

## **Policies and Procedures**

### **Academic Honesty**

Academic honesty and integrity are important characteristics for any institution. In accordance with ETSU's and the Psychology Department's commitment to integrity, policies regarding academic honesty have been adopted. For a more complete overview of the University's policies, students are encouraged to refer to the current ETSU Graduate Student Handbook. Copies are available online at: <http://www.etsu.edu/reg/catalog/graduate.aspx>.

Included in the policies on academic honesty are statements about plagiarism, fabrication, cheating, and misconduct. Plagiarism is the use of another person's words, ideas or data as one's own. Work submitted for credit that includes another's words, ideas or data is to be appropriately referenced. Any work submitted certifies the originality of all work unless otherwise identified and acknowledged. Plagiarism covers both published and unpublished sources. Fabrication is the use of invented or falsified research or findings. This includes citing material not contained in a source, listing sources in a bibliography that are not used, submitting fictitious data, and presenting work prepared by another as one's own. All thesis and dissertations must be submitted to Turn-It-In before being submitted to the graduate school.

Cheating is the act or attempted act of deception by which a student misrepresents that they have mastered material or information on an academic exercise. This includes copying another's material, allowing someone to copy your material, unauthorized use of notes and texts, unauthorized collaboration on assignments, and taking a test for another individual. Other misconduct includes: stealing test answers or questions; selling test answers or questions; bribing a person to obtain test answers, questions or information; changing or altering a grade on a test or in a grade book; and being an accessory to the previously stated actions. Academic misconduct is considered a grave offense by all faculty as it should be by all upright students, and its discovery will be treated accordingly; punishment may include dismissal from the program.

### **Academic Performance**

All graduate students must maintain a 3.0 GPA to remain in good standing with the graduate school at ETSU. In addition, the program requires all students to obtain no less than a B in all coursework. If this occurs, a student must repeat the course or a portion of the course, or retake an exam, at the discretion of the instructor. If a student wishes to repeat a course all

grades are used in computing grade point average. The grade earned on the repeat does not replace the original, but may be considered in faculty evaluations of students.

Academic departments are required to retain grade documentation for a period of one year. Specific student concerns regarding academic records must be addressed within one academic year from the date of posting of grades for the term in question.

### **Academic Probation**

When the cumulative grade point average falls below 3.0, the graduate student will be placed on academic probation. If the student does not achieve a 3.0 cumulative grade point average at the conclusion of one probationary semester, the Dean of the School of Graduate Studies and appropriate college/departmental/program officials will determine whether the student should be dismissed from graduate study at ETSU or continued on probation. No student will be allowed more than two probationary semesters, whether consecutive or cumulative. At the end of a second probationary semester a student whose cumulative grade point average is still below 3.0 will be dismissed from graduate study. A student will be removed from probationary status upon attaining a cumulative 3.0 grade point average. When an "I" grade converts to an "F" after one calendar year, the GPA is adjusted retroactively; consequently, a student may be subject to dismissal without a probationary term.

### **Dismissal**

Students may be dismissed from the School of Graduate Studies for such reasons as academic misconduct; failure to meet conditions of admission; failure to meet a requirement of the program; exceeding the allowed number of probationary semesters; recommendation from the Psychology Department for unethical or grossly unprofessional behavior; etc. Students who have been dismissed from the School of Graduate Studies may address a written request for reinstatement to the Chair of the Department of Psychology within 30 days of receipt of the dismissal notice. The request should include reasons why the reinstatement should be considered. The department will review the request for reinstatement and make recommendations to the dean of the Graduate School. If the request is denied at the departmental level, the student may then direct a written appeal to the dean of the Graduate School, and a final decision will be made in accordance with policies established by the Graduate Council.

