

PSCH 352 (Memory & Cognition)

Instructor

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Policies Regarding Extra Credit, Late Submissions, Incomplete, Withdrawal, and Academic Dishonesty.

The following policies are in effect in 352 (Memory & Cognition).

Policy on 'Extra' Credit

There are **no** extra credit activities other than those described in the syllabus. Taken together, the activities described in the syllabus are sufficient to earn you more points than you need for an "A" grade; hence, there is no need for yet other credit activities.

Policy on Late Submissions, Missed Exams

Reports (the Group Discussion Report, the Memory Diary, the lab reports) and all other types of course work with a due date are penalized with 1 point for each day, including weekend days, that they are handed in late. The lowest score you can get is zero; we don't do negative points.

The Final Examination consists of three parts. The first two parts serve as the make-up opportunities for the two mid-term exams. The make-up opportunities for the third and last part of the final will be limited to taking the final examination late in the day before the scheduled time, or early in the day after the scheduled time (unless the final falls on a Friday). You have to contact Dr. Ohlsson ahead of time and get his permission to take the Final Exam at one of the make-up opportunities. The main valid reason for permission is that you have a scheduling conflict with a final exam in some other course, or that you have an emergency (see below).

You can turn something in late without penalty or take an exam at some other time than the scheduled one, if and only if you have an emergency. The following count as emergencies:

- (a) You require medical attention for the sake of your own health, you email Dr. Ohlsson well in advance, and you supply him with a letter from your doctor or similar document confirming the necessity of having the treatment at a time that interferes with the course requirements. The letter has to include the name of the doctor and a phone number that Dr. Ohlsson can call to verify the appointment; notice that the receptionists of clinics typically refuse to answer questions of this sort for privacy reasons. It is your responsibility to provide Dr. Ohlsson with a phone number to someone who will verify that you needed medical attention. Dr. Ohlsson will give you a new due date for the course requirement. The same penalty rules apply to the new due date.

- (b) You attend the funeral of a close family member. Same rule applies: You have to email Dr. Ohlsson ahead of time, and supply the name and a phone number to someone at the funeral home who can verify that the funeral is taking place. Dr. Ohlsson will give you a new deadline for the course requirement; the same penalty rules apply to the new deadline.
- (c) You or a member of your immediate family (parents, siblings, spouse, child) experienced an emergency that happened at such a time that you could not tell Dr. Ohlsson ahead of time. As soon as possible afterwards, you must email Dr. Ohlsson and also supply him with a letter from the doctor or some other official confirming the emergency. The letter has to include the name of the doctor or official and a phone number where he or she can be reached to verify. Dr. Ohlsson will give you a new deadline for the course requirement; the same penalty rules apply to the new deadline.
- (d) If you have a scheduling conflict with a religious celebration or practice, if you have followed the UIC policy and reported the potential conflict in the first 10 days of classes, and it is not possible for you to resolve the conflict by handing in the course work early.
- (e) You can take the final examination on an alternative time if you have a scheduling conflict with another final exam and you have emailed Dr. Ohlsson ahead of time and gotten his approval.
- (f) There are no other exceptions to the due dates, exam times and penalty rules. In particular, being arrested by the police, attending a wedding or having booked a vacation flight before the end of finals week do not count as valid reasons for an exception to these rules.

When you get permission to hand in or perform course work late, the permission is not an open-ended license to hand in the course work whenever. Dr. Ohlsson will give you a new due date based on what seems reasonable in the individual case. The same policies and rules then apply to that new due date.

Policy on Incomplete

Dr. Ohlsson will only assign an "I" (Incomplete) grade if (a) the student is on track to at least a passing grade, (b) the student has been struck by an emergency or event beyond his or her control that seriously interferes with his or her academic work over the rest of the semester, (c) the remaining part of the course work is small enough so that it is reasonable that the student can complete it on his or her own, and (d) the student agrees to a specific plan for how to complete the course work, and by what date. If the course work is not completed by the agreed-upon date, Dr. Ohlsson will change the "I" grade to whatever the student's grade would have been, had the "I" grade not been given in the first place.

Policy on Late Withdrawal

Notice that Dr. Ohlsson will not sign withdrawal slips late in the semester unless told to do so by a senior UIC administrator.

Policy on Academic Dishonesty

If Dr. Ohlsson encounters evidence of academic dishonesty, he always reports this to the UIC Senate Committee on Student Discipline and requests a formal hearing. If the student is found to be guilty of academic dishonesty, the hearing can result in disciplinary action over and above the consequences for the student's grade in the class. Disciplinary actions can range from a letter of reprimand to dismissal from the university.

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