

Psychology Department Academic Standards Policy

The Department of Psychology at Fort Hays State University seeks to maintain the highest possible academic standards among its students. Violations of such standards constitute a serious compromise of the educational process. These violations include but are not limited to: plagiarism, ghost authorship, compromising the integrity of the examination process (i.e., copying or talking during an exam with the intent to cheat, bringing and using unauthorized materials to an exam, attempting to obtain or obtaining a copy/copies of an exam prior to its administration, providing another student in advance with a copy of an exam to be taken later as a make-up exam), falsifying or altering research data, recycling work completed in other courses, and collaborating at inappropriate times.

Any student guilty of violating these standards will be subject to disciplinary action. These actions may include: verbal/ written reprimand; failure of the exam or project without opportunity for make-up of the exam or project; failure of the course; or recommendation to the administration that said student be placed on probation, suspended or dismissed from the University. Repeat offenses will be subject to the more severe penalties.

Grade Appeals Policy

All students in psychology classes have the right to question assigned grades in the department. Students should carefully examine their own work and other related factors of performance, such as class attendance, before pursuing an appeal. However, if a student believes assigned grades are the result of an instructor error, discrimination, or other unfair practices, they should most certainly question the basis upon which the grades were awarded. If such an appeal is made, the psychology department will proceed in the following steps. If the student is appealing a grade assigned by the chair of the department, then the tasks assigned to the chair in each of the following steps will be assumed by the Dean of the College of Arts and Sciences.

STEP 1. The student should meet with the course instructor and request an explanation of the basis for the grade. If this explanation is unsatisfactory to the student, the student should proceed to step two.

STEP 2. The student should meet with the chair of the department and explain the questions and issues concerning the course instructor's assigned grade. This meeting should occur within the first two weeks of the semester following the grade in question. The student should explain any and all information relevant to the questions at hand. The chair will then discuss the matter with the instructor. The desired outcome of this stage of the process is agreement between student and instructor. The chair will not decide upon an appropriate grade at this point. If these discussions with the student and instructor do not produce a resolution satisfactory to the student, the student has the option of continuing the appeal process with step three.

STEP 3. The student will prepare a formal, written one page complaint concerning the assignment of a grade, addressing the complaint to the chair of the department. The chair will proceed with step four.

STEP 4. The chair of the department will constitute a Psychology Department Appeals Committee and refer the student's formal appeal to the committee. This committee will consist of three faculty members, including as many as possible from within the psychology department. The committee will not include either the chair of the department or the instructor in question. The Psychology Department Appeals Committee will make a written recommendation to the chair after reviewing the case and, if desired, hearing from the parties involved. This recommendation should be returned to the chair within three weeks of the initiation of step four of this appeal process.

STEP 5. The chair of the department will decide to accept or reject the recommendation of the Psychology Department Appeals Committee and will communicate his or her decision in writing to the student within one week of receiving the committee's recommendation. If the student is not satisfied with the chair's decision, the student has the option of continuing the appeal process with step six.

STEP 6. The student may appeal the assigned grade to the Provost. This appeal will be conducted according to the procedures the Provost has established. The department chair will notify the Dean of the College of Arts and Sciences in writing that the student is appealing the decision to the Provost.