system) and MYHSSU/e-Learning (the University's learning management system). Deans and department heads must request access to the Jenzabar system on behalf of the new employee. Access to MYHSSU, and e-Learning is granted automatically to instructors.

Acceptable Use and Security Policies

The institution's Acceptable Use and Computing Security policies are published on the University's public web site (<http://www.hssu.edu/>) and can also found at:



New and existing employees should familiarize themselves with this important document. Be aware that the document is updated regularly to meet the needs of the institution. All users should carefully consider these points of the Acceptable Use and Security Policies: the appropriate use of e-mail and the installation of unapproved software at the institution. Compromising network security (even unintentionally) by downloading and installing unauthorized or illegal software is considered a serious threat to existing systems and data. Violations are reported to the HSSU administration (vice presidents or higher), and security reports are filed in IT Services. Any user who installs software that has not been approved by IT Services may be subject to severe penalties or restrictions.

HSSU IT Services is committed to providing HSSU faculty and staff with excellent computing resources. Employees with questions or concerns about IT Services and policies should feel free to contact the department by e-mailing HelpDesk@hssu.edu.

About MYHSSU/e-Learning

Harris-Stowe State University provides each faculty member with a MYHSSU/e- Learning account, which may be accessed anywhere and at any time by faculty with an active Internet connection. Through MYHSSU/e-Learning, faculty can access class rosters, post course materials, send group e-mails to an entire class and facilitate online class discussions. Students are automatically enrolled in e- Learning courses when they complete the registration process. To access course materials, faculty must log on to the MYHSSU system. MYHSSU/e-Learning assistance may be obtained by contacting the HSSU Help Desk at helpdesk@hssu.edu.

POLICIES AND PROCEDURES RELATED TO TEACHING

All persons affiliated with the university have the obligation to uphold the functionality, dignity, and integrity of the university. To fulfill that obligation, full-time faculty must maintain an environment conducive to integrity in scholarship and creative activity; teaching and learning; and service; and conduct themselves, at all times, with honesty and integrity.

Faculty Office Hours and Availability

Please refer to "Office Hours" in the [Collective Bargaining Agreement \(CBA\)](#).

Faculty will establish regular office hours each semester and publish office hours on the course syllabus for each course taught during the semester. Faculty will post established office hours on

signage directly outside of their office door or entrance, and on the institution's learning management system at least one (1) day before the first day of courses each semester. If a faculty member changes their office hours, they must update the signage and the institution's learning management system to accurately reflect the current office hours.

Harris-Stowe State University expects all full-time faculty to maintain at least .75 office hours (forty-five minutes) per credit hour taught, each week, over a minimum of three (3) days per week. Faculty must conduct office hours in person and on campus unless the faculty member's Chair or Dean provides the faculty member with an exception to this rule in writing. The Faculty Member's Chair or Dean will provide such exception in his or her sole discretion.

During certain times of the academic year, faculty are required to be on campus and available to students and administration. These times include, but are not limited to:

- The week before the beginning of the semester and two weeks after the last day of classes (i.e., exam week and the week thereafter)
- The University Commencement Ceremony

Please refer to "Attendance at University Events and Meetings" in the [Collective Bargaining Agreement \(CBA\)](#).

Faculty Absence

If a faculty member (full and part-time) will be absent from class, the supervisor must be notified no later than two (2) hours prior to the commencement of the scheduled class. The supervisor and the faculty member will coordinate notification to students that the faculty member will be absent. The faculty member will notify the supervisor and use the human resources information system to request and record leave appropriately. In addition, the faculty member will notify Human Resources when using FMLA.

Please refer to "Leaves" in the [Collective Bargaining Agreement \(CBA\)](#).

Course Syllabus

Faculty must adhere to the university-wide course syllabus template and make it available to each student at least one (1) week prior to the first day of class.

Access your MYHSSU/e- Learning account to download a copy of the university-wide course syllabus guide and template. All sections may not be applicable to all departments. However, this example does provide a reference of the main features your course syllabus should contain.

