

**COLLEGE OF LETTERS, ARTS, AND SCIENCES
and DEPARTMENT OF PSYCHOLOGICAL SCIENCES
SYLLABUS STATEMENTS – Spring 2024**

Students are responsible for full knowledge of the provisions and regulations pertaining to all aspects of their attendance at MSU Denver, and should familiarize themselves with the policies found in the [MSU Denver Catalog](#). For more information and most recent updates from these sources, click on the links provided below.

MANDATORY PARTICIPATION VERIFICATION

To comply with Title IV regulations for federal financial aid, MSU Denver must determine if a student earned and maintained eligibility for their financial aid funds. Financial aid eligibility is determined based on a student's participation in an academically related activity during the first two weeks of full-term courses. For shorter-term courses like Winterim, Maymester, and Parts of Term, participation will be collected on the published Census Date for that term or course.

Beginning of Term Verification: On the Census Date for all terms and parts of term, Faculty will be required to indicate if a student failed to begin participation in the course. Participation means that a student engages in an academically related activity.... Participation will be defined by the Faculty and will be listed in the syllabus for each course.

When Faculty submits information that the student has not participated, the student will be administratively dropped by the Registrar's office from the course. Financial aid will be prorated or canceled. This may require the student to repay all or a portion of the financial aid already released to them. The student will no longer appear on the class roster.

Students who demonstrate that they did participate in an academically related activity and were inadvertently dropped, have the option to request reinstatement into the course(s) with instructor(s) permission. For more information see "[Mandatory Participation Verification](#)" in the "[Registration and Records](#)" section of the current Catalog, as well as the "[MSU Denver Participation Policy](#)" page.

WITHDRAWAL FROM A COURSE

The Withdrawal (W) notation is assigned when a student officially withdraws from a course via the Student Hub after the drop deadline (census date) and before the withdrawal deadline posted in the [Academic Calendar](#). Deadlines differ proportionally for courses offered during part of a semester, including late-start and weekend courses. Students should refer to the Student Detail Schedule via the Student Hub to review drop and withdrawal deadlines for individual courses. When a student withdraws from a course, no academic credit is awarded. The course remains on the student's academic record with a "W" notation and counts toward the student's attempted hours. The course is not calculated in the student's GPA or quality points. Students who withdraw from a course are responsible for the full tuition and fees for that course. After the withdrawal deadline, students may not withdraw from a course and will be assigned the grade earned based on the course syllabus. A student-initiated withdrawal will appear as an "F" on the student's academic record in any case of academic misconduct resulting in a permanent "F". For more information see "[Grades and Notations](#)" in the "[Academic Policies and Procedures](#)" section of the current Catalog, as well as the [Financial Aid/Withdrawals](#) page.

ADMINISTRATIVE WITHDRAWAL

The Administrative Withdrawal (AW) notation is assigned when a student, or representative, requests to be withdrawn from a course due to unforeseen or extenuating circumstances beyond the student's control. When the "AW" notation is assigned, no academic credit is awarded. The course remains on the student's academic record with an "AW" notation and counts toward the student's attempted hours. The course is not calculated in the student's GPA. Students may request an administrative withdrawal from the [Office of the Registrar](#) after the withdrawal deadline posted in the [Academic Calendar](#). Deadlines differ proportionally for courses offered during part of a semester, including late-start and weekend courses. Students should refer to the [Part-of-Term](#) dates published by the office of

the registrar to review drop deadlines for individual courses. For more information see [“Administrative Withdrawal”](#) in the current Catalog under [“Grades and Notations.”](#)

INCOMPLETE POLICY

The Incomplete notation may be assigned when a student is achieving satisfactory progress in a course and is not able to complete all class assignments due to extenuating circumstances, such as documented illness, military leave, disability, internships that fall outside traditional semester timeframes, or circumstances beyond their control. If a student has completed, at a minimum, a majority of course work and/or course contact hours, a student may request an Incomplete after the Withdrawal Deadline posted in the [Academic Calendar](#). Deadlines differ proportionally for courses offered during a part of the semester, including late-start and weekend courses. Students should refer to the [Part of Term](#) dates published by the [Office of the Registrar](#) to review withdrawal deadlines for individual courses. Departments may have additional standards and/or criteria. Students should consult with their faculty member and department to determine additional requirements.

