



## Academic Policies and Procedures

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## ACADEMIC DISHONESTY

**Form Used:** <https://clas-forms.asu.edu/content/faculty-academic-integrity-violation-report-form>

Steps:

1. Faculty-student discussion. If you suspect a student of violating the Academic Integrity Policy, all allegations should be discussed with the student in-person.
2. Faculty member issues sanction if they deem a violation has occurred. Faculty may assign:
  - a. Lower assignment grade
  - b. Lower final grade
  - c. XE – Failure due to academic dishonesty, suspension, expulsion
    - i. Assigned by the college
    - ii. Start process by completing incident form
3. [Faculty must report incident using Academic Integrity Violation Report Form](#)
  - a. Include Associate Chair's contact information on form
  - b. Notify department staff and associate chair of any violations

## BACKDATED DROP/WITHDRAWAL (FOR TERM NOT CURRENTLY IN SESSION)

**Form Used: Academic Record Change (ARC)**

The department does not approve backdated drop or withdrawal requests. Students may email [physics.info@asu.edu](mailto:physics.info@asu.edu) with questions.

## COURSE OVERRIDES

**Form Used:** <https://clas-forms.asu.edu/all/clas-course-override-form>

**Overrides for physics majors may be sent directly to advisor**

Students may request a course override for the following:

1. Not Meeting Requisites – Instructors may approve a student to take their course if they do not have the proper requisites.
2. Department/Instructor Consent – Instructors may grant permission to a student to take a course for which there is department/instructor consent needed.
3. Course Full – **Course full overrides are NOT granted for general studies courses held in university space or labs (PSF 101, PSF 123, PSF 173, all H-wing Labs).** Course full overrides will be granted on a case-by-case basis for courses in department rooms (PSF 462, PSF 366, PSH 355, PSH 356).
4. Reserves – Some courses are reserved for specific majors. General Studies courses (111, 112, 121, & 131) have strict reserves in place and the department will not approve any requests for reserve overrides on these courses. Staff may modify reserves for *major's* courses on a case-by-case basis.

## COMPREHENSIVE EXAMINATIONS (PHY 121 AND PHY 131 ONLY)

**Form Used:** Comprehensive Examination Packet (PSF 470)

Steps:

1. Student and instructor meet to decide on comprehensive examination date and to complete form 1. Students will typically take instructor's final exam for current semester.
2. Complete form 2 after student has taken comprehensive examination and provide to Front Office Coordinator.

**\*\*Students will receive credit, but no grade, if they pass the comprehensive exam.**

## INCOMPLETES

Form Used: [Request for Incomplete](#)

An incomplete should only be granted to students if they meet the following criteria:

1. Currently have a passing grade in the course
2. Few remaining assignments
3. Are unable to attend the remainder of the class due to illness, family emergency, financial hardship, etc.

An Incomplete should NOT be granted to a student who:

1. Currently has a failing grade
2. Has not completed majority of coursework (70% or more)
3. Who has not experienced an unforeseen hardship

Students who have experienced a medical emergency/hardship at the start or middle of course should seek a Medical Withdrawal, an Incomplete is not appropriate for this instance.

**Students who are approved for an Incomplete DO NOT need to register for the course in a subsequent semester.** The student's final grade will be entered on the original course grade roster.

Students have up to a year to complete the course, however, the instructor may assign a shorter time period.

## LATE ADD

Form used: [Enrollment Change Request](#)

Late Add - Students may submit an Enrollment Change Request form to the department up to three business days after the late add deadline to register for a course. Requests received after three business days will not be approved unless instructor provides confirmation that the student's grade will not be impacted.

**Exceptions:** PHY 492, PHY 493, PHY 495, & PHY 499 may be added at any point in the term provided instructor approval is present.

## LATE DROP/WITHDRAWAL

Form Used: [Enrollment Change Request](#)

Students may initiate process up to three (3) business days after deadline by emailing [physics.info@asu.edu](mailto:physics.info@asu.edu). Students must provide evidence of inability to drop a course by the drop deadline (computer malfunction, department delay, inability to access internet, etc). Backdated drops need department approval.

## MEDICAL/COMPASSIONATE WITHDRAWAL

Form Used: [Medical Compassionate Withdrawal Form](#)

For students who experience a serious illness, injury or other significant personal situation that prevents them from continuing their classes.