Link to MYHSSU to download Course Syllabus Guide: [HSSU Syllabus Guide](#)

Link to course syllabus example: [HSSU Syllabus Example](#)

Advising

Please refer to "Advising Duties" in the [Collective Bargaining Agreement \(CBA\)](#).

Faculty shall academically advise students at the professional level within their major and/or department. Faculty shall meet with each of their advisees (as assigned by the chair of the department), at least two (2) times per semester, including one time within the first two (2) weeks of the semester, and one time before the end of the semester.

University Email

All full-time and part-time faculty are required to utilize their university email address with the university-wide standard signature. It is the expectation of all faculty to review their email regularly and respond to students within 24-48 hours.

COURSE ENROLLMENT

Attendance

Harris-Stowe State University requires all faculty to collect attendance for all courses. To assist in the recording of attendance, Harris-Stowe has placed all attendance online. To obtain your roster, you will need to login to your MYHSSU/e-Learning account. *For assistance in logging into your MYHSSU/e-Learning account, please visit: <https://live.hssu.edu/ics>.*

Attendance for each class must be submitted electronically to the Registrar's Office daily by 11 p.m. Under no circumstance will late submission of attendance be tolerated. Failure to submit attendance in a timely manner is considered noncompliance to the responsibilities as set forth by your Employee Agreement.

A First Infraction will result in a verbal warning by the dean. A Second Infraction will result in a written warning by the dean that will be placed in the faculty member's personnel file in the Office of Human Resources.

Please note that it is important to review your roster's accuracy by calling the class roll. If a student does not appear on the class roster, please ask the student for their HSSU Student schedule, or check your updated roster. If a student does not provide the proper documentation or appear on your updated roster, immediately refer him or her to the Office of the Registrar, HGA Room 007, to resolve any registration issues. Please do not allow students who are not officially enrolled to attend your class.

Never Attends

If a student appears on your class list but has *never attended* any of your class meeting(s), please mark that student as **"Absent Unexcused."** Students who you report as never attending will be administratively withdrawn by the Office of the Registrar, notified, and reported to the Office of Financial Assistance for their aid to be withheld, reduced, and/or cancelled. If the student who the instructor has identified as "never attended" is still appearing on your roster the third week of class, please contact the Office of the Registrar at (314) 340-3600 or registrar@hssu.edu.

If a student who has been identified as "never attended" and administratively withdrawn appears in class during the third week, faculty members are instructed to inform the student that he or she has been removed from the roster and is not permitted to remain in the class. Faculty members may send these students to the Office of the Registrar if they have any additional questions or concerns. **STUDENTS WHO DO NOT APPEAR ON THE ROSTER ARE NOT PERMITTED TO REMAIN IN CLASS.**

Instructors of students who have been identified as "never attended" but have actually attended class will be required to submit an **"Administrative Withdrawal Reinstatement Form-Never Attend"** online through the *Faculty Dashboard* tab of [MYHSSU](https://myhssu.edu). The **"Administrative Withdrawal Reinstatement Form"** requires the instructor to select the reinstatement reason, never attend, and indicate the dates that the student has attended class. The Registrar will determine if the student can be removed from the Never Attend Report and reinstated in class. If the student attended by the official university administrative withdrawal date for never attending (attendance deadline)

as published in the academic calendar, the student can be reinstated. If the student did not attend by the administrative withdrawal date for never attending class, approval for reinstatement would be required by the Dean for the Academic Department and/or the Office of Academic Affairs. With reinstatement, instructors are required to update the attendance reports within 24 hours.

Withdrawal

Students who decide to withdraw from class must complete a withdrawal form and submit it to the Office of the Registrar prior to the official withdrawal deadline. Students are no longer required to obtain instructor signatures on drop forms. The last date of attendance for students who withdraw will be obtained from the most recent attendance record.

The deadline to withdraw from classes is published in the academic calendar. Requests to withdraw from classes after the deadline require students to complete an administrative review request to the Office of Academic Affairs. Academic Affairs provides final approval as to whether a student may withdraw from a class once the deadline to withdraw has passed.