The incomplete notation is composed of an "I" (noted on the student's transcript) as well as the student's default grade (A, A-, B+, B, etc.), the grade the student has earned when they leave the class out of the total points of the class (the grade the student will earn if no additional work is submitted). Incomplete work must be completed within the subsequent long semester (fall or spring) or earlier, at the discretion of the faculty member. In the event of extended extenuating circumstances, the completion date for incomplete work may be extended for an additional long semester, at the discretion of the faculty member. If the incomplete work is not completed, the "I" notation will convert to the default grade submitted by the faculty member.

Determination of eligibility does not guarantee that an incomplete will be granted. Students who meet the qualifications may request an incomplete from the faculty member who is teaching the course. The decision to grant an incomplete is up to the faculty member or at the department chair's discretion, if the faculty member is not available.

The decision to grant an incomplete as an accommodation based on a student's disability shall be made by the faculty member or the department chair, if the faculty member is not available, in consultation with the Director of the Access Center.

If an incomplete is granted, the student and faculty member must fill out and sign an Incomplete Agreement Form to clarify what outstanding work the student should complete within the designated timeframe. Departments may have additional standards and/or criteria. Students should consult with their faculty member and department to determine additional requirements.

Graduating seniors may not graduate with an "I" on their MSU Denver academic record if:

- The course in which the "I" was assigned is required for graduation, or
- The default grade assigned for that course would result in an overall GPA less than 2.00.

The "I" notation may not be given for a self-paced course. If a student does not complete a self-paced course within the semester that they enrolled in the course, they must re-enroll in the course in order to complete it. In this case, the student will pay tuition and fees.

BEST GRADE STANDS

A student's grades for repeated courses will be removed from GPA calculations regardless of the original grade earned. Only the best grade and its associated credit will be calculated in the GPA and earned hours totals. Other attempts for the course will appear on the official academic record but will be annotated to indicate they do not count for academic credit or GPA calculation. This policy applies only to courses taken at MSU Denver, and it does not apply to courses designated as repeatable toward degree requirements. For more information, see [“Best Grade Stands”](#) in the current Catalog.

ACADEMIC INTEGRITY

As students, faculty, staff and administrators of Metropolitan State University of Denver, it is our responsibility to uphold and maintain an academic environment that furthers scholarly inquiry, creative activity and the application of knowledge. We will not tolerate academic dishonesty. We will demonstrate honesty and integrity in all activities related to our learning and scholarship. We will not plagiarize, fabricate information or data, cheat on tests or exams, steal academic material, or submit work to more than one class without full disclosure. For further information see “[Academic Integrity](#)” on the Dean of Students website.

SEXUAL MISCONDUCT

See the MSU Denver website for information regarding the Sexual Misconduct Policy and [Title IX](#). For more information, refer to the [Student Code of Conduct](#) page.

ACCESS CENTER – ACCESSIBILITY AND DISABILITY ACCOMMODATIONS

The Metropolitan State University of Denver is committed to providing an accessible and inclusive learning environment for all students, including those with disabilities. Students with a diagnosed condition/disability which may impact their access, performance, attendance, or grades in this class should contact the Access Center, located in the Plaza Building, Suite 122, 303-615-0200. The Access Center is the designated department responsible for coordinating accommodations and services for students with disabilities. Students will need to provide an Accommodation Notification Letter obtained from the Access Center to their faculty to activate their accommodations. Information pertaining to a student’s disability is treated in a confidential manner. Further information is available by visiting the [Access Center](#) website.

CLASS ATTENDANCE

Attendance during the first week of class is required. It contributes greatly to teaching and learning. Some departments determine a student’s enrollment in a course based upon attendance during the first week of class. Consult the department for more information about the attendance policy for the class that you are attending. Students who drop classes are financially responsible for those classes in accordance with withdrawal/refund policies. . . . Students at MSU 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 proper notice and procedures are followed. For further information, see the [Class Attendance](#) policies page.

