



Psychology Department Policy Manual

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Academic Honesty

- Academic honesty (i.e. individual efforts on all exercises) is mandatory. Plagiarism, cheating, fabrication or falsification of data, giving false info to the instructor etc. will not be tolerated. Any offense will be handled on a case-by-case basis and may result in failure of the paper, exam, exercise or course. Cases that will be handled first by the instructor and then by the chair if not resolved. The department of psychology will follow the guidelines set forth by the Student Handbook when identifying cases of academic dishonesty.

Advisement

- Student PINs will not be supplied until the student has had a meeting with their advisor and an enrollment plan has been established. Advisement meetings are required each semester for each psychology major.
- Students wishing to change their schedule after meeting with their advisor should notify their advisor. Changes should only be made after the student and the advisor have discussed the changes.
- Faculty will not provide labels for courses they do not instruct and will direct students to contact the instructor of record should they need a label for a course.

APA writing

- Faculty will utilize the current APA guidelines when instructing students in how to write in APA style.
- All psychology courses will require at a minimum that students' present title pages, reference page, in-paper citations, and headings in APA format (where applicable).
- Individual instructors may require and reinforce different components of APA style depending upon the nature and requirements of the writing assignment.

Appeals for Prerequisite Exception

- Courses listed in the ASC catalog as prerequisites for upper division courses are essential to the integrity and philosophy of the Psychology Department. Prerequisite courses are established to:
 1. Ensure the student has adequate preparation for course demands.
 2. Ensure the developmental sophistication of the student is at a level commensurate with the course in question.

Despite this, the department recognizes there may be circumstances where the student may have a legitimate appeal. The department is committed to meeting student's needs to the greatest extent possible without compromising academic integrity,

- All appeals will start with the course instructor. The course instructor will consider each case and determine if the prerequisite course can be waived.
- In order to ensure that students in upper division courses have met prerequisites, instructors should obtain and review transcripts for all registered students prior to the beginning of the semester.
- To clarify, "lacking" a prerequisite indicates that a student has either not taken the course or has failed to successfully complete the course with a grade of a C or better. In the

former case, the deficiency is outright and not open to interpretation; in the latter case, the grade received (i.e., D or F) are within the bounds of the Psychology instructors evaluation and subject to their professional judgment.

Auditing Courses

- The course instructor will decide on a case-by-case basis as to whether or not a particular student may audit a particular course in the department.

Cell Phones, Headphones, and Electronic Devices

- Use of cell phones in class is only permitted when an emergency call is expected by the student and the student has notified the faculty member at the beginning of class.
- Use of headphones in class is at the discretion of the instructor. If an individual faculty member decides to allow headphone use in their courses, the headphone use will be revoked if it becomes disruptive to other students or if the music is loud enough to be heard by any other individual.
- If headphone use is allowed by a particular faculty member, students must submit the headphones for evaluation by the faculty member if the faculty member suspects the headphones were leading to academic dishonesty.
- Use of other electronic devices is at the discretion of the instructor.

Challenges to Final Course Grades

- All challenges to grades must be documented by the student in writing and must be brought to the attention of the instructor within the first week after issuance of grades. After the instructor has reviewed the grade challenge, if the student wishes to continue the challenge of a course grade they will submit the challenge in writing to the department chair and next to the APPA office. Examination grades must be contested within one week of grade issuance. Grade changes will not be considered after these dates.

Classroom Behavior

- Although the department has no formal attendance policy, participation in class and therefore attendance is expected and essential to success. Note: making up in-class work after an absence is the responsibility of the student. The instructor will not be responsible to provide the student with missed lecture material, laboratory instructions, or in-class work. If a student has an excused absence, instructors are required to provide the student with an opportunity to complete work that is equal in point value to the in-class work that was missed.
- Students are expected to be respectful of their peers and the instructor. Inappropriate, discriminatory, or disrespectful comments or behaviors are counterproductive to the educational experience and will not be tolerated. Violation may result in removal from class for a single lecture, failure of a course, or expulsion from a course, all of which can occur at the discretion of the course instructor.

Course Additions and Drops

- The psychology department will adhere to add/drop deadlines specified by the college. Exceptions may be considered on a case-by-case basis.

Course Substitution

- Individual faculty advisors will not approve any course substitutions specified in general education or degree plan requirements. All course substitutions must be approved by the Department Head and/or Associate Provost in consultation with individual instructors.

Course Withdrawals and Incompletes

- The psychology department will adhere to withdrawal deadlines specified by the college.
- Incompletes will only be issued to students in the case of medical or family emergencies. Additional situations will be considered on a case by case basis. Appropriate documentation of the emergency may be requested by the individual course instructor.
- Incompletes are considered when a student is making satisfactory academic progress. The department will not award an incomplete before the withdrawal date. There should be a minimal amount of work for the student to complete when an incomplete is given.

