



Georgia State University
Department of Psychology

Quick Reference

Handbook

for

Faculty

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DOs & DON'Ts Checklist

	<i>DO</i>	<i>DON'T</i>
Semester Preparation Logging in to Go Solar	1) Go to: https://paws.gsu.edu/cp/home/loginf 2) Refer to the PAWS/GoSOLAR Guide (page 9)	
Semester Preparation Media Requests	Submit form by the deadline (usually the during previous semester)	
Semester Preparation Syllabi	Make sure your syllabus includes all required elements (see pages 13-14) Send syllabus to course coordinator for review. Send syllabus to Tenagne Mulugeta (tmulugeta@gsu.edu) for records.	
Semester Preparation Text Books	1) Turn in orders by the departmental deadline (usually 2-3 months before semester) 2) Any changes should be submitted through the Course Coordinator who will then forward them to Tenagne Mulugeta.	
Semester Preparation Course Materials	Make sure that assigned readings, lecture slides, and handouts comply with the USG Copyright Policy (Appendix E). Got to http://www.usg.edu/copyright/ for guidelines, tips, and tools.	
Semester Preparation Registration Periods -Practicum		1) Accept a practicum student without sending them to advisement first 2) Accept a student's application after late registration
Semester Preparation Faculty handbook	Consult the university's faculty handbook (http://www2.gsu.edu/~wwwfhh/fhh.html) for issues not addressed in this quick reference guide	
Semester Preparation The week before school starts	1) Get classroom keys from Key Control (1 Park Pl.) 2) Check out the classroom to make sure it has everything you need in it.	

	<i>DO</i>	<i>DON'T</i>
Beginning of Semester/ Registration Periods Classroom Capacity		Assume capacity beyond the official university capacity just because extra chairs are in the room (they shouldn't be there)
During Registration Periods	Check to ensure that every student in your class appears on your roll. The student should notify the registrar if he/she is not on the roll.	Tell a student "it's OK with me as long as it's ok with the department" – they think this is permission
During the Semester Class Cancellations	Find a suitable substitute to take over the class or if this is not possible after due diligence, notify: Tenagne Mulugeta (404-413-6208/ tmulugeta@gsu.edu) or Natal Waddell (404-413-6205 /psynbw@langate.gsu.edu)	
During the Semester Make ups	Contact the Testing Center at (404) 413-2000 or have them take the exam in your office or laboratory.	Allow students to sit in the lobby, the break room, break/kitchen areas on the 7 th or 11 th floors, the student assistant area, 1199 or 1161
During the Semester Extra credit		Assign extra credit assignments not covered in the syllabus
During the Semester Students with disabilities	Accommodate those students who have disabilities and who have made them know to you (particularly during testing) and who have appropriate documentation from the Student Disabilities Office. http://www2.gsu.edu/~wwwods/faculty_information/index.htm	
During the Semester Roll verification	Before the announced deadline, use GoSOLAR to verify which students have attended at least one class session so far in the semester.	
Midpoint	Check each class roll again for accuracy.	
End of Semester Grades	1) Every student on the roll must have a grade assigned 2) Students who still are on the roll but have not attended or completed assignments after the midpoint must be given an F.	Leave any grade field blank

	<i>DO</i>	<i>DON'T</i>
Grade Adjustments (including Hardship withdrawals)		1) Assume hardship status of a student without the appropriate documentation. 2) Send a grade change form (if you are using paper) directly to the registrar's. Instead, email Psy Reg Approve (see guidelines in Appendix B).
Post Semester- Adding/Dropping a student after the semester is over		Request a student to be dropped after the final registration period is over. The registrar's office will no longer process these.

General Housekeeping

Parking

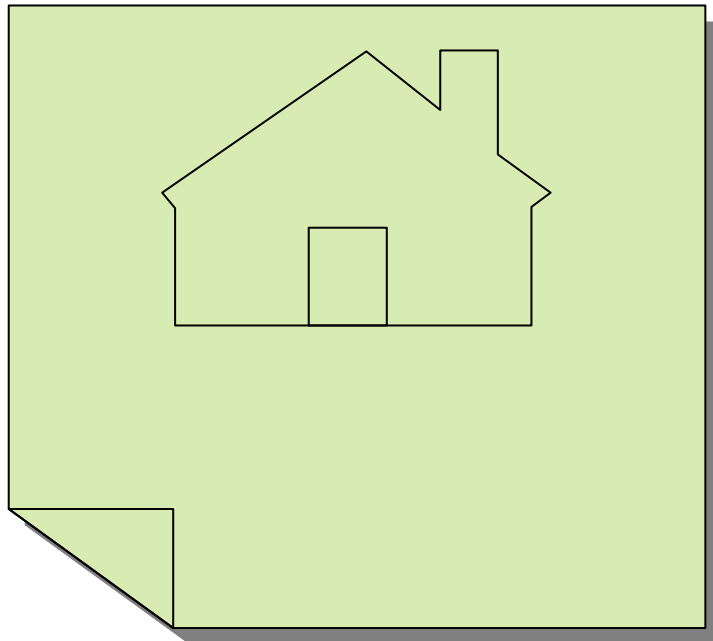
Parking permits may be obtained at Auxiliary Services (200 Bookstore Building) no sooner than the day before classes begin, or as noted in the department's policy and procedure manual.

Panthercard I.D.

Instructors may acquire I.D cards from Auxiliary and Support Services office (404) 413-9508 located in Room 200 of the Bookstore Building.

Computer Support

Please submit all requests for computer support (within the department) to psysupport@gsu.edu or call 404-413-6241.



General Administrative Procedures

Logging in to PAWS/GoSOLAR

Go to <https://paws.gsu.edu/cp/home/loginf>

Log in with your Campus ID and password

If you do not know your Campus ID, go to: <https://campusid.gsu.edu/>

*Click on the **Classes** tab*

The Six Things One Can Do in GoSolar through the Classes Tab

View and Verify Class Roll

See the list of the students enrolled in your course

The "CRN" is the Course Reference Number. (What we used to call the Comp #.) *Click* on a student's name to get their postal address and phone number. Faculty and staff should not reveal any information about students to anyone other than GSU employees. Moreover, if ****Confidential**** appears to the right of a student's name, it is a violation of federal law to reveal any information about this student to anyone other than GSU employees. Requests for information about students should be referred to the Registrar's Office. Once each semester (the deadline will be announced), you will be required to verify online which students have attended at least one class session.

E-mail your students

If you use GroupWise and you are in your office, you can click on the student's e-mail address to send a message. You can send a message to the whole class by clicking on E-Mail Class. If you have more than 50 students in your class, you will have to send the message to them in groups of 50.

View Basic Course Information

See the number of students in a class, time, place, etc. You can see whether your request to change the location of your class has been approved.

View Weekly Schedule--See all your classes in a weekly schedule format.

Submit Final Grades--Submit your grades.

You can move to the next student by hitting the tab key twice. You cannot enter an unauthorized grade. Grades are not saved until you click on Submit Grades. When you click Submit Grades, you will be returned to the Submit Grades page so that you can enter more grades. Click on Submit Grades regularly as you enter your grades.

*Note: per mandate from the Dean's office, this task absolutely cannot be delegated to a staff person or graduate assistant. Staff and graduate students will be informed that they are not to accept a user id and password in order to enter grades on behalf of an instructor, therefore **only the instructor of record can enter grades.***

The good news is that since this is a web-based program, there is ample opportunity to do so because grades can be entered from anywhere in the world. That means if an instructor is in Paris, you can go to any internet cafe and enter your user id and password and enter the grades.

View Student Evaluation of Instructor

See your numerical and written student evaluations. You can see the response rate before grades are due. Encourage students to fill out the evaluations. The evaluations themselves are only visible after grades are due.

