

**MSCD DEPARTMENT OF PSYCHOLOGY  
COURSE SYLLABUS ADDENDUM**

**Fall Calendar, 2009:**

**(Dates listed are for full term, 16 week courses only.)**

Mon. Aug 17	Classes begin
Sun. Aug 23	Last day to drop full-term courses with 100% refund
Mon. Aug 24	Last day to submit a petition for In-State Tuition
Wed. Aug 26	Last day to be placed on a Wait List
Sat. Aug 28	Deadline to file Fall 2009 Application for Graduation
Tue. Sep 1	Census Day
Tue. Sep 1	Last day to drop full-term courses with 50% refund and have classes deleted from student record.
Tue. Sep 1	Last day to request a Pass/Fail
Mon. Sep 7	Labor Day Holiday (Campus Closed)
Mon. Oct 26	Last day to withdraw from full-term classes and receive an 'NC'
Nov. 23-28	Fall break – no classes
Sat. Dec 5	Last day of classes
Dec. 7-12	Finals Week
Thu. Dec. 17	Grades due from faculty by noon
Fri. Dec. 18	Grades available on Web

**NC Deadlines for Fall 2009:**

Mon. Oct 26	Last day to withdraw from full-term classes and receive an 'NC'
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FOR SPECIFIC REFUND DATES CALL STUDENT ACCOUNTS: 303-556-6188

**MSCD Americans with Disabilities Act Policy:**

**If you need a reasonable accommodation as a result of a disability, please see your instructor after class or during office hours in the first two weeks of the semester. You will first need to provide documentation of your disability to the Access Center in LM-116.**

**MSCD Religious Holidays Policy:**

**Students at Metropolitan State College of Denver who, because of their sincerely held religious beliefs, are unable to attend classes, take examinations, participate in graded activities, or submit graded assignments on particular days shall, without penalty, be excused from such classes and be given a meaningful opportunity to make up such examinations and graded activities or assignments, provided that advance written notice that the students will be absent for religious reasons is given to faculty members during the first two weeks of the semester.**

## MSCD DEPARTMENT OF PSYCHOLOGY POLICIES

### No Credit Policy

No NC can be granted during the last five weeks of the term except for exceptional circumstances (such as hospitalization). This is a college policy to which the Department of Psychology adheres. If you need an NC grade, you must make arrangements with the Registrar's Office prior to the deadline above.

### Incomplete:

**The I or Incomplete grade will not be issued for Psychology Department courses except in cases of extreme emergency, and only if the student has completed at least 75% of the course with a grade to date of D or better. Incomplete grades must be made up with the same instructor.**

### Scantrons:

For classes which use machine scored tests, you will need to buy your own Scantron sheets at the Bookstore: Please check with your instructor for specifics on which form to purchase. Some instructors require Blue Books; these are also available at the Bookstore. The Psychology Department office also stocks a small supply of all Scantron sheets that may be purchased by students.

### Grades:

**The Psychology Department is committed to having assigned grades reflect mastery of content and skills appropriate for this course. You should also know that the standardized tests often required for entrance to graduate school compare the performance of students from colleges and universities across the U.S. Students should also note that a D is a passing grade and is acceptable in an MSCD psychology class for the major and minor, although an overall C average in the major or minor is required for graduation.**

### Extra Credit:

**The Psychology Department has established a policy that no extra credit will be granted in its courses.**

### Course Requirements:

All psychology classes (excluding internships, independent studies, and seminars) will have in-class finals during final exam week. All psychology classes will require writing. Students wishing to use Web sites as sources for term papers may only use refereed electronic journals and other sites specifically approved by the instructor; each source must be documented for the professor. PSY 3320 will require the student to design a new, creative project rather than using a previously existing or on-going project.

### Harassment:

All members of the MSCD community are bound by the ethical guidelines established by the college. The Department of Psychology does not tolerate harassment in or outside of class or discrimination based on race, color, religion, national origin, age, disability, sexual orientation, or veteran status. We expect appropriate professional and student behavior at all times. If you have concerns or questions, please consult with your instructor; the department chair, Dr. Bill Henry, PL 220A1 (556-5633); the Equal Opportunity Office (CN 315, 556-2939); or Student Services (CN 313, 556-3908). Relevant MSCD policies are in the Student Handbook, CN 313.

## **DEPARTMENT OF PSYCHOLOGY ACADEMIC INTEGRITY POLICY**

The Department of Psychology expects its students to follow the MSCD Academic Integrity Policy. This policy may be found at <http://www.mscd.edu/~judicial/AcademicDishonesty.html>.

The Department of Psychology expects its students to follow the APA Ethical Principles of Psychologists (1992). The following are examples of violations of academic integrity and are unacceptable in psychology classes. These are only examples; the list is not comprehensive.

1. Plagiarism: failing to cite source of ideas that are someone else's both in the body of a paper and in the reference list. Failing to use quotation marks and a source citation with page number for verbatim use of someone else's words. Submitting another person's work (test, essay, term paper, report) as one's own, including but not limited to purchased papers and papers retrieved from the Web.

Turnitin.Com is an electronic resource that assists in the detection and deterrence of plagiarism by electronic comparison for textual similarity. Students agree that continued enrollment in this course after the receipt of this syllabus constitutes permission that all required papers may be submitted to Turnitin.com for the detection of plagiarism and that all submitted papers will be retained as source documents in the Turnitin.com reference database and used solely for the purpose of detecting plagiarism of such papers.

*For more information, go to [www.mscd.edu/turnitin](http://www.mscd.edu/turnitin) or consult the student handbook at [www.mscd.edu/~studlife/StudentRights.html](http://www.mscd.edu/~studlife/StudentRights.html).*

2. Cheating: possessing, communicating to another student, using, or attempting to use materials, notes, or any other devices not authorized by the instructor for a course test, assignment, paper, or project. Cooperative work on a paper, assignment, project, or exam without specific permission of instructor.

3. Multiple Submission: submitting work prepared for one course to fulfill requirements of another course without knowledge and permission of both faculty members.

4. Fabrication and Falsification: intentional and unauthorized alteration or invention of any information or citation in a course test, assignment, paper, or project.

**The Department of Psychology considers violation of these standards a grave matter carrying serious consequences and will result in an Academic Misconduct Incident Report being filed with the Student Judicial Officer. Students who violate college or departmental academic integrity standards in a particular course may expect such consequences as receiving (1) a permanent F grade on the transcript for the course, (2) a failing grade for a test or an assignment, (3) a lowered grade for the course, or (4) an additional required ethics course to graduate, among others. It is the responsibility of the student to provide the instructor with written documentation (e.g., rough drafts, copies of source material) when suspected of an academic integrity violation.**