Excessive Absences Administrative Withdrawal Policy

The enforcement of the class attendance policy resides with the instructor of record for each course. Harris-Stowe supports the enforcement of attendance policies through one mechanism, the official notice of Withdrawal due to excessive absence. This mechanism is available on the Excessive Absences Administrative Withdrawal request, which is in the MYHSSU Faculty Dashboard.

Administrative Withdrawal: Should be used after a student has reached the consecutive number of absences that require an administrative withdrawal from the course. Students administratively withdrawn from a course(s) for unavoidable absences caused by extenuating circumstances as determined by the instructor will receive a grade of “AW,” administrative withdrawal for circumstances beyond a student’s control, which will not be included in the student’s grade point average. Students administratively withdrawn from a course(s) and failing at the time of withdrawal will receive a grade of “AF,” failure due to excessive absences, which will be included in the student’s grade point average.

The last date of attendance (LDA) is required for processing. ALL withdrawals must be processed prior to the Final Exam Period, as withdrawal requests will not be accepted during the grading period.

Administrative Withdrawal Notification and Withdrawal Policies

An **Administrative Withdrawal Notification** should be issued through MYHSSU

- when a student has been absent from class for:
- two consecutive weeks during the regular Fall/Spring Semester,
- one week during summer session I/II/12-Week
- one week meeting during accelerated Fall/Spring Weekday Session I/II
- one meeting during accelerated Fall/Spring Weekend Session I/II

An **Administrative Withdrawal** should be issued through the MYHSSU Faculty Portal when the Administrative Withdrawal Notification has been issued and the instructor has verified that attendance records are accurate.

The University requires that all students receive *Administrative Withdrawal Notifications* before the *Administrative Withdrawal* is executed. *Administrative Withdrawal Notifications* are automatically generated by the instructor's set up *notifications* through MYHSSU at the beginning of each semester. Because the University affords students the right to appeal academic decisions, it is essential that instructors maintain accurate and consistent attendance records throughout the semester.

Administrative withdrawals due to excessive absences should NOT be administered for students who have **NEVER ATTENDED** a course. Students who have never attended a course(s) will be automatically withdrawn if they have been accurately reported as NEVER ATTENDING per unexcused absences when submitting attendance records online through MYHSSU.

PLEASE NOTE: All administrative withdrawals must be processed online through the [MYHSSU Faculty Portal-Faculty Dashboard](#) using the Excessive Absences Administrative Withdrawal Request.

Class Attendance/Absence Policies

Because the penalties related to attendance can have legal implications for the University, attendance policies must be clearly defined on each syllabus. The attendance policy should include expectations for labs and or discussion sections. Faculty should clearly explain and enforce their attendance policies, as defined in the course syllabus. When policies are specified in the course syllabus, faculty may take attendance into account when evaluating student performance, if absences are accurately documented by the instructor. Absences that are avoidable, unavoidable, or due to University-sanctioned activities are subject to the specific conditions described below:

Avoidable Absences

In the case of an avoidable absence, faculty are not required to allow the student to make up missed assignments. It is up to the discretion of the faculty member to accept late assignments due to avoidable absences.

Unavoidable Absences

Unavoidable absences are those due to debilitating illness or personal emergency. Students must immediately inform their instructors in a timely manner with supporting documentation (i.e., a doctor's statement or University team schedule), of the reason(s) for the absence. If unanticipated absences from class exceed one week, the student must inform Academic Affairs and provide supporting documentation. Academic Affairs will notify the student's instructors. Unavoidable absences approved by Academic Affairs entitles the student additional time to make up all missed work by an agreed deadline between the instructor and the student. Unavoidable absences still count as absences in courses where grade penalties are imposed for inadequate attendance.

Excused Absences Due to University-Sanctioned Activities

Students who participate in officially sanctioned University activities should be allowed to make up all missed assignments, tests, and exams as a result of participating in these events. Furthermore, they should be marked Excused for attendance recording purposes.

If the number of University-related absences is not larger than those allowed for all students by the course policy, the student should not be penalized for these absences. In such cases, however,

the student does not have a right to any additional absences in the event of illness or family emergency. If the University-related and unexcused absences exceed those allowed by course policy, the instructor will determine the appropriate penalty.