Select Term and Select CRN

Select Term

*Allows you to change the term you wish to look at. When you click **Select Term** from the Main menu, you will be taken back to the Main menu to choose one of the four tasks.*

*You can also find **Select Term** at the bottom of the Class Roll and Basic Course Information pages. It will take you back to Class Roll if you clicked on Select Term at the bottom of Class Roll or take you back to Basic Course Information if you clicked on Select Term at the bottom of Basic Course Information.*

Select CRN

*Allows you to change the class you wish to look at. When you click **Select CRN** from the Main menu, you will be taken back to the Main menu to choose one of the four tasks.*

*You can also find **Select CRN** at the bottom of the Class Roll page. It will take you back to the Class Roll page.*

Exiting and Security

Click on the logout button in the top right-hand corner and close your browser.

Don't leave your computer without exiting because you are logged on until you exit, and anyone could get into your records.

If you don't use the system for 30 minutes, you will be exited automatically. You will then have to log in again.

Make sure that you have updated virus protection. Contact Psychology Department Computer Support Staff at psysupport@gsu.edu for anti-virus software, as well as any other additions or changes to your computer hardware or software.

Frequently Asked Questions about GoSOLAR

FAQ1: Does PAWS replace GoSOLAR?

Yes and no. PAWS is actually a new method by which GoSOLAR users can access the exact same information that's available within GOSOLAR. There are several distinct advantages to using PAWS rather than GoSOLAR.

1. You don't have to log into GoSOLAR separately from PAWS. Any GoSOLAR links clicked within PAWS will take you directly into GoSOLAR without having to reenter your CampusID username and password.
2. Rather than clicking around within layers of links, PAWS presents information directly within its interface. Additionally, PAWS presents direct links to the pages to which you need

access. Students also have a full GoSOLAR menu channel that allows them to browse for the page they need without digging through pages within GoSOLAR itself.

3. PAWS and GoSOLAR interact in near realtime.

Eventually, as users become more familiar with PAWS, it will become *the* method for managing all of your academic information.

FAQ 2: Do other students see the e-mail address of a student marked "Confidential" when you send an e-mail to the whole class?

When an email is sent to the class, students should be blind copied, although this depends on the email program being used. Faculty may give out a student's GSU generated e-mail address to other students and the GSU generated email address are all that students see when the GoSOLAR e-mail class function is used. For further questions about what information you may give out, contact the Registrar's Office.

FAQ 3: Can we get the class roll downloaded as Excel files?

Not directly. But when you have the class roll page up, you click on "File" and then "Save As," save the page and then open it up in Excel. All the students will be there. One then has to delete the extra rows and columns.

FAQ 4: If a student withdraws, how does that appear on the Class Roll?

The withdrawal date will show on the Class Roll page.

FAQ 5: How does team teaching work? Can all instructors record grades or just the primary instructor?

No. Only the primary instructor can enter grades, therefore, those who are team teaching need to decide among them who will be the primary instructor and then let the scheduling administrator know.

FAQ 6: What happens if two people try to log on at the same time with the same ID?

The system will log out both users and pop them back to the main login page with the following message: "A break in attempt has been detected! Please login again."

FAQ 7: I get an "encryption" error when I try to access PAWS/GoSolar. What's up?

Your browser is too old. PAWS/GoSolar requires Netscape 4.7 or Internet Explorer 5.5 to work at all. It works best with Netscape 6 or Internet Explorer 6. To update your browser go to www.netscape.com/computing/download (Netscape) or to www.microsoft.com/windows/ie/downloads/ie6 (Internet Explorer).

FAQ 8: Can staff enter grades for faculty?

Faculty must enter their own grades in PAWS/GoSOLAR. Staff cannot enter grades for faculty.

FAQ 9: Suppose that I am teaching a cross-listed course. How do I enter the grades?

Grades must be entered separately for each CRN.

FAQ 10: When can students see their grades?

Students are not able to see grades on Web for Student until the Registrar's office runs end of the term grade processes. This will occur a day or two after grades are due.

FAQ 11: What if I have such a large class that I cannot enter the grades before the 30 minute time limit?

When you click on Submit Final Grades, you are returned to the submit grades page. So you can enter 10 or 15 grades, click on Submit Final Grades, and continue entering grades, click on Submit Final Grades again, etc.

FAQ 12: The class count at the top of class roll page does not match with the actual number of students on the class roll. What's up?

Students who have withdrawn from all their classes are deleted from the class rolls but still included in the class count at the top of the roll and still appear on the Submit Final Grades page. However, students who have withdrawn from only some of their classes still appear on the call roll. This is not error in the program. It was designed to work that way. We are investigating the possibility of a redesign.

FAQ 13: What does the column with RW, RE, etc. mean?

It indicates how the student registered or withdrew from the course. RW = Web registered (Student enrolled via the web), WW = Web Withdrawn (Student withdrew via the web), RE = Registered administratively (Student was registered by GSU), WD = Withdrawn administratively (Student was withdrawn by GSU), WH = Hardship withdrawal, AU = Audit

FAQ 14: How do I print pages from PAWS/GoSOLAR?

Use the print button on your browser.

FAQ 15: Why doesn't the "Reload" or "Reset" button on my browser work properly?

To make the system more secure, this button has been essentially disabled. To reload a page you have to back to the home page and log in again.

FAQ 16: Students are on my PAWS/GoSOLAR roll but not my U-Learn roll. Why is that?

You need to upload them to your U-learn roll. See the U-learn Faculty Lounge for instructions on doing this.

Classrooms

Media Requests

The production calendar for the course scheduling calendar is set by the University, therefore, the call for media requests generally goes out 4-5 months before the target semester. Faculty must make every effort to submit the media request form to the department scheduler (not the Dean's office directly) by the deadline. Media rooms are very popular and particularly difficult to schedule, so there can be no guarantees.

Room Changes

Tenagne Mulugeta will submit all requests for changes to the scheduler in the College (time, classroom, date, etc.). Request the change form from Tenagne, and return the completed form to her at tmulugeta@gsu.edu.

Special or one-time room requests

Instructors who need rooms on specific days only need to send an e-mail Tenagne Mulugeta. Once processed a confirmation form will be placed in the instructor's mailbox.

Audio-visual Requests

Requests for additional audio-visual equipment should be addressed to the Classroom Support Hotline at 404-413- 4321. For more information, go to the link:
<http://www2.gsu.edu/~wwwets/labsclassrooms/index.html>

Classroom keys

Because of extensive media set-up, most classrooms require keys in order to access them. Before the start of the semester, instructors should go to the Key Control office located at the Georgia State University's Police Headquarters. Key Control is located in the GSU Police Department at 15

Edgewood Avenue. The Telephone Number is (404) 413-2100. They are open from 8:30 am to 5:15 pm Monday thru Friday.

Room capacity

The university publishes an official room inventory list. It is not negotiable. Please refer to the following website for a list of classrooms, including capacity and media availability: A list of classrooms with seating capacity is available at <http://www.gsu.edu/es/20443.html>.

Class Cancellations

Holding class is a basic obligation that one accepts when one becomes an instructor. If unable to attend class due to illness or other emergency situation the instructor, using due diligence, should first try to find a suitable replacement. If unable to find a replacement, first send an e-mail to the class, then call the Psychology reception desk (404-413-6200) and give the relevant information so the students can be notified by placing a sign on the door. The Director of Undergraduate Studies and the Chair will then be notified. A report of absence form must be completed upon returning to the University.

During the Semester, if an instructor knows in advance that a class will be cancelled, then as soon as possible, the instructor must discuss this with his/her supervisor and fill out a report of absence form. Every effort must be made to have a suitable replacement in the instructor's absence. No class hours are to be canceled nor is a replacement to be used without PRIOR approval by the Director of Undergraduate Studies or the Chair. Once you have approval to cancel a class then you should announce the cancellation to the class via e-mail.

If you know prior to the beginning of the semester that you will miss a class then you are obligated to inform the Director of Undergraduate Studies of this problem prior to accepting the teaching position. Again, all due diligence must be observed.