ELECTRONIC COMMUNICATION POLICY

Use of MSU Denver email services should follow standards of normal academic and professional ethics, and is governed by University policies and applicable law. Inappropriate use may result in revocation of access to University computing systems, and could result in disciplinary action pursuant to the Student Handbook, Faculty Handbook, and Staff Handbook. For more information, see the [Electronic Communication](#) policy page.

RESOURCES

The College of Letters, Arts, and Sciences is committed to, and cares about, all students. To help you manage personal challenges and basic needs security, the university offer several resources. Any student who has difficulty affording groceries or accessing sufficient food to eat every day, or who lacks a safe and stable place to live, and believes this may affect their performance in the course, is urged to contact the Dean of Students (303-615-0220), the Gender Institute for Teaching and Advocacy (303-615-2052), or our CLAS office (303-615-0600 or 303-615-1301) for support.

GRADES

The Department of Psychological Sciences 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 MSU Denver Psychology class for the majors and minor, although an overall 2.0 average in the major or minor is required for graduation.

EXTRA CREDIT

The Department of Psychological Sciences has established a policy that no extra credit will be granted in its courses. This policy applies to all courses.

ADMINISTRATIVE DROP DUE TO NON-PARTICIPATION PRIOR TO CENSUS DATE

As outlined in the university's Mandatory Participation Verification policy for determining a student's financial aid eligibility, for any class in which a student who has not engaged in an academically related activity during the first two weeks of a full-term course, or prior to the Census date for a part-of-term course, the student will be administratively dropped from that course.

For all courses offered by the Department of Psychological Sciences, the following will be used to define "participation in an academically related activity".

Such participation in a face-to-face course is defined as attendance in at least one class meeting OR submission of at least one graded or ungraded assignment during the first two weeks (or before census date for part-of-term courses).

Such participation in an online course is defined as submission of at least one graded or ungraded assignment during the first two weeks (or before census date for part-of term courses).

COURSE REQUIREMENTS

All psychology classes (excluding internships, independent studies, and seminars) will have in-class finals during final exam week. 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.

REQUIRED REPORTING

Faculty, staff, and advisors in the Department of Psychological Sciences may be required to report information about students who are in distress and/or whose safety and well-being are at risk. For example, students who share—either orally or in written work—that they are experiencing current suicidal ideation, plans to harm others, or sexual harassment will be referred to the University CARE team and/or other administration. We encourage students to disclose issues when you need support; however, faculty, staff, and advisors cannot keep information private when students are at risk of harm or when a disclosure is made that indicates a violation of University policy. If you are wishing to disclose information with a greater assurance of confidentiality, we encourage you to do so with a member of the Counseling Center.

COUNSELING CENTER

Balancing the demands of college life can be difficult. In addition to academic requirements, there are financial pressures, relationship issues, and job stressors that can leave you feeling beat up and worn out. The Counseling Center staff can help you find ways to manage difficult times and provide you with a comforting place to examine your life and learn more about yourself so you can realize your potential. We are able to provide service free of charge to MSU Denver Students. Students are encouraged to make an appointment for their first visit. Visit us online <https://msudenver.edu/counsel/> or phone us 303-615-9988. We're located in Tivoli Student Union, Suite 651. We provide confidentiality. Information cannot be released about you without your specific written consent. There are special rare circumstances when this may not apply, and our staff can explain the limitations if you have concerns.

DIVERSITY, EQUITY AND INCLUSION STATEMENT

We strive to create a culture of inclusion, where all people feel welcome, empowered, and free from obstacles that may limit their academic experience. We stand against systemic racism and institutional inequities that harm minoritized persons. We respect and value the many dimensions of human diversity, inclusive of culture, race,

ethnicity, gender identity, sexual orientation, disability, neurodiversity, religion, socioeconomic status, age, body type, nationality, and language. We are committed to promoting justice, advocacy for marginalized people, and the sharing of diverse perspectives. This is consistent with our mission to prepare students to be culturally responsive as they engage in the science and practice of psychology.

