

PSYC 2301 (8S1)

CREDIT

3 Semester Credit Hours (3 hours lecture, 0 Lab hours lab)

Online

PREREQUISITE/CO-REQUISITE:

TSI Complete for Reading

COURSE DESCRIPTION

An introductory survey of the major areas of psychology such as learning, personality, social, testing, developmental, and physiological. Emphasis is on psychology as the scientific study of behavior and includes both human and animal behavior.

COURSE OBJECTIVES

Upon completion of this course, the student will be able to

- Identify various research methods and their characteristics used in the scientific study of psychology.
- Describe the historical influences and early schools of thought that shaped the field of psychology.
- Describe some of the prominent perspectives and approaches used in the study of psychology.
- Use terminology unique to the study of psychology.
- Describe accepted approaches and standards in psychological assessment and evaluation.
- Identify factors in physiological and psychological processes involved in human behavior

CORE OBJECTIVES MEASURED

- **Communication Skills (COM)** - effective development, interpretation and expression of ideas through written, oral and visual communication.
- **Critical Thinking Skills (CT)** - creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
- **Empirical and Quantitative Skills (EQS)** - manipulation and analysis of numerical data or observable facts resulting in informed conclusions.
- **Social Responsibility (SR)** - intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities.

Approved: Initials/date



**LAMAR INSTITUTE
OF TECHNOLOGY**

INSTRUCTOR CONTACT INFORMATION

Instructor: Chelsea Lee

Email: clee3@lit.edu

Office Phone: 409-242-0984

Office Location: TC 206

Office Hours:

Monday & Wednesday: 8:00 a.m. – 10 a.m. & 11:00 a.m. – 11:30 a.m.

Tuesday & Thursday: 8:00 a.m. – 9:30 a.m.

Friday: 8:00 a.m. – 10:00 a.m.

REQUIRED TEXTBOOK AND MATERIALS

Psychology 2e Open Stax. Rose M. Spielman, William J. Jenkins, and Marilyn D. Lovett. Printed by XanEdu in Ann Arbor, MI 48108 Original Publication Year, 2020

978-1-975076-45-0 Hardcover Book ISBN-13 9

978-1-975076-44-3 B & W Paperback Book ISBN-13

978-1-951-693-23-7 Digital Version ISBN-13

Online Attendance and Participation Policy

Although this course does not meet at a scheduled time each week, regular attendance and active participation are required. In an online course, attendance is demonstrated through consistent academic activity rather than physical presence in a classroom.

Students are required to access Blackboard regularly throughout each week and are strongly encouraged to log in daily. Students should use Blackboard to:

- Review course announcements and instructor messages
- Complete assigned readings and lecture materials
- Monitor upcoming deadlines
- Participate in required course activities
- Submit assignments, quizzes, and exams
- Review grades and instructor feedback

Logging into Blackboard by itself does not constitute meaningful attendance or participation. Students must actively engage with course materials and complete assigned coursework. Simply opening the course without reviewing materials or completing academic work may not be considered attendance.

Attendance is not graded as a separate category. However, assignments, journal reflections, quizzes, exams, and other required activities contribute to the student's final grade. Students who do not access the course regularly, keep up with lectures and readings, or complete coursework by the posted deadlines should not expect to perform successfully in the course.

Students are responsible for checking Blackboard for announcements, course materials, assignment instructions, schedule changes, and instructor communication. Failure to see an announcement or deadline because a student did not access Blackboard does not excuse missed or late work.

If circumstances interfere with a student's ability to participate in the course, the student should communicate directly with the instructor as early as possible. Students should not wait until after multiple assignments have been missed or until the end of the semester to report an ongoing concern. Approved accommodations and circumstances covered by institutional policy will be addressed accordingly.

Online courses require the same level of academic effort as in-person courses. For this three-credit-hour course, students should plan to spend approximately nine hours per week reviewing lectures and readings, studying, and completing coursework. Some weeks may require additional time depending on the assignments and the student's familiarity with the material.

Extended inactivity or failure to complete coursework may result in an academic alert through Starfish. Students are responsible for managing their enrollment. Failure to access Blackboard or complete coursework does not automatically withdraw a student from the course. Students who stop participating without completing the official drop or withdrawal process may receive a final grade of F.

Individual Blackboard Access and Course Engagement

Each student must access Blackboard and complete coursework through their own LIT account. Students may not share Blackboard credentials, access another student's account, permit another person to access their account, or complete coursework under another student's identity.

Viewing announcements, lecture materials, videos, or other course content through another student's Blackboard account does not count as the student's own course participation. When necessary, Blackboard activity records may be reviewed to verify individual access to course materials, assignment submissions, and other required course engagement.

Logging in by itself does not demonstrate attendance or participation. Online attendance is demonstrated through meaningful academic activity, such as reviewing assigned materials,

completing coursework, participating in required discussions, and communicating about course content.

Academic Calendar and Dual Credit Scheduling

Dual-credit students are enrolled in a college course and must follow the Lamar Institute of Technology academic calendar, course schedule, and posted Blackboard deadlines. A high school holiday, fall break, teacher workday, testing day, or other high school schedule change does not suspend the requirements of this course unless LIT is also closed or the instructor announces a change.