Syllabi

Each instructor must e-mail his/her syllabi to the Course Coordinator for review. (See Appendix C) for list of Course Coordinators. Syllabi must also be sent to Tenagne Mulugeta prior to the start of the semester.

Syllabi must contain the following information:

1. Course number and complete course title, course computer number (CRN), name of instructor, semester and year;
2. Statement of instructor's accessibility to students outside of class, including office hours, telephone number, email address, etc.
3. Prerequisites (if any) for the course. Be sure to include the following statement in your syllabus:

Note: The GoSOLAR/Banner registration system will not allow students to register without having completed the prerequisites. Waivers will be allowed only for Post-baccalaureates or Transient students. Waiver requests may be completed online at <http://www2.gsu.edu/~wwwpsy/undergrad/Undergrad.htm>.

4. Objectives of the course including measurable and/or observable learning outcomes (see <http://www2.gsu.edu/~wwwpsy/undergrad/StudentLearningOutcomes.htm> for departmental learning outcomes);
5. Course assignments (e.g., required readings and activities) and due dates;
6. Specific course requirements (e.g., written and oral tests and reports, research papers; performances);
7. Grading policy: how the final grade is to be determined with respect to the weights assigned to various course requirements;
8. The grading metric used by the course (which is standardized across sections) to calculate letter grades based on points earned;
9. Attendance policy (see current University General Catalog for University guidelines). If there are specific requirements for attendance these should be stated;
10. List of text(s) or other required course materials;
11. Make-up examination policy: In order to have the opportunity to take a make-up exam, the student must determine if the absence is excused based on the syllabus and applicable policies. If it is, then a make-up test may be arranged at a mutually convenient time or may be taken on one pre-established day at the end of the semester. The University Testing Office may administer make-up examinations for you. See http://www.gsu.edu/counseling/make_up_for_classroom_testing.html for instructions and the make-up request form;
12. Reference to the university policy on academic dishonesty. The syllabus should link to the university policy: <http://www2.gsu.edu/~wwwfhb/sec409.html>;
13. Link to the university policy on disruptive behavior: <http://www2.gsu.edu/~wwwsen/minutes/2002-2003/disrupt2.html>;
14. Statement: “Your constructive assessment of this course plays an indispensable role in shaping education at Georgia State. Upon completing the course, please take time to fill out the online course evaluation.”
15. Statement: “Students who wish to request accommodation for a disability may do so by registering with the Office of Disability Services. Students may only be accommodated upon issuance by the Office of Disability Services of a signed Accommodation Plan and are responsible for providing a copy of that plan to instructors of all classes in which an accommodation is sought.”
16. Statement: “The course syllabus provides a general plan for the course; deviations may be necessary.”

Even though the syllabus includes this disclaimer it is highly recommended that instructors NOT DEVIATE FROM THE SYLLABUS (e.g., add extra credit assignments). Although deviations are usually made to help students out, they are the single most common cause of student complaints to the Chair and Director of Undergraduate Studies. When deviations are absolutely necessary, they should typically be documented with a revised syllabus, distributed to the entire class

The syllabus acts as a contract between student and instructor, specifying what work is required of the student for a grade. If the syllabus is incomplete or ambiguous, the student who feels that his/her grade was unfavorably affected may seek recourse through the Department Chair, so be very specific and complete when writing a syllabus. At the beginning of the semester each instructor should e-mail his/her syllabus to the Course Coordinator and Tenagne Mulugeta.

Copies of syllabi previously used in courses may be requested from the Course Coordinator or Tenagne Mulugeta.

The syllabus should be given to the students on the first day of class (by the second day of class at the latest). This will allow students to drop the course if they feel they cannot complete the requirements.

Textbooks

Textbooks must be ordered approximately two months before the semester begins. Instructors will receive a form in their mailboxes to fill out for textbook orders unless there is a common book for all sections. In this case the supervisor will order all copies. Even though some courses have more than one section/instructor the Textbook Coordinator receives only one form for each course showing the previous list of books. To have a coordinated and accurate adoption, forms are given to the course coordinators to discuss the books with the instructors who are scheduled to teach the course. If an instructor wants to make any changes on the adoption, the change should be requested through the Course Coordinator instead of each instructor submitting a separate order to the department or directly to the bookstore.

Desk Copies

A desk copy is a book furnished free for an instructor's use when copies of that book have been ordered for use in a specific course. The quickest way to obtain a desk copy is to call the local publisher's representative. These numbers are usually listed online and in the Atlanta phone directory. The Course Coordinator may also have desk copies available.

Field Trips

Instructors who desire to take their class on an off-campus field trip should be aware of the following regulations:

- Attendance on off-campus field trips cannot be required.
- Students must be given the opportunity to do something on campus in lieu of participating in off-campus trips.
- The Department Chair should be contacted (in writing) for administrative approval of the trip.
- All students going on the off-campus trips are to sign a release form prior to departure. These forms may be obtained from the forms tower in the copy room. This procedure may take up to one week, so start early.

Outside Speakers

Instructors must obtain prior approval for inviting outside speakers not affiliated with GSU to the classrooms. A form for this purpose is available in the forms tower, which is located near the mailboxes.

Office Hours

Each instructor and faculty member must list at least two office hours per week during which time students can be assured that you will be available for consultation. Instructors will receive an email at the beginning of each semester asking for their office hours. Please reply to this email by the

deadline stated. If you are unable to keep any of your office hours you should notify the Director of Undergraduate Studies in writing or by e-mail.

Departmental Copy and Fax Machines

An access code is required to use the main copier. Contact the Office Manager at ext 3-6211 to acquire an access code. Please remember that the copy machine and fax machine are to be used only for GSU business.

Audio-Visual Services

The procedure for requesting equipment is an on-line process handled by University Educational Technology Services (UETS). View the request policy at:

<http://www.gsu.edu/~wwwets/labsclassrooms/classrooms/index.html> .

Instructional Support

GLA assignments

On an as-available basis, a GLA in the Department of Psychology may be assigned to provide instructional support. Contact the Director of Graduate Studies for more information on GLA assignments or with requests.

Audio-visual Aids

Tapes. Many tapes are available in the Psychology Clinic. Some of them must be cleared through the Clinic for use in the classroom. Tapes may be checked out only when the Clinic is open.

Overhead Transparencies. Sets of overhead transparencies are available for the following subject areas: Statistics, Perception, Physiology, Heredity, and Learning

Overhead projectors can be checked out from Audiovisual Services. Audiovisual services requests one day advance notice; requests must be made before 2:00 p.m. on the day before the equipment is needed.

Video Tapes A set of videotapes for 1/2 inch VHS systems is available in the department. Please sign up in advance to use cassettes. A VCR system is available through Audiovisual Services. You need to order these systems at least 1 day in advance. Note that VCRs are being phased out in favor of DVD players.

Academic Policies and Procedures

University Policies and Procedures

Note: The psychology department has additional policies and procedures for many of the topics below. Please view the departmental policies and procedures, page 24.

Schedule Revision (Add/Drop/Withdrawal)

Student Add/Drops

Students may add classes during early, regular and late registration periods. A dropped class does not appear on the student's transcript. Late registration is the final opportunity to drop a class without penalty. After the last day of Late registration, only withdrawal from classes will be allowed.

Administrative Add/Drops

Administrative adds and drops occur when anyone other than the student adds or drops the student from a class. Administrative adds/drops are only authorized in the following cases.

Tuition and fee cancellation. Any student who has not paid their tuition and fees may be dropped from her courses by the Registrar.

Failure to take required courses. If GSU policy requires that a student take a certain course(s) either as prerequisites, co-requisites or conditions of enrollment and the student does not take the required course(s), the Director of the SAC or a Director of the college OAA office may drop the student from all her classes. (For example, some students are required to take Regents' Test Prep courses.)