Therefore, the faculty and the Department of Psychological Sciences are actively working towards the following commitments:

- Supporting students from minoritized backgrounds through advising, mentorship, and other academic opportunities;
- Amplifying the voices of minoritized and underrepresented students by including student membership on our DEI committee;
- Listening with open-mindedness about students' needs, hopes, concerns, and perspectives;
- Learning best practices to engage students and others to facilitate difficult conversations about issues of oppression, privilege, social justice, ideology, and anti-racist work;
- Providing an inclusive curriculum that presents voices and viewpoints to reflect a diversity of histories, experiences, ideologies, and cultures;
- Focus our efforts to recruit and retain outstanding and diverse faculty, staff, and students;
- Identifying and challenging our own individual biases, as well as institutional barriers, to promote student success; and
- Learning best practices to engage in inclusive teaching.

Furthermore, the DEI committee will collect information on the department's progress on these initiatives and report back to faculty, staff, and students.

CAMPUS-WIDE EMERGENCY PREPAREDNESS:

In the event the Auraria campus experiences inclement weather, a natural disaster, or any type of campus emergency, it is the responsibility of each student to understand any evacuation and/or "lockdown" guidelines if an emergency is declared. More information can be found at the Emergency Preparedness webpage:

<https://www.msudenver.edu/emergency/>.

Please use the following to familiarize yourself with these guidelines:

- Please familiarize yourself with evacuation procedures and Quick Reference Sheet located in each classroom as well as at this website: <https://www.ahec.edu/for-campus-faculty-staff/emergency-preparedness/emergency-procedures/>
- MSU Denver will communicate an emergency event through RAVE notifications (text, email, voicemail). Please visit the RAVE webpage to register, review, and/or update your information: <https://www.getrave.com/login/MSUDenver> (Note: you may need to try different browsers.)
- If you need to report an emergency, you can:
 - dial 911 from a campus phone
 - Dial 303-556-5000 from a cell phone
 - Text-a-Tip to 720-593-8477
- Attend campus-wide trainings and/or consult with your instructor if you have any other questions about what to do in an emergency

NOTE: If you have any difficulty accessing the links in this document, please inform the instructor.

IMPORTANT DATES FOR Spring 2024. Dates may be subject to change or correction. Please consult Academic Calendar for current listings.

Mon. Jan 14	Martin Luther King Jr. Day (MSU Denver Offices Closed, No Classes)
Tues. Jan 15	Classes begin
Mon. Jan 22	Self-Add Deadline
Mon. Jan 27	Last day to drop full-term courses with 100% refund
Thur. Feb 1	Census Day
Thur. Feb 1	Faculty report non-participation for full term classes
Thur. Feb 1	Last day to drop full-term courses with 50% refund and have classes deleted from student record.
Thur. Feb 1	Last day to request a Pass/Fail
Thur. Feb 8	Summer 2024 Application for Graduation becomes available <i>Contact graduation@msudenver.edu if you have questions about this date.</i>
March 18-24	Spring Break (Campus Open, No Classes)
Fri. March 29	Last day to withdraw from full-semester classes and receive a 'W'
Sat. April 13	Fall 2024 Application for Graduation becomes available <i>Contact graduation@msudenver.edu if you have questions about this date.</i>
Sat. May 4	Last day of classes
May 6-11	Finals Week
Fri. May 10	Commencement
Thur. May 16	Grades due from faculty by noon
Fri. May 17	Grades available on the Web

(Dates listed above are for full term, 16 WEEK COURSES ONLY.)

IMPORTANT DATES FOR Spring 2024 Parts of Term only are below:

1st 8 week (1/16 – 3/9)

Tues. Jan 15	Classes begin
Fri. Jan 19	Self-Add Deadline
Wed. Jan 24	Last day to drop and have classes deleted from academit record and receive refund
Wed. Feb 21	Last day to withdraw from classes and receive a W
Sat March 9	Last day of classes

2nd 8 week (3/11-5/11)

Mon. March 11	Classes begin
Thur. March 14	Self-Add Deadline
Wed. March 20	Last day to drop and have classes deleted from academit record and receive refund
Mon. April 22	Last day to withdraw from classes and receive a W
Sat May 11	Last day of classes

(Dates may be subject to change or correction. Please consult the Office of the Registrar's website for part of term dates)

Current as of January 8, 2024. Please check:

<https://www.msudenver.edu/letters-arts-sciences/current-students/forms-deadlines/> for any updates.