To minimize conflict regarding absences due to University-sanctioned events, students should:

- Arrange with the faculty member to turn work in during the absence before leaving for the University-sanctioned activity.
- Obtain class notes or other materials missed prior to taking any subsequent exams or submitting assignments.
- Make every effort to schedule classes that will minimize activity and travel conflicts.
- Provide a schedule of all activities and related travel to all their instructors within the first week of the semester, or as soon as possible for non-scheduled events.

MIDTERM AND FINAL EXAMS

According to University policy, instructors who give formal midterm and final exams during the periods designated for each in the University's Academic Calendar must adhere to the dates and times those midterms and final exams are scheduled. At the discretion of the faculty member, individual students may be allowed to change the date and time of their examination, if there is just cause. These requests should not be referred to Academic Affairs. A student is only permitted to make up an examination if missing the scheduled exam is beyond the student's control.

Grades

The final grading options are A, A-, B+, B, B-, C+, C, C-, D, D+, F, AF*, AW, NA, WN, I, AU, CR, NR, *AF - Inactive Fall 2022. Please refer to the *University Bulletin* for further clarification on grades.

Grade Change

A Grade Change Request should only be completed when an error has occurred in calculating the final grade. Grade Changes should occur no later than the end of the subsequent semester. Once a faculty member has issued final grades, he or she should not accept late assignments, recalculate the late assignment in the student's final grade and complete a Grade Change Request form. A Grade Change to "help" a student required to maintain a minimum academic average (i.e., for continued financial aid, academic probation or enrollment in a particular program) is not permitted. Grade Change Request forms are available through the MYHSSU Faculty Portal-Faculty Dashboard Tab. All Grade Change Requests require approval by the Academic Dean and/or Academic Affairs. Once grades have been submitted online and grading closes, a faculty member may not change the grade online. A Change of Grade form must be completed for a grade to be officially changed.

Grade Appeals (Student Academic Grievance)

The Student Academic Grievance process allows students to contest or appeal a grade. Students who choose to appeal a grade must first do so in writing with their instructor. If unsuccessful, the student may escalate to the department level for appealing the grade to the department chair and academic dean. Normally, no appeal will be given consideration if the documents are submitted later than the deadline for removal of incompletes. Questions regarding grade appeals may be directed to Academic Affairs.

Incomplete Grade

An incomplete grade (I) is to be given rarely and not in lieu of an official withdrawal from the

course. An incomplete grade can only be given when all the following conditions have been met by the student:

1. The student could not complete the course work because of reasons beyond their control.
2. Coursework to be completed comprises of no more than 20% of the total course requirement.
3. Tests to be taken do not exceed two.

Only under such circumstances are incomplete grades to be granted. Incomplete grades must be approved by the Academic Dean and Academic Affairs. Incomplete Grades may be requested using the Grade Change Request form in the MYHSSU Faculty Portal-Faculty Dashboard Tab. The current grade must be recorded pending approval of the incomplete. Following approval, the Office of the Registrar will record the Incomplete grade. It is in the faculty member's best interest to exercise the incomplete grade only in extreme circumstances. Once an incomplete has been issued, all student work must be completed within the first nine weeks of the next semester.

CLASSROOM ASSIGNMENTS AND CHANGES

Faculty may change the room location of a scheduled course only with authorization and a request made through their academic dean. For reasons of safety and liability, chairs, tables, and desks may not be moved from one classroom to another. Chairs, desks, and tables, if rearranged during a given class, must be returned to the original classroom layout at the end of the class period.

ACADEMIC STANDARDS POLICY

To maintain good academic standing at Harris-Stowe State University, a student must achieve a minimum cumulative grade point average (CGPA) of 2.0.

Academic Probation

Whenever a student's CGPA falls below the minimum 2.0 requirement, the student will be placed on Academic Probation. Enrollment for the next semester will be limited to 12 credit hours (six hours for part-time students) and the student will be required to meet with an assigned University Retention Task Force member and participate in academic support programs throughout the probationary period. The student must earn at least a 2.0 semester grade point average or higher for that semester for continued probation. A student is taken off academic probation once a 2.0 CGPA is achieved.