Late award of transfer credit. In those cases in which a new transfer student does not get a transfer credit evaluation until after term has started and evaluation indicates that the student should get transfer credit for a course in which she is currently enrolled, the Registrar's Office, at the request of the Director of the Student Advisement Center (SAC) or a Director of an Office of Academic Assistance (OAA) may drop the student from the course(s) for which she will receive transfer credit.

Faculty schedule adjustment period. For one week following the end of late registration and at the request of the instructor, the Registrar's Office will add or drop students in that instructor's courses.

Misadvisement. Upon approval of the chair of the department offering the course and either the Director of the college OAA office or the Director of the SAC, a student may be dropped if there is documented misadvisement.

Other cases. There may be other cases in which administrative adds and drops are warranted. These adds and drops must be approved by two of the following four individuals: the instructor of the course, the department chair, the associate dean, the dean.

NOTE: The registrar's office will not process ANY drops after the registration period except for cases related to the above. Students requesting be removed from a class will only have the withdrawal as an option.

Student Withdrawal

Students withdraw from a class when a decision has been made to stop attending after the last day of Late Registration. The Office of the Registrar is the official office of notification for withdrawal from classes. If a student withdraws from a class:

After the end of Late Registration but before the semester midpoint, the course will appear on the student's transcript and a grade of either W or WF must be assigned at the instructor's discretion when grades are entered at the end of term; **or**

After the midpoint of the semester, but before the final two weeks of scheduled classes, the course will appear on the student's transcript and a grade of WF will be assigned. For the only exception to this policy, see the Hardship Withdrawal heading in this section

Involuntary Withdrawal

Students are expected to observe all policies governing the class. Faculty must clearly state these policies in the course syllabus. When a faculty member determines that a student is in violation of one of the class policies (e.g., has missed a required assignment or has excessive absences), that faculty member may withdraw the student from the course. Students involuntarily withdrawn prior to the midpoint of the course will be assigned a grade of W or WF by the instructor. Students involuntarily withdrawn after the midpoint of the course will be assigned a grade of WF. Note that a WF is treated as an F for GPA calculation purposes. The instructor will notify, in writing, a student who is involuntarily withdrawn, and within ten days of this notification, the student may petition to the department chair for reinstatement in the course.

Hardship Withdrawal

Students may be granted hardship withdrawals after the midpoint of the semester when nonacademic emergency situations which prevent them from completing their course work occur. Hardship withdrawals are subject to the following restrictions:

- Students are not eligible for hardship withdrawals in any course in which they have completed the course requirements (e.g., taking the final exam or submitting the final project).
- Students must initiate an application for a hardship withdrawal no later than one academic year after the semester in which the courses were taken.
- Hardship status normally applies to **all** the courses a student took in a semester but in some cases may be granted for **some** of a student's courses. Students requesting a hardship withdrawal in some but not all of their courses must provide documentation to justify such a partial withdrawal. If a student is granted a hardship withdrawal (full or partial), the instructors of the courses from which the student is withdrawing must award a grade of "W" or "WF," depending on whether the student was doing passing work as of the effective date of the hardship.

Instructors should not assign a grade of W or WF based on hardship without written proof of hardship approval

Hardship approval usually comes in the form of a letter from the Dean's Office indicating that the student has been awarded a hardship withdrawal. This means that the student's personal plea to the instructor alone is not sufficient. In cases of partial withdrawal, instructors may receive a letter from the dean's office asking for an evaluation as to whether a hardship is appropriate for a particular

student. The instructor's assessment may be a factor in determining approval of a hardship withdrawal.

Decisions regarding hardship withdrawals shall be made by the Dean of Students. The Dean of Students is not authorized to grant exceptions to the two restrictions above. If the student or the faculty members involved in a case wish to appeal the decision of the Dean of Students, or if the Dean of Students feels that an exception to the two restrictions above is justified, the student's case shall be considered by the Hardship Withdrawal Appeals Committee. If the Hardship Withdrawals Appeals Committee is considering granting an exception to the two restrictions above, the instructor of the course(s) in question shall be contacted in advance of the Committee's meeting and offered the opportunity to write a letter to the Committee stating anything the instructor feels is relevant to the case. Appeals of the decisions of the Committee may be initiated by either the faculty or the students involved in the case and shall be heard by the Provost.

Administrative Withdrawal

A student may be administratively withdrawn from the university, when, in the judgment of the Dean of Students, the director of the Counseling Center, and the university physician, if any, and after consultation with the student's parents and/or personal physician, if any, it is determined that the student suffers from a physical, mental, emotional, or psychological health condition which:

1. poses a significant danger or threat of physical harm to the student or to the person or property of others;
2. causes the student to interfere with the rights of other members of the university community or with the exercise of any proper activities or functions of the university or its personnel; or
3. causes the student to be unable to meet institutional requirements for admission and continued enrollment, as defined in the fee payment rules of the university, Student Conduct Code and Policies, and other academic policies of the university.
4. Except in some situations, a student shall, upon request, be accorded an appropriate hearing prior to the final decision concerning his or her continued enrollment at the university. Students who are administratively withdrawn will be assigned a grade of W or WF by the instructor if they are withdrawn before the semester midpoint and a WF if they are withdrawn after the semester midpoint.

Note: Before the above may become necessary, students may be referred for counseling at GSU's Counseling Center (404) 413-1640, the Psychology Clinic for Assessment, Therapy, and Research at GSU (Psychology Clinic), (404-413-6229), or at their local mental health facility. It might be helpful to provide this information on the syllabi for the more clinical courses such as Psychology 3140, 3560, and 3110. The university ombudsperson (404-413-2510) is also available to help resolve disputes and grievances that might arise within the academic community.

Limits on Withdrawals with a Grade of W

1. Students are allowed to withdraw with a grade of W a maximum of six times in their undergraduate careers at Georgia State.
2. The limit on withdrawals does not apply if a student withdraws from all classes during a term before the midpoint. However, students are only allowed to withdraw from all classes prior to the midpoint twice without having their withdrawals count against the limit. Students who withdraw

from all classes a third or subsequent time will automatically receive a grade of WF in their classes if they have reached their limit of Ws.

3. It is possible that a student will withdraw from more than one class in a particular semester and not have enough Ws left to use a W in all those classes. In that case, classes will be awarded a W based on the date and time the student initiated the withdrawal from that class. For example, if a student had taken five Ws in their career at Georgia State and then withdrew from three of the four classes in which the student is enrolled, the student's sixth W allowed would be assigned to the class from which the student withdrew first. The student would receive a WF in the other two classes. In these cases, students may make an appeal to the Student Advisement Center or their Office of Academic Advisement to shift the W from one class to another. Such requests must be made no later than the end of the semester after the semester in which the student withdrew from the classes. (Whether a student is enrolled in the semester after the semester in which the student withdrew from the classes does not change this time limit.) Students may not shift Ws between semesters.

4. The following sorts of withdrawals do not count against the limit on withdrawals with a grade of W.

- Hardship withdrawals
- Grades of WF (withdrawal failing).
- Grade of WM (withdrawal military).
- Withdrawals taken in semesters before Fall Semester 2006.
- Withdrawals taken at other institutions.

5. This policy applies to all degree seeking undergraduate students. It does not apply to non-degree students (such as post baccalaureate students).

Students formally withdrawing from **all** classes may be entitled to a refund of a portion of their fees (see Section 1210).

In an emergency situation that precludes personal action to withdraw from classes, a student may communicate with the Office of the Dean of Students, <http://www.gsu.edu/deanofstudents>.