Exit Exam

- The psychology department will utilize the ETS exit exam as an assessment tool. As per the psychology department's degree plan, all students will complete the ETS exit exam as part of their graduation requirements.
- Psychology majors will be required to follow all procedures set out by the department in order to be allowed to take the ETS exit exam. Such procedures can include, but are not limited to, taking and passing a practice exit exam or completing a study session designed by the department.

Extra Credit

- Extra credit availability will be an issue of academic freedom and the points allotted for any individual task will be determined by the course instructor. Instructors may choose not to offer extra credit.
- It is requested by the psychology department that all instructors of Introduction to Psychology offer extra credit for participation in research. If extra credit is offered for research participation, an alternate task of equal value must also be available so as to avoid coercion in the research process.
- Extra credit will not be given for completion of course evaluations. This policy is in alignment with ASC policy.

Field Trips

- Students failing to comply with the policies of each field trip, as well as any instructions given by faculty who accompany the field trip, will be subject to disciplinary action at the discretion of the course instructor and/or department chair. Sanctions may include those outlined in the ASC Student Handbook, as well as exclusion from participation in future field trips and /or other College, Department, or organization activities.

Final Examinations

- Final examinations will be given in compliance with the published Adams State College examination schedule. Exceptions may be considered by individual instructors in the event of a medical, family, or personal emergency on the part of the student or the instructor. Students wishing to schedule an alternative time for their final must notify the

instructor as soon as possible. It is up to the instructor to determine if appropriate notification has been given.

General Departmental Policies

- There will be no make-up exams or quizzes without prior notification and/or consent of the instructor and/or documentation of any emergency that leads to an absence. Phone messages and email message *may not* constitute prior consent.
- All documentation of absences must be filed with the Office of Student Affairs.
- Children are only allowed to attend class with prior permission of an instructor (except in the case of nursing mothers whom cannot be denied attendance even if they have their child as per Colorado State Statute 25-6-302 which states “A mother may breastfeed in any place she has a right to be.”).

Late Work

- Due dates for course assignments will be strictly observed. Assigned work is due at the time and date specified by the instructor. Late work will only be accepted without consequences (e.g. a decreased grade) in the case of medical, family or personal emergencies. Appropriate documentation of the emergency may be requested by the individual course instructor.

Non-majors Taking Upper Division Courses

- Non-psychology majors who have not completed the required prerequisites for upper division courses may only take those courses with permission of the individual instructor.

Objection to Dissection

- The study of psychology maintains a profound respect for all life. However, in certain circumstances the dissection of organisms may provide essential tools for discovering new knowledge and learning the anatomy of behavior. The psychology department recognizes that some students may have ethical or moral considerations that influence their willingness to participate in dissection. In accordance, the department maintains the following policies regarding objections to dissection.
 1. Requests for exemption from dissection will be considered on a case-by-case basis.
 2. Students who do not participate in dissection will be required to complete appropriate and equivalent exercises.
 3. The course content and integrity must not be compromised to accommodate students who object to dissection.
 4. Students who object to dissection should consult with the faculty member prior to enrolling in the course to ensure that the course requirements and learning objectives can be achieved without dissection.

Science Fair

- The psychology department intends to participate in and cooperate with the Science Fair. Faculty involvement should be limited to assisting K-12 students with projects that have been previously developed or already in progress. Additionally, faculty may serve in assisting the fair, in positions such as Team Leader or other capacities.

Syllabus Policies

- All syllabi should include a description of the course and a list of student learning outcomes. A policy on academic honesty, nondiscrimination, disabilities, and use of portal should also be included.

Tardiness

- Instructors are allowed to lock the door of their classrooms 5 minutes after class has begun. If they wish to leave it locked and not admit a tardy student, they may do so. Students who are tardy should have no expectation of being allowed into the classroom.
- Students may leave class if an instructor is more than 10 minutes tardy. Instructors should avoid being tardy if they expect their students to do the same.
- Students who are consistently tardy may be asked to withdraw from the course or may be expelled from the course. Instructors are to use their discretion in dealing with consistently tardy students.

Writing Across the Curriculum

- In accordance with the development and assessment of writing proficiency in all content areas, the Department of Psychology will assess writing at all course levels of education in all courses. Instructors have a responsibility to record assessments and include writing as part of the assigned work of their courses.
- Students who complete a major paper in 300 and 400 level classes will be required to submit two copies of the paper. One copy will be kept by the Department of Psychology to assess the student's writing progress, the other copy will be used by the instructor for grading purposes.