Academic Suspension

A student will be suspended for one semester if he or she does not achieve a semester GPA of a 2.0 during the Academic Probationary period. After being on Academic Suspension, the student may seek reinstatement to the University through an appeal to the Academic Standards Committee. If such an appeal is approved by the committee, the student will be required to sign an academic contract developed by the Academic Standards Committee, which will set forth specific actions that the student must successfully perform toward achieving the 2.0 minimum CGPA. A student must achieve a minimum semester GPA of a 2.0 during the probationary period.

If a student is academically suspended after reinstatement, the length of the suspension shall be at least two semesters. If a student is suspended for a third time, the academic suspension shall be permanent.

NOTE: Summer sessions do not constitute a semester.

FINANCIAL ASSISTANCE SATISFACTORY ACADEMIC PROGRESS POLICY

The Higher Education Act of 1965, as amended, and final regulations set by the United States Department of Education (34CFR668.16) require that institutions of higher education establish reasonable standards of satisfactory academic progress as a condition of continuing eligibility for federal aid programs. Nothing in this policy should be construed as an exemption from the requirements of any other federal or state agency, or other granting or governing authority that applies to what assistance a student receives.

SCOPE

Satisfactory Academic Progress Standards

This Satisfactory Academic Progress policy applies to all students receiving federal, state, or institutional student aid at Harris-Stowe State University. Specific programs impacted are:

- Federal Pell Grant
- Federal Direct Loan Programs
- Federal Supplemental Opportunity Grant (FSEOG)
- Federal TEACH Grant
- Missouri Access Grant (requires a minimum of 2.5 CGPA)
- Harris-Stowe State University and Foundation Scholarships (Some scholarships require greater than a 2.0 CGPA)
- Private Loans (dependent on the loan service provider)

POLICY

According to the United States Department of Education regulations and Missouri Department of Higher Education policy, all students applying for federal and/or state financial assistance must meet and maintain satisfactory academic progress in a degree program to receive funding. Harris-Stowe State University Financial Assistance Office will review the satisfactory academic progress of enrolled financial aid recipients annually; students currently serving on a probationary status will be reviewed after each semester. Each such review of measurements includes:

- Qualitative (GPA)
- Quantitative (Pace of Completion)
- Maximum Timeframe (150%)

Qualitative Measure (GPA)

The quality part of a student's progress is measured by grade point average (cumulative GPA). The minimum cumulative GPA for all financial aid recipients at Harris-Stowe State University is 2.0 CGPA. GPA is rounded from the third place.

Grades impacting GPA: A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F, *AF (*AF Inactive Fall 2022)

Grades that do not impact GPA: AW, WN, I, CR

Repeat coursework: Only the most recent attempt will impact GPA

Quantitative Measure

The quantity part of a student's progress is measured by the Cumulative Completion Rate (credit hours earned divided by credit hours attempted). Students are required to complete 67% of attempted credit hours, (rounding is used so students completing 66.67% are considered to have met Pace). All courses attempted and on the academic record (that is, every time a student is enrolled in a course past the add/drop date, the course will count as an attempt) at the time of progress checks are considered when determining the Cumulative Completion Rate. Grades reflecting satisfactory completion: A, A-, B+, B, B-, C+, C, C-, D+, D, are considered passing, but they can hinder a student's overall GPA.

Maximum Timeframe Measure

Financial aid recipients must complete an educational program within a timeframe no longer than 150% of the published length of the educational program. Students for whom it is no longer mathematically possible to complete their educational programs within 150% of the published length will no longer be eligible for federal financial aid. In addition, students who do not complete their educational programs within 150% of the published length, will no longer be eligible to receive federal financial aid.

EXAMPLE- a student pursuing a bachelor's degree requiring 120 credit hours may attempt up to 180 hours before financial aid eligibility is suspended ($120 \times 150\% = 180$). However, if that student fails the first 61 attempted hours, it is no longer mathematically possible for the student to complete the 120-hour program within 180 attempted hours ($61 + 120 = 181$), and the student's financial aid eligibility will be suspended at the 61-hour mark. All coursework attempted including periods when the student did not receive federal Title IV aid will be considered in determining the maximum time frame students have to complete a degree and in the calculations of the cumulative grade point average and pace.