Class Attendance

The resources of the university are provided for the intellectual growth and development of its students; it is expected that students should attend class regularly. The Department of Veterans Affairs requires that institutions of higher learning immediately report to them when a student discontinues attendance. Georgia State University institutional policy requires that professors report the absence of a veteran student as soon as it is known that the student will not be returning to class. Generally, this should be reported after one week of absences and no later than two weeks of nonattendance by a student. All matters related to student absences, including the making up of work missed, are to be arranged between the student and the professor. All professors will, at the beginning of each semester, make a clear statement in the course syllabus to each of their classes, describing their policies for handling absences. Professors will also be responsible for counseling with their students regarding the academic consequences of absences from their classes or laboratories. Students are obligated to adhere to the requirements of each course and of each professor. Students must be present for announced quizzes, laboratory periods, or final examinations unless the reasons for the absence are acceptable to the professors concerned. A student who is absent because of participation in activities approved by the Provost's Office will be permitted to make up work missed during his or her absence, provided that the student misses no more than 15 percent of class hours per course per semester. If requested, the appropriate university official will provide a memostatting the official nature of the university business in advance of the activity.

Faculty are strongly encouraged to take into consideration religious holidays of the student's faith, summons, jury duty, or similar compelling reasons for absence.

Final Examinations

A student shall not be required to take more than two examinations within one 24-hour period during the published final examination period. More than two examinations within 24 hours are referred to as clustered examinations. A student is considered to have an inappropriate clustering of final examinations when more than two examinations fall within 24 hours (for example, examinations at 8:30 a.m., 11:30 a.m., and 6:00 p.m. on the same day, or examinations at 6 p.m. on one day, and at 8:30 a.m. and 2:30 p.m. on the following day); the student is not considered to have an inappropriate clustering of examinations if the third examination in sequence begins at the same time on the subsequent day as the first examination (for example, 6:00 p.m. on one day, and 2:30 p.m. and 6:00 p.m. on the following day). Students who have three or more clustered examinations may request of one professor that the examination be rescheduled according to the following procedure:

- a. If a final examination was rescheduled and thereby created a “cluster,” the instructor of the rescheduled examination will provide a special administration for the adversely affected student.
- b. If one or more of the clustered examinations is a “common examination” with an established conflict resolution time, the student will request to resolve the conflict by taking one of the common examinations in the conflict resolution time. If two or more of the examinations are “common examinations,” the student may choose which “common examination(s)” is to be rescheduled.
- c. If one of the clustered examinations is not a common examination or the result of rescheduling, the instructor of the middle examination(s) will provide a special administration for the adversely affected student. Students must inform the instructor, in writing and at least 14 days before the beginning of the final exam period, that a clustered examination situation exists with respect to that instructor’s course and that the student will need to take the final examination as a special administration. If a student fails to inform the instructor, in writing and at least 14 days before the beginning of the final exam period, the instructor is not required to provide a special administration of the final examination. Once a student has taken an examination, he or she cannot request a reexamination on the basis of this policy.

Grades

Plus/Minus Grading System

Beginning with the Fall, 2006 term, instructors have had the option of assigning grades on a plus (+) and minus (-) scale for undergraduate and graduate courses (see <http://www.gsu.edu/es/20425.html> for details from Enrollment Services). Departments were encouraged to develop a policy regarding this option.

The Psychology Department Executive Committee approved a recommendation to the faculty on July 20, 2006. The faculty approved the recommendation to create the departmental in a vote on August 7, 2006. In Psychology the use of +/- grades is optional, but standardized across sections of a course. Check with the Course Coordinator for each course’s grading policy. Full text of the Plus/Minus Grading policy as well as recent university-wide changes to the grading scale are in Appendix A of this handbook.

In September of 2008, the BOR authorized Georgia State to add an A+ to its grading scale. The initial response to this policy indicates that the A+ option is very popular with students.

Letter Grading System

Faculty who choose to assign letter grades should use the following guide to specify level of performance in academic courses:

A: Excellent

B: Good

C: Average- Minimum grade required for certain courses, as specified elsewhere in the University catalog.

D: Poor -A grade of D, while giving credit hours, will not apply toward the degree in courses requiring a grade of C or higher.

F: Failure -This grade indicates failure. No credit toward graduation is given for a course in which a grade of F was received.

WF: Withdrawal While Failing

This grade indicates failure. No credit toward graduation is given for a course in which a grade of WF was received. A WF and F are treated the same for GPA calculation purposes. WF indicates that the student

1. Voluntarily withdrew from a course before the midpoint of the grade period while doing failing work,
2. Was involuntarily withdrawn from a course before the midpoint of the grading period while doing failing work,
3. Voluntarily withdrew from a course after the midpoint of the grading period and was not awarded a hardship withdrawal, or
4. Was involuntarily withdrawn from a course after the midpoint of the grading period and was not awarded a hardship withdrawal. (See “W: Withdrawal” below,)

The following grades are approved for use in the cases indicated but will not be included in the determination of a student’s cumulative grade point average:

W: Withdrawal

This symbol indicates that a student, doing passing work, withdrew or was withdrawn from the course without penalty.

I: Incomplete

The notation of “I” may be given to a student who for nonacademic reasons beyond his or her control is unable to meet the full requirements of a course. In order to qualify for an “I”, a student must:

1. Have completed most of the major assignments of the course (generally all but one); and
2. Be earning a passing grade in the course (aside from the assignments not completed) in the judgment of the instructor.

When a student has a nonacademic reason for not completing one or more of the assignments for a course, including examinations, and wishes to receive an incomplete for the course, it is the responsibility of the student to inform the instructor in person or in writing of the reason. A grade of incomplete is awarded at the discretion of the instructor and is not the prerogative of the student. Conditions to be met for removing a grade of incomplete are established by the instructor. Registering in a subsequent semester for a course in which a grade of incomplete has been received will not remove the grade of incomplete.

IP: In Progress

This symbol indicates that credit has not been given in courses that require a continuation of work beyond the term for which the student registered for the course. The use of this symbol is approved for dissertation, thesis, and project courses (such as student teaching, clinical practice, and internships).

The IP notation may be replaced with an appropriate grade by the instructor. This symbol cannot be substituted for an "I." This grade is used in the Learning Support Program (LSP) to indicate that a student has demonstrated academic growth in the course; however, the level of achievement is not sufficient to meet all of the course requirements. In LSP, the grade of IP is a permanent grade and does not meet the minimum exit criteria for any course in the program.

S: Satisfactory

This symbol indicates that credit has been given for completion of degree requirements other than academic course work. The use of this symbol is approved for dissertation and thesis hours, student teaching, clinical practicum, internship, and proficiency requirements in graduate programs.

U: Unsatisfactory

This symbol indicates unsatisfactory performance in an attempt to complete degree requirements other than academic course work. No credit will be given. The use of this symbol is approved for dissertation and thesis hours, student teaching, clinical practicum, internship, and proficiency requirements in graduate programs.

Audit

This notation is used when a student has audited a course. Students do not earn academic credit for such courses.

Credit-by-examination

This symbol indicates that a student was given credit for a course based on successful performance on an examination approved for this purpose.

NR: Not Reported

This symbol indicates that a student's grade was not reported to the Registrar's Office by the deadline for reporting grades for the term as published in the on-line *Registration Guide*.

Grade Appeals

The grade appeals procedure is appropriate only when there is alleged capricious, arbitrary, or discriminatory behavior on the part of the instructor. The professional judgment of the instructor cannot be challenged or appealed by these procedures.

- a. Arbitrary refers to a grading decision for which there is no sound academic reason, or a decision based solely on preference or whim.
- b. Capricious refers to a grading decision not resulting from a reasonable and announced grading policy and procedure.
- c. Discriminatory refers to a grading decision reflecting differential treatment based on race, religion, color, age, sex, sexual orientation, disability, or national origin.

Grade Adjustments

A course grade that has been reported by the instructor to the Registrar and recorded cannot be changed except in the following circumstances:

Error in grade. An incorrect course grade will be changed by the Registrar upon receipt of a properly executed Grade Adjustment form signed by the instructor of the course and the chair of the department in which the course is offered. In the case of a successful student appeal under the established grade appeals procedure of the college involved, an incorrect course grade will be changed by the Registrar upon the receipt of a written request from the dean of the college in which the course is offered.

