



## **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. Offenses will be handled on a case-by-case basis and may result in failure of the paper, exam, exercise, or course. Cases will be handled first by the instructor and then, if not resolved, by the Department Chair. The Psychology Department will follow the guidelines set forth by the Adams State University Student Handbook when identifying and handling 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 student majoring in psychology.
- 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, therefore, will direct students to contact the instructor of record, should they need a label for a course.

### **APA Writing**

- Faculty will use 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 pages, 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 ASU 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 students' 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) is within the bounds of the Psychology instructor's 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. If the student wishes to continue the challenge of a course grade after the instructor has reviewed the grade challenge, the student will submit the challenge in writing to the Department Chair and next to the VPAA 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, are 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 University. Exceptions may be considered on a case-by-case basis.

### **Course Substitution**

- All course substitutions must be approved by the Department Chair and/or the Vice President of Academic Affairs, in consultation with individual instructors. Individual faculty advisors will not approve substitutions of courses specified in general education or degree plan requirements.

### **Course Withdrawals and Incompletes**

- The Psychology Department will adhere to withdrawal deadlines specified by the University.
- 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 only when a student is making satisfactory academic progress and no more than a minimal amount of work remains for the student to complete the requirements of the course. The Department will not award an incomplete before the withdrawal date.

### **Exit Exam**

- The Psychology Department will use 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 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.
- All instructors of Introduction to Psychology are expected to 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.
- In alignment with ASU policy, extra credit will not be given for completion of course evaluations.

### **Field Trips**

- Students failing to comply with the policies of a 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 ASU Student Handbook, as well as exclusion from participation in future field trips and /or other University, Department, or organization activities.

### **Final Examinations**

- Final examinations will be given in compliance with the published Adams State University 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**

- Make-up exams and quizzes are subject to approval by the course instructor, on a case-by-case basis. The instructor may require prior notification and/or documentation of any emergency that led to the absence. Instructors may or may not accept phone and email messages left by the student as prior notification; thus, such messages do not guarantee approval for make-up work. Students should review each course syllabus regarding the professor's policies, keeping in mind that make-up policies may vary from professor to professor and course to course.
- 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 and their nursing children, whom cannot be denied attendance 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**

- Psychology Department faculty are encouraged to participate in and cooperate with the San Luis Valley Regional 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 as Team Leaders, judges, or in 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 One Stop Student Services ([www.adams.edu/onestop/](http://www.adams.edu/onestop/)) should also be included.

### **Tardiness**

- Students who are tardy should have no expectation of being allowed into the classroom. 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 may leave class if an instructor is more than 10 minutes tardy. Instructors will avoid being tardy since 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 University and Department objectives addressing development and assessment of writing proficiency in all content areas, the Psychology Department will assess writing in all courses, at every level of education. Instructors have a responsibility to include writing as part of the assigned work of their courses, and to record assessments.
- 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 Psychology Department to assess the student's writing progress; the other copy will be used by the instructor for grading purposes.