Please note the following:

Incomplete courses (I) - Students receiving incomplete or "I" grades are not progressing satisfactorily and will count toward total hours attempted for the Cumulative Completion Rate, but will not be considered completed courses, and will not be included in the GPA calculation.

Withdrawals (AW, WN) - Will count toward total hours attempted for the Cumulative Completion Rate and will not be considered completed courses and will not be included in the GPA calculation.

Failing (F) - grades will count toward total hours attempted for the Cumulative Completion Rate, will not be considered completed courses, and will be included in the GPA calculation. *AF inactive Fall 2022.

Repeated courses - will count toward total hours attempted for the Cumulative Completion Rate (but only one passing grade will be considered as a completed course). The newest grade will be included in the GPA calculation and the older grade will be excluded. Federal student aid is available for only one retake of a passed course.

Pass/Fail courses - will count toward total hours attempted for the Cumulative Completion Rate (calculation of both cumulative attempted credit hours and, if passed, cumulative completed credit hours), but will not count in the GPA calculation.

Transfer credits - accepted by Harris-Stowe State University will count toward the Cumulative Completion Rate (calculation of both cumulative attempted credit hours and cumulative completed credit hours) and will not count in the GPA calculation.

Change in Majors - only courses counting toward a student's program (major) will count toward maximum timeframe. There is no limit to the number of times a student can change majors.

Grade Changes - once a grade change occurs, it is the responsibility of the student to contact the Harris-Stowe State University Office of Financial Assistance if they wish to have their eligibility for financial aid recalculated based on the grade change.

Institutional Credit and Development Courses - Courses identified as institution credit and Developmental Courses are eligible for aid and will be calculated into a student's attempted hours and if a passing grade is earned will count as a completed course. Institutional credit will calculate into GPA.

Notification of Financial Aid Termination

Students who fail to meet the minimum satisfactory academic progress requirements will be placed on federal financial aid suspension. Satisfactory academic progress requirements are

reviewed at the end of the Spring semester to determine if the student meets the minimum (quantitative, qualitative, or maximum timeframe) requirements. Those who do not will be placed on financial aid suspension and will be ineligible to receive federal financial aid. Students will be notified of financial aid suspension in writing via their Hornets email account. If a student is placed on financial aid suspension, all federal and state aid will be withdrawn for future semesters at Harris-Stowe State University. Students on financial aid suspension have the option to reinstate aid as described below.

Reinstatement

Financial Aid may be reinstated when one of the following conditions has been met:

Undergraduate with greater than 150 attempted hours and no degree--The student must provide a graduation plan signed by his/her academic advisor. If the plan is considered reasonable, the student will receive financial aid on probation for one or more terms until the degree is completed.

Student on Financial Aid suspension-- The student completes courses without federal aid until the cumulative GPA and Cumulative Pace meet the required standard (while meeting maximum timeframe conditions). It is the student's responsibility to notify the Office of Financial Assistance when reinstatement conditions have been met.

A student with grade changes--The student may regain financial aid eligibility by notifying the Office of Financial Assistance of the grade change, including grades posted for incomplete courses.

Student submits a Financial Aid Appeal-- The student files an appeal and Harris-Stowe State University's Financial Assistance Appeal Committee approves the appeal. (See appeal procedures below).

Appeals

Students who are suspended from federal financial aid may make a written appeal for reinstatement of eligibility if extenuating circumstances have contributed to their inability to meet the requirements for satisfactory academic progress, and the student's circumstances have changed such that they are likely to be able to meet those requirements at the next evaluation or through an appropriate academic plan. Extenuating circumstances include, but are not limited to, the following:

- Death of an immediate family member
- Medical illness or injury of the student or an immediate family member
- Trauma
- Military deployment
- Involuntary change of employment

Students who have extenuating circumstances may appeal using the following procedures:

1. Submit a completed Appeal Form online and attach supporting documentation. Submission of supporting documentation is required. The form is available by logging into your MYHSSU (live.hssu.edu) The appeal under the My Dashboard & Forms tab.
2. The appeal packet is presented to the Harris-Stowe State University's Financial Assistance Appeal Committee for review.
3. The student is notified via email account and provided with the Committee's decision.