Removal of an Incomplete. A student receiving a grade of “I” (incomplete) is expected to consult with the instructor within the prescribed time limit and to complete all necessary work. The period of time given to a student to remove a grade of I is established by the instructor, subject only to the maximum time limit set by the university. The university requires that a grade of I be removed not later than the end of the second academic term after the grade of “I” was assigned (whether or not the student was enrolled during these two terms). The Office of the Registrar will assign a grade of F at the end of the second academic term unless the Office of the Registrar receives an approved grade adjustment form from the instructor. Using the grade adjustment form, instructors may change this F to any authorized academic grade (e.g., A, B, C, D, S, etc.) but may not change it back to an “I”. In exceptional cases, departments may authorize students to have an “I” grade for more than two semesters. Such authorizations must be approved by the department chair. The authorization to extend the I beyond two semesters must be renewed each semester. Students need not be enrolled to complete assignments for a course in which a grade of I has been assigned. Auditing or retaking the same course will not remove a grade of I. Each grade change must receive the approval of the chair of the department offering the course before the change may be recorded by the Registrar, except for administrative grade changes such as the required changes of grade of I to a grade of F as specified above. Grade assignments that violate university policy should be corrected by the appropriate instructor with the approval of the appropriate department chair. The Registrar is responsible for ensuring that recorded grades are as prescribed by university policy and the regulations of the Board of Regents of the University System of Georgia. A request for a change of grade assigned by an instructor who has left the university should be addressed to the chair of the department.

Psychology Department Policies, Procedures and Helpful Tips

Faculty Schedule Adjustment Period

Any adds or drops will be processed by the post-registration schedule revision form for one week after the late registration period. Add/Drops are made via Psy Reg Approve. Please see Appendix B for detailed information on using Psy Reg Approve to add/drop.

If you add a student after course assignments have already been due, be sure to clearly communicate how those missed assignments will affect the student's course grade before submitting the add request.

Midpoint

Instructors should verify rolls again at midpoint and withdraw or drop any students for non-attendance. This will cut down on the number of students remaining on the roll for which instructors have no grades.

The Difference Between a Withdrawal and a Drop

Withdrawal

The course remains on the student's academic record and a grade of W or WF is assigned. If the student withdraws prior to the midpoint, the instructor can decide based on the student's performance at the withdrawal date whether to assign a W or a WF. If a student withdraws after the midpoint, a grade of WF must be assigned.

Drop

The course record is removed entirely from the student's record. No grade is assigned. This is ONLY allowed during the add/drop period during the first week of school or during the faculty adjustment period one week after or for exceptions noted in Section IV (A) of this handbook.

See Appendix B for registration adjustment procedures.

Helpful tips about hardship withdrawals

Students must get written approval for a hardship withdrawal. This written approval is then sent to the department directly from the registrar's office. Do not complete a grade change form for a student claiming hardship without having seen the paperwork first. If an instructor checks the hardship box, the registrar's office will send the grade change form back if their records show that a hardship in fact has not been granted.

Exams

Make-up exams

Although undergraduate students should be strongly discouraged from missing regularly scheduled examinations, there will be some few occasions when an absence is unavoidable. The Psychology Department has adopted the following uniform make-up examination policy for all psychology courses. (Note: this policy is for major examinations. It is not for short quizzes.)

- Students who miss a regularly scheduled examination may take a make-up examination if their absence is excused by the instructor.

- The instructor will determine if the absence is excused based on written documentation submitted by the student in a timely manner. In general, serious medical problems, dire circumstances, or both (if documented) would constitute a basis for excusing an absence.
- An explanation of this make-up examination policy must be included in the syllabus.

Scheduling and facilities

Most instructors find it convenient to schedule one day before the final exam period when all make-up tests are taken. It is the instructor's responsibility to arrange a room for the make-up tests.

A detailed explanation of the make-up examination policy must be stated in the syllabus. The University Testing Office may administer make-up or students may take the exam in the instructor's office. Refer to <http://www.gsu.edu/~wwwcou/makeup.htm> for more detailed information.

Do not send students to the 11th floor urban life since staff cannot proctor exams

Final Exams

Final Exams are to be given during Exam Week at the day and time designated by the University. The exam schedule is located on-line at http://www.gsu.edu/es/exam_schedule.html. See Section IV of this guide for further information on University Policies regarding Final Exams.

Students with Disabilities

You may be asked to accommodate students with disabilities by, for example, allowing test administration in an alternate location. It is the responsibility of the student to notify the instructor of any special needs and provide documentation from the Office of Disability Services. A copy of the handbook for students with disabilities in which available resources are described is available from the Office of Disability Services, 230 New Student Center, 404/413-1560 or 463- 9044 TDD/Voice). That office and Student Support Services, 152 University Plaza, 404-413-1680, work closely together in providing services for faculty and students.

Grades

Things to Remember

1. If a student is on the grade roll, a grade must be entered, *even if*, they have not attended class or completed any assignments, quizzes or exams. The only appropriate grade in this case is F. (*Ideally, this will not happen since students who have not attended will have been dropped either on the first day of class or by midpoint.*)
2. In Psychology the use of +/- grades is optional, but standardized across sections of a course. Check with the Course Coordinator for each course's grading policy.

See Appendix A for the department's +/- grading policy

3. Incompletes – can only be given for non-academic reasons and only when generally all but one assignment or exam has been completed. Forms are located in the forms tower in the 11th floor copy room.

4. Auditing student – Students must register to audit a class. No student should be in a classroom unless they are enrolled either as an auditing or grade seeking. A grade of “V” should be assigned for auditing students.
5. Team taught courses – Only the primary instructor of record can enter grades. This should be determined when faculty workloads are established. The Undergraduate Administrative coordinator must be notified as soon as the primary instructor of record has been identified.
6. Multi-section courses - In courses with multiple sections, each section must adhere the same policy for assigning letter grades (including +/- grading) in relation to percentage of total points earned (e.g., A- = 90% - 92%).

Grade Adjustments

See Appendix B for Grade Adjustment Procedure

Grade Appeals

Students are first encouraged to make an appointment with the instructor of the course to discuss the grade. If grade remains the same and the student still believes this is in error, he or she should then meet with the Director of Undergraduate Studies. After meeting with the DUS, the student may choose to file an appeal in writing to the Department Chair. The appeal must specifically allege that the grade given was arbitrary, capricious or discriminatory and provide all evidence supporting his or her claim.

Prerequisites – Prerequisites are checked automatically on-line. Students will not be allowed to register unless they have the prerequisite on record.

Waivers – Waivers are allowed for the following:

1. Transient students,
2. Post-baccalaureate students, or
3. In rare cases for students who need a waiver in order to graduate. (The courses must be the only ones left to take)

/If an instructor is approached by a student in class, do not in any way indicate approval of a prerequisite waiver for a course. Prerequisites have been established by the department faculty and the student must be evaluated first to determine if any of the conditions in part “A” above apply.

Simply direct them to request a waiver on-line.

All requests are subject to seat availability.

Research and Applied Practicum – Students must come in for advisement in order to be eligible for practicum. Students can only obtain forms from the department advisor by coming in for an appointment. The practicum forms will no longer be kept in the forms tower. Once the advisement session has been completed, the form will be given a unique advisement code (to prevent duplication by students trying to avoid advisement) which indicates proof of advisement. Do not sign off on any practicum form unless this code is on the face of the document in red ink.

- a. Registration for Practicum ends on the last day of phase III. NO APPLICATIONS WILL BE PROCESSED AFTER THIS DATE.
- b. If an instructor is approached by a student wanting to do a practicum, refer them to advisement first. Do not indicate approval in any way as the student must be evaluated first for GPA and other prerequisite requirements.

Evaluations

- a. Evaluations are all done online. The evaluation period is generally 1-2 weeks before the semester ends and 1-2 weeks after the new semester begins. Specific dates will be published at that time.

