



# COLLEGE OF LETTERS, ARTS AND SCIENCES

## Syllabus Statements Spring 2025

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.*

### **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 current Catalog or the visit the [MSU Denver Participation Policy](#) webpage.

### **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. 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 current Catalog or visit the [Financial Aid/Withdrawals](#) webpage.

### **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 withdrawal deadlines for individual courses. For more information, see [Administrative Withdrawal](#) in the current Catalog.

### **Incomplete Policy**

The Incomplete notation indicates that a student is achieving satisfactory progress in a course but is unable 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. The incomplete notation is composed of an "I" (noted on the student's transcript) and the student's default grade (A, A-, B+, B, etc.), which is the grade the student has earned at the time course grades are first entered for the course.

An Incomplete notation may be assigned only if the student meets all these minimum requirements:

- The student has participated in an academically-related activity after the 60% mark of the course's part of term. Academically-related activity involves active participation by a student in an instructional activity related to the student's course of study as defined by the last date of attendance.
- The student has completed more than 50% coursework and/or course contact hours, as determined by the faculty member or department chair if the faculty member is not available.

Incomplete grade notations are offered at the faculty member's discretion, or at the discretion of the department chair if the faculty member is not available. Satisfying the minimum university requirements for an Incomplete notation does not guarantee that one will be awarded. Departments and programs may establish higher minimum standards for awarding Incomplete notations. Incomplete notations based upon accommodations related to a student's documented disability should be determined in consultation with the Director of the Access Center or their designee.

When an Incomplete notation is awarded, the following process applies:

- When entering final course grades, the faculty member registers the Incomplete notation, the student's default grade, and the student's last date of attendance.
- The faculty member and student submit the Incomplete Agreement Form to the Office of the Registrar. This form establishes the outstanding work that the student may/should submit within a designated timeframe.
- The faculty member and student finalize additional Incomplete notation requirements established by their department or program, if any exist.
- The maximum timeframe for a student to submit remaining coursework is the end of the subsequent full term (i.e., the end of the next Fall or Spring semester). However, faculty members may require a shorter timeframe for submission of incomplete coursework, which will be documented on the Incomplete Agreement Form.
- When all remaining course work has been submitted and evaluated, when the student indicates that they have submitted all work they will be able to within the timeframe the faculty member will enter a change of grade form.
- If the work designated on the Incomplete Agreement Form is not completed within the established timeframe, the "I" notation will convert to the default grade submitted by the faculty member.

Deadlines vary according to course's formal schedule, also known as "part of term." Students should refer to the [Part of Term](#) dates published by the [Office of the Registrar](#) to review part of term date ranges, withdrawal deadlines, and such.

Students 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 Incomplete notation may not be given for self-paced courses. 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. Students pay tuition and fees for each semester they are enrolled in self-paced courses.

## **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. A permanent "F" assigned as a result of academic dishonesty will not be removed from GPA calculations. For more information, see [Best Grade Stands](#) in the current Catalog. Please see the [Office of Financial Aid and Scholarships](#) for additional information on how repeating courses may impact your financial aid eligibility.

## **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 more information, visit the [Academic Integrity Resources](#) webpage.

## **Sexual Misconduct**

Visit the MSU Denver [Discrimination, Harassment, Sexual Misconduct, Title IX Violations, and Retaliation Policy](#) or the [Student Conduct](#) webpage.

## **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. For more information, visit 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 more information, see [Class Attendance](#) in the current Catalog.

## **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, visit the [Email and Electronic Communications Security Policy](#) webpage.

## **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 the CLAS Dean's 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 week of a full-term Summer course, or prior to the Census date for a part-of-term course, the student will be administratively dropped from that course. The Census date for Full Term Summer classes is June 18, 2024.

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 week of a summer course (or before census date for part-of term courses). For Full Term classes that is June 18, 2024.

### **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. For more information, visit the [Emergency Communications](#) webpage. Please familiarize yourself with evacuation procedures listed on the Quick Reference Sheet located in each classroom or for more information, visit the [AHEC Emergency Plans and Procedures](#) webpage. 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.

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.

For the list of Important dates please see:

<https://msudenver.trumba.com/msu-denver-events-calendars-academic-calendar-student>

