

## **Psychology Department Classroom Behavior and Grading Policies**

The psychology department is committed to the creating a classroom atmosphere conducive to learning for all students. The following policies have been adopted to facilitate learning and clarify expectations for student behavior in the classroom.

Violation of classroom behavior expectations will have the following consequences: You will receive one documented warning. This warning will be in writing, most likely via email. You are responsible for checking your FLC email regularly. This warning will be followed by a meeting if desired. The student or teacher may request the departmental chair attend this meeting. After the first warning, continued violation of the conduct code will result in the student being administratively disenrolled. The resulting grade, (AW or F) depends on academic standing in class at time of disenrollment. Students must be in good standing in order to receive an AW. When students are administratively disenrolled, the process is handled through the Associate Vice President of Academic Affairs. The incident also will be reported to the Vice President of Student Affairs who will determine if additional disciplinary procedures are appropriate.

### **Students with Disabilities:**

Students who have documented disabilities that require changes to the behavior policies listed below must make arrangements with their professor for alternative compliance. These agreements should be made in writing. For example, students who may need to leave class regularly or use technology in the classroom should arrange for formal waivers to the policy. These waivers should be obtained before the first warning is given.

### **Grading Policies:**

The last day to withdraw from FLC classes with a grade of CW (course withdrawal) is 4:00 p.m. on the Friday of midterms week. This is a college-wide deadline that is not negotiable. Your instructor's signature is not required; however, you are strongly encouraged to talk with your instructor before filing the course withdrawal request. There may be things you can do in order to continue with and successfully complete the course.

To withdraw from a course, go to the Registrar's Office, Room 160, Miller Student Services Building before the course withdrawal deadline. They will help you through the process. College policy limits students to a lifetime maximum of three CW grades.

Incomplete grades will not be given under any circumstances.

### **Late arrivals/early departure:**

You are expected to come to class on time, and stay until the end of the class period. Interruptions impede the learning process, so do not sign up for a course that does not fit your schedule. If you disrupt class in this way, you may not receive credit for attending class that day. Consult your course syllabus for your instructor's specific policies. In many cases, classroom participation points will

only be given to students who arrive at class on time, and stay throughout the entire class without using their cell phones.

### **Missed Classes:**

You are responsible for information learned in class even if you are not present. Staying current in the class is ***your*** job. Do not expect a professor to re-teach a class you have missed or answer emails or phone calls inquiring about missed material.

*Some recommendations for staying current in class:*

- **Consult the course syllabus for reading and homework assignments**
- **Exchange contact information with at least two people in the class at the start of the semester**
- **Get notes from a classmate**
- **Get copies of handouts from a classmate, if available**
- **Ask a classmate to describe the activities, even if a handout is not available**

If you know *ahead of time* that you will miss class, arrange with a ***classmate*** ahead of time to get any handouts, notes, and homework assignments.

### **Respect for others:**

Please be considerate of others. Please do not talk while the professor is talking or one of your colleagues has the floor. Simply raise your hand if you have something to contribute to a topic. If you prefer to share your thoughts with your friend only, please wait until after class to do so.

Respect others' ideas, even if you disagree. Psychology courses often require students to examine ideas that may be very different from their own. All course participants are required to examine diverse ideas in a scholarly and respectful fashion. Every student is responsible for making sure that discussions remain respectful and scholarly. If at any time you feel the discussion is becoming judgmental, please make this clear in class, or approach the instructor after class. The goal of meeting as a class is to share and increase our understanding. Disrespect, or devaluing diverse ideas or any student's contribution to the course, does not help us reach this goal. Remember that we can disagree without being disrespectful or refusing to listen and learn. Anyone who cannot, or will not, be respectful of others will receive a failing grade for the course.

Monitor your own participation. For example, if you are shy, set a goal to speak up in class at least once in the semester. If you tend to talk a lot, take a breath, count to 10, and wait to see if someone else might like to say something first.

Food and beverage are fine in class (as long as it is permitted in our particular classroom). Please use common sense regarding foods that are noisy to eat or have a strong odor that may be distracting or unpleasant to others around you.

Learning requires that all students feel safe in their educational environment. Classroom behavior that is not in compliance with the Fort Lewis College Student Conduct Code will not be tolerated.

This includes offensive, sexist, racist or otherwise inappropriate language or comments, any conduct that substantially disrupts or interferes with the learning environment, and any verbal or physical threats or harassment directed toward other students or the professor.

### **Cell Phones, Laptops, and other electronic devices:**

Use of any electronic device during class (including cell phones and laptops) is by instructor permission *only*.

If devices are permitted by instructor policy, please be judicious in their use. Refrain from surfing the web during class, sending texts or e-mail, taking or making phone calls, or leaving the classroom to answer calls. Doing so is likely to be distracting to yourself and others.

During exams, cell phones, laptops, PDAs, MP3 players and all other electronic communication devices must be turned *COMPLETELY* off.

### **Drugs and Alcohol:**

There is an increasing concern about the effects of the use and abuse of alcohol and other substances on the Fort Lewis College campus and college campuses all over the United States. Attending class under the influence of alcohol or other substances is detrimental to academic achievement and effective classroom activities, and it will not be tolerated.

### **Academic Honesty:**

Any form of academic cheating or plagiarism will result in written referral to the Vice President for Academic Affairs (which may result in dismissal from the college) and, at the instructor's discretion, either a grade of zero for the assignment in question or a grade of F for the entire course. You may not submit materials for credit in this course that you or another student previously or concurrently prepared for another course. If you are unclear what constitutes academic dishonesty, ask for clarification *BEFOREHAND*. As defined by Fort Lewis College Academic Policies and Procedures:

- i) Academic dishonesty includes all forms of unethical or illegal behavior which affects a student's academic standing, including, but not limited to, cheating on exams, plagiarism, forgery of academic documents, falsification of information on academic documents, or unauthorized access to computer files containing academic information.
- ii) Plagiarism is a special kind of cheating which often is poorly understood. It is defined as follows: Plagiarism is the conscious presentation of someone else's ideas, words, or material as one's own, without properly indicating by footnote or some other appropriate form of citation the source or origin of the material. Other author's ideas, interpretations, and words are their personal and legal property. In the event that one wishes to use such material, one is required to give full credit to the original source. No matter the source of material used, whether quoted or paraphrased, acknowledgment of the source is required. Failure to give credit is plagiarism.