- b. TBA courses are not automatically evaluated therefore instructors in TBA courses must notify the department scheduler if evaluations are desired as soon as they become aware that they are teaching a TBA course.
- c. Evaluation results may be viewed online. Instructors will be notified when the results are available.
- d. Team taught courses – All instructors on a team taught course can be evaluated on-line.

APPENDICES

Appendix A: Plus/Minus Grading

Psychology Department Plus/Minus Grading Policy

Beginning with the Fall, 2006 term, instructors will have the option of assigning grades on a plus (+) and minus (-) scale for undergraduate and graduate courses (see <http://www.gsu.edu/es/20425.html>) for details from Enrollment Services). Departments were encouraged to develop a policy regarding this option.

The Psychology Executive Committee has considered the potential advantages, disadvantages, and ambiguities of plus/minus grading and recommends the following policy:

1. Instructors of psychology courses may use plus/minus grading so long as
 - (a) the course syllabus clearly specifies how all grades (including plus/minus grades) will be awarded,
 - (b) the instructor assigns grades in strict accordance to the guidelines of the syllabus, and
 - (c) the syllabus includes the reminder that “Courses or criteria that require a grade B or C will continue requiring the same. Grades of B- or C- will not fulfill the requirement.”
2. Instructors who elect not to use plus/minus grading for a course must indicate this clearly on the syllabus.
3. Recognizing issues of academic freedom, no department-wide system for awarding points and grades is prescribed. However, course coordinators, in consultation with instructors, are responsible for ensuring that a uniform procedure for assigning plus/minus grades is used for all sections of each multi-section course each semester.

In this period of transition, clarity and consistency will be keys to implementing plus/minus grading in a way that minimizes student complaints and grade appeals. Each instructor should read the information at <http://www.gsu.edu/es/20425.html> and should understand how assignment of plus/minus grades affects students’ qualification of prerequisites, eligibility for Honors or other GPA-based activities, and financial aid.

Approved by EC 20-July-06
Submitted to the faculty for approval 20-July-06
Approved by faculty vote, 7-August-06

Motion on A+ Grading
Passed by Admissions and Standards, October 2, 2008

Effective Spring 2009 The grading scale is modified as follows:

Additions

A+	4.30
A	4.00
A	3.70
B+	3.30
B	3.00
B	2.70
C+	2.30
C	2.00
C	1.70
D	1.00
F	0.00
WF	0.00
IP	0.00

Rationale:

In September of 2008, the BOR authorized Georgia State to add an A+ to its grading scale. Many

students and faculty have been asking for an A+ ever since we went to plus-minus grading. Therefore, we will to implement the A+ as soon as possible.

This motion does not preclude the broader evaluation of plus-minus grading that will be undertaken this year. The BOR's authorization to use plus-minus grading was as a three-year pilot. We are in the third year of the pilot and it should be reviewed.

Appendix B

Registration/Grade Adjustment Procedures

- Staff cannot initiate adds, drops, or withdrawals after the first week of classes.
- Staff cannot initiate grade adjustments; only instructors can initiate grade adjustments.
- All department level approval must come from the assigned Groupwise department approval mailbox (*psy reg approve@langate.gsu.edu*).
- Do not send registration or grade change requests to the Chair or staff administrator (Tenagne) directly. They must be sent to the e-mail address above. Nothing from the staff administrators personal e-mail account can appear anywhere in the e-mail. If you are on campus and are using Groupwise you should be able to begin typing “psy reg approve”. . .) and the rest of the field should populate on its own. If not, simply type in the address above (SPACES MUST BE INCLUDED).
- Do not send requests as attachments nor forward them as attachments. The text must be in the body of the e-mail.
- Multiple actions for registration adjustments are allowed in one e-mail for the same student ONLY as long as all adjustments are in the requesting department; for example if you are adding a student followed by a grade change.
- Grade adjustments, however, require a separate request per grade change even if you are teaching two classes that happen to have the same student.
- DO NOT include more than one student in the same adjustment request.
- If you use a non-GroupWise account or access Groupwise from off campus you must use the underscore "_" as place holders instead of spaces.

Example:

In GroupWise: *Psy Reg Approve@langate.gsu.edu* (with spaces)

In Panther/Student: *Psy_Reg_Approve@langate.gsu.edu* (with underscores)

Registration Adjustments

Simple Adds/Drops/Withdrawals – Current Term

Adding a student to a course -- The instructor should draft an e-mail requesting that the course be added to the student’s record and send it to the Chair at the address,

Psy Reg Approve@langate.gsu.edu for approval. Once approved, the Chair will then forward it on to *Registration Adjustment@gsu.edu*.

Dropping or Withdrawing a student from a course: If a student needs to be dropped or withdrawn from a course, the instructor must send an email to the Chair at

Psy Reg Approve@langate.gsu.edu for approval. Once approved, the Chair will then forward it to *Registration Adjustment@gsu.edu*.

The instructor must include the following:

In the Subject line:

Student name, “ADD”, “DROP” or “WITHDRAW” (DO NOT INCLUDE ID# IN THE SUBJECT HEADING)

In the body of the email:

1. Student’s name and Panther ID #
2. Course subject, number, CRN, Sem/Yr– (example Psyc 1101 CRN 12345 SP 08)
3. Brief (but complete) reason for add, drop, or withdrawal.
4. If withdrawal, estimate and include the last date of attendance.
5. If withdrawal, assigned Grade of W or WF (WF grade will automatically be assigned if withdrawal date is past the midpoint).

Complex Adds/Drops/Withdrawals – Post Term

In order to add/drop/withdraw a student post term, the request will need to be approved by the Chair/Director (*Psy Reg Approve@langate.gsu.edu*) and the Dean’s Office (*COAS Reg Approve@langate.gsu.edu*) before it is forwarded to “*Registration Adjustment@gsu.edu*”.

Only the Chair can forward to the Dean’s office.

The instructor must include the following:

In the Subject line:

Student name, “ADD, DROP” or “WITHDRAW” (DO NOT INCLUDE ID# IN THE SUBJECT HEADING)

In the body of the e-mail:

1. Student’s name and Panther ID #
2. Course Subject, number, CRN, Sem/Yr – (example Psyc 1101 CRN 12345 SP 08)
3. Brief (but complete and reasonable) rationale for add, drop, or withdrawal.
4. Assigned Grade: A, B, C, D, etc. (if a late add).
5. If withdrawal, estimated last date of attendance and assigned grade of W or WF.

Grade Adjustments

Simple Change of Grade

If an instructor would like to make a simple change of grade, (*ex. C to B, I to A, NR to letter grade, etc.*), the instructor should draft an e-mail to the Chair

(*Psy Reg Approve@langate.gsu.edu*) requesting the grade change. Once approved, the Chair will then forward it to *Grade Adjustment@gsu.edu*.

The instructor must include the following:

In the Subject line:

Student name, then “GRADE CHANGE”

In the body of the e-mail:

1. Student’s name and Panther ID#
2. Course Subject, number, CRN, Sem/Yr– (example Psyc 1101 CRN 12345 SP 08)
3. Current Grade

4. Assigned Grade
5. Brief reason for grade change – ex. error in grade, removal of incomplete or in progress, not on grade roll

Complex Change of Grades require approval of the Dean's Office

COASReg Approve@gsu.edu before being sent to *Grade Adjustment@gsu.edu*

Example: W to letter grade, W to I. Once this type of change has been forwarded by the instructor to the “psy reg approve” account, the Psychology Chair will forward the request to the Dean's office.

Other Grade Issues

Called to Active Military Duty

This will remain a paper process. If a student is called to active military duty, copies of their orders need to be sent to the Registrar's Office so that their status code can be changes to “MC”. This code will credit their account. The student should be issued “Ws” for each class that semester. The “MC” code will prevent the system from charging them for the “Ws.” If the account hold does not automatically go away, contact the Registrar's Office.