Academic Plan

Students whose written appeal has been reviewed by the Appeal Committee and the decision was made to reinstate aid must follow their academic plan. Students will be required to meet minimum satisfactory academic progress requirements for the semester while on an academic plan.

Minimum satisfactory academic progress requirements for the term (semester) are defined as a term GPA of 2.0 **AND** a 100% term pace of completion (rounding is used so students completing 66.67% are considered to have met Pace, GPA is rounded from the third decimal point). Students on an academic plan will be reviewed at the end of each semester until they have reached the required cumulative GPA and cumulative Pace.

Students who move back to a suspension status—Students who do not meet the required Pace and GPA for the semester will be moved back to suspension status and will not be eligible for aid the following semester.

Students who move to a satisfactory status- Students will have aid reinstated and will be reviewed again at the time of the next upcoming satisfactory academic progress evaluation

Academic Fresh Start Policy (Academic)

Academic Fresh Start is an academic policy at Harris-Stowe State University that permits returning students to have a “fresh start” if they were unsuccessful academically during their matriculation for a bachelor's degree. This policy permits students to “wipe the slate clean” by having one semester of grades extinguished from the student’s academic record. Thus, the credits earned during that semester will not be computed in the student’s cumulative grade point average. Undergraduate students who have not attended Harris-Stowe State University for at least three years may qualify for the Academic Fresh Start Policy if they meet the following conditions:

- The student has been readmitted to the University.
- The student has achieved at least a 2.0 in at least 12 credit hours since returning to the University.
- The student has not earned a bachelor's degree.

Academic Fresh Start cannot be utilized to achieve academic honors, athletic eligibility or avoid academic probation or Satisfactory Academic Progress suspension. Academic Fresh start can only be used one time and it is only applicable to undergraduate students pursuing a degree at Harris-Stowe State University.

UNIVERSITY POLICIES FOR TEACHING ONLINE COURSES

Harris-Stowe State University’s goal is to provide a rigorous and rewarding online experience for its students. This can be accomplished through setting policies that ensure when Harris-Stowe students enroll into online courses, the expectations are consistent across courses and disciplines. Faculty who teach online courses must adhere to all university policies and courses which reflect the Quality Matters Standards from the QM Higher Education Rubric, which can be found here: <https://www.qualitymatters.org/sites/default/files/PDFs/StandardsfromtheQMHigherEducationRubric.pdf>

Additional questions regarding these policies may be directed to the Provost and Vice President for Academic Affairs.

UNIVERSITY DIRECTORY

Administrative Offices:

Office of the President (314) 340-3380
Office of the Vice President for Academic Affairs (314) 340-3612
Office of the Executive Vice President for Business and Financial Affairs (314) 340-3320
Office of Communications and Marketing (314) 340-3391
Office of Institutional Advancement and Alumni Affairs (314) 340-3632
Office of Academic Success (314) 340-3307
The Academic Resource Center (ARC) (314) 340-3650
Office of Accounting (314) 340-3330
Office of Admissions (314) 340-3300
Department of Athletics (314) 340-5721
Office of Career Engagement and Experiential Learning (314) 340-3512
Office of Financial Assistance (314) 340-3500
Office of Human Resources (314) 340-3340
Office of the Registrar (314) 340-3600
Division of Student Affairs (314) 340-5030
Campus Public Safety (314) 340-3333
Office of the Bursar (314) 340-3573
HSSU IT Services (314) 340-3327
Education Talent Search (314) 340-5739
AT&T Library and Technology Resource Center (314) 340-3622
Mail Room (314) 340-3355
Physical Plant/Shipping and Receiving (314) 340-3350/ (314) 340-3642
Switchboard (314) 340-3366
University Counseling Services-340-5089
William L. Clay Sr. Early Childhood Development Center (314) 340-5055

Academic Schools and Colleges

Anheuser-Busch School of Business
(314) 340-5116

College of Arts & Sciences
(314) 340-3317

College of Education
(314) 340-3661