Never, never leave a grade field blank

If, in spite of all efforts to prevent such circumstance through role verification process, a student still remains on the role at the end of the semester but has never attended class or taken any tests or completed any assignments, A GRADE STILL MUST BE ENTERED FOR THAT STUDENT. The registrar's office generally recommends an “F” in cases like this. Moreover, on the grade drop down menu, the option of W will not be available. In order to prevent this from happening and the resulting backlash from an upset student, it's best to go ahead and check rolls periodically through the semester and then withdraw non attending students by the midpoint by sending the request through the registration adjustment process.

GP (Grade Pending)

In the case of “Grade Pending” in which academic dishonesty is usually involved, there seems to be two schools of thought:

- 1) Leave the grade field blank and contact Stephanie Mullis in the Dean's office (ext 3-5000) and she will enter a grade of GP.
- 2) Go ahead and assign whatever grade the instructor believes is applicable according to his/her academic dishonesty policy; for example, assigning one grade lower than what would have been without the Academic dishonesty or assigning an F.

Outcomes of either option

Option 1: This is potentially problematic because leaving the grade field blank will result in the course showing up on the “Not Reported Grades” lists generated by the Dean's office. As a result, the department will be under pressure to submit a grade if the GP has not yet been added.

Option 2: Less problematic because the Dean's office will be happy that all grades are entered and any changes can be processed by a simply grade change request.

Withdrawals

- 1) If a student withdraws before the midpoint **YOU STILL MUST SUBMIT A GRADE AT THE END OF THE SEMESTER!!!** You have the option of assigning a W or WF in this case.
- 2) If the student withdrew **AFTER** the midpoint, the grade field should automatically be populated with a WF.
- 3) W or WF is not an option for students who remain on the roll without having withdrawn.

Incompletes

If an instructor would like to extend an Incomplete after the allowable terms, an e-mail must be sent from the Chair to *Grade Adjustment@gsu.edu* requesting the extension. Please indicate in the rationale that an extension is being requested.

General Reminders and Considerations

1. If a student receives a “W” or “WF”, they are still responsible for paying for the course (unless they have been called to active military duty).
2. A grade of “F” cannot be changed back to an “I”.
3. Effective Fall 2003, no student can graduate with an incomplete on their record.
4. When assisting students, please be clear when describing administrative drops and administrative withdrawals.

Appendix C

2009 Course Coordinators

Number	Course Name	Supervisor
Psyc 1100	Natural Science Aspects of Psych (Intro Biopsych)	Owren
Psyc 1101	Intro to General Psychology	Garfin
Psyc 2040	Intro to Applied Psychology	Peterson
Psyc 2050	Intro to Drugs and Behavior	Huhman
Psyc 2070	Intro to Human Sexuality	Peterson
Psyc 2080	Sex, Evolution and Human Behavior	Owren
Psyc 2101	Intro to the Psychology of Adjustment	R. Cohen
Psyc 2103	Intro to Human Development	Garfin
Psyc 3010	Psychological Statistics	Goode
Psyc 3030	Principles and Methods of Psyc. Investigation	Darnell
Psyc 3110	Psychology of Interpersonal Behavior	R. Cohen
Psyc 3140	Abnormal Psychology	Robins
Psyc 3450	Health Psychology	Armistead
Psyc 3510	Intro Research Design & Analysis	Darnell
Psyc 3520	African American Psychology	Watts
Psyc 3530	Advanced Research Design & Analysis	Darnell
Psyc 3560	Leadership and Group Dynamics	N/A
Psyc 4020	Social Psychology	Stewart
Psyc 4030	Cross Cultural Psychology	Watts
Psyc 4040	Developmental Psychology	Sevcik
Psyc 4100	Cognitive Psychology	Kleider
Psyc 4110	Physiological Psychology	Petrulis
Psyc 4120	Learning	Washburn
Psyc 4130	Sensation and Perception	Clarkson
Psyc 4160	Theories of Personality	Parrott
Psyc 4300	Adolescent Psychology	Kuperminc
Psyc 4510	Community Psychology	Kuperminc
Psyc 4560	Animal Behavior	Brosnan
Psyc 4610	Psychology of Aging	Pearman
Psyc 4620	Psychology of Women	Cook

updated August 12, 2009

Appendix D

Course Coordinator Role

Course coordinators are appointed by the chair in consultation with the faculty member and the Director of Undergraduate Studies. Any member of the regular faculty (but not visiting faculty or adjunct faculty) can serve in this role.

1. With the advent of the learning outcomes initiative, and in response to sufficient evidence of ambiguity in the coordinator role, the following describes roles for course coordinators:
Learning outcomes. Meet with instructors to discuss learning outcomes and their implementation. If applicable, develop, in consultation with instructors, learning outcomes assessment methods; oversee implementation of assessment, and enter data and analysis into the WEAVE Online system*.
2. **Pedagogical consultation.** Provide pedagogical support/consultation to GTAs, VLs, and faculty in terms of course design, management, grading, and quality either in supplement to the department's identified teacher trainer, or as a primary source where expertise in subject matter is needed. Specific duties include but are not limited to the following:
 - a. Recommend textbooks for sections that will be taught by GTAs and VLs, coordinate the selection of textbooks when this should be standardized across sections, and serve as the contact person for Tenagne with respect to textbook orders for the course.
 - b. Evaluate course syllabi before each term for all sections taught by GTAs and VLs for quality and content, and consistency with department, college, and university policies (including the plus/minus grading policy). For courses with multiple sections, course coordinators should examine syllabi for all instructors (including regular faculty) to ensure the appropriate level of consistency.
3. **Review student evaluations of instruction.** Review student evaluations for GTAs teaching sections of the course and contribute to the evaluation of whether a particular instructor is qualified for the course (e.g., by communicating information to the Director of Graduate Studies).
4. **Provide consultation regarding problematic situations.** Be available, when needed, to consult and to assist the Director of Undergraduate Studies and others in helping instructors to handle challenging situations that arise, including responding to problematic students, addressing students' complaints, and time management.
5. **Respond to petitions for course substitutions.** Evaluate petitions from students (through Tenagne) to consider a course from another institution as comparable.
6. **Identify or recruit instructors.** Course coordinators may be called upon to suggest (or to help recruit) instructors for unstaffed sections of a particular course.

** Note that only a subset of departmental courses require data and analyses to be entered into WeaveOnline.*

approved by EC 19-October-07

Appendix E

University System of Georgia Copyright Policy

Policy on the Use of Copyrighted Works in Education and Research

As a system devoted to providing the highest quality undergraduate and graduate education to students; pursuing leading-edge basic and applied research, scholarly inquiry, and creative endeavors; and bringing intellectual resources to the citizenry, the University System of Georgia is committed to respecting the rights of copyright holders and complying with copyright law. The University System of Georgia recognizes that the exclusive rights of copyright holders are balanced by limitations on those rights under federal copyright law, including the right to make a fair use of copyrighted materials and the right to perform or display works in the course of face-to-face teaching activities.

The University System of Georgia facilitates compliance with copyright law and, where appropriate, the exercise in good faith of full fair use rights by faculty and staff in teaching, research, and service activities. Specifically, the University System of Georgia

- informs and educates students, faculty, and staff about copyright law, including the limited exclusive rights of copyright holders as set forth in 17 U.S.C. § 106, the application of the four fair use factors in 17 U.S.C. § 107, and other copyright exceptions;
- develops and makes available tools and resources for faculty and staff to assist in determining copyright status and ownership and determining whether use of a work in a specific situation would be a fair use and, therefore, not an infringement under copyright law;
- facilitates use of materials currently licensed by the University System of Georgia and provides information on licensing of third-party materials by the University System; and
- identifies individuals at the University System and member institutions who can counsel faculty and staff regarding application of copyright law.

Please refer to <http://www.usg.edu/copyright/> for more information, resources, and tools – including the Fair Use checklist