High school athletics, UIL competitions, performances, field trips, travel, practices, and other school-sponsored activities do not automatically excuse students from completing LIT coursework by the posted deadlines. Because many of these activities are known in advance, students are expected to plan ahead, complete work early when necessary, and communicate with the instructor before the activity if a conflict is anticipated.

Any exception must comply with LIT policy or be approved by the instructor based on the circumstances. Documentation from a high school may be requested, but providing documentation does not automatically guarantee an extension, make-up opportunity, or excused absence.

DROP POLICY

If you wish to drop a course, you are responsible for initiating and completing the drop process by the specified date as listed in the College Calendar on the [Student Success](#) web page. If you stop coming to class and fail to drop the course, you will earn an “F” in the course.

COURSE CALENDAR

Course Calendar Note: All assignments are due by 11:59 p.m. on the date listed. Most assignments are due on Mondays. Because LIT is closed for Labor Day, the Chapter 3 Journal Reflection is due Tuesday, September 8. Module 5 assignments and the Module 5 Exam are due Monday, December 7, during the final-exam period. These online sections will not follow a designated final-exam meeting schedule.

DATE	TOPIC	READINGS (Due on this Date)	ASSIGNMENTS (Due on this Date)
Module 1 Aug. 24-28	Introduction to Psychology; course introduction; Core Assessment overview	Chapter 1	Journal Reflection Ch 1 Syllabus Quiz Introduction Discussion board Are all due Aug 31
Module 1 Aug. 31-Sept. 4	Biopsychology	Chapter 3	Journal Reflection Ch 3 Respondus Check Are all due Sept 8

Module 1 Sept. 7-11	Memory; study strategies	Chapter 8	Journal Reflection Ch 8 Module 1 Quiz Exam 1 Are all due Sept 14
Module 2 Sept. 14-18	Psychological Research Methods; research methods, ethics, APA citations, and Core Assessment development	Chapter 2	Journal Reflection Ch 2 AI Ethics Discussion Are all due Sept 21
Module 2 Sept. 21-25	Psychological Disorders	Chapter 15	Journal Reflection Ch 15 due Sept 28
Module 2 Sept. 28-Oct. 2	Therapy and Treatment	Chapter 16	Journal Reflection Ch 16 Module 2 Quiz Exam 2 Are all due Oct 5
Module 3 Oct. 5-9	Sensation & Perception	Chapter 5	Journal Reflection Ch 5 due Oct 12
Module 3 Oct. 12-16	Learning	Chapter 6	Journal Reflection Ch 6 due Oct 19
Module 3 Oct. 19-23	Thinking and Intelligence	Chapter 7	Journal Reflection Ch 7 Module 3 Quiz Exam 3 Are all due Oct 26
Module 4 Oct. 26-30	Motivation and Emotion	Chapter 10	Journal Reflection Ch 10 due Nov 2
Module 4 Nov. 2-6	Personality	Chapter 11	Journal Reflection Ch 11 due Nov 9
Module 4 Nov. 9-13	Stress, Lifestyle, and Health	Chapter 14	Journal Reflection Ch 14 Module 4 Quiz Exam 4 Are all due Nov 16
Module 5 Nov. 16-20	Lifespan Development	Chapter 9	Journal Reflection Ch 9 due Nov 23
Module 5 Nov. 23-24	Social Psychology	Chapter 12	Core Assessment due Nov 30 Journal Reflection Ch 12 due Nov 30
Nov. 25-27	Thanksgiving Break	Campus Closed Nov. 25 - 27	

Module 5 Nov. 30- Dec. 2	States of Consciousness	Chapter 4	Journal Reflection Ch 4 Module 5 Quiz Exam 5 Are all due Dec 7
---------------------------------------	-------------------------	-----------	---

COURSE EVALUATION

Final grades will be calculated according to the following criteria:

Exams 50%

Assignments/Quizzes 30%

Core Assessment 20%

GRADE SCALE

- 90-100 A
- 80-89 B
- 70-79 C
- 60-69 D
- 0-59 F

TECHNICAL REQUIREMENTS

For the latest technical requirements, including hardware, compatible browsers, operating systems, etc., review the Minimum Computer and Equipment Requirements on the [LIT Online Experience](#) page. A functional broadband internet connection, such as DSL, cable, or WiFi is necessary to maximize the use of online technology and resources.

DISABILITIES STATEMENT

The Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 are federal anti-discrimination statutes that provide comprehensive civil rights for persons with disabilities. LIT provides reasonable accommodations as defined in the Rehabilitation Act of 1973, Section 504 and the Americans with Disabilities Act of 1990, to students with a diagnosed disability. The Special Populations Office is located in the Eagles' Nest Room 129 and helps foster a supportive and inclusive educational environment by maintaining partnerships with faculty and staff, as well as promoting awareness among all members of the Lamar Institute of Technology community. If you believe you have a disability requiring an accommodation, please contact the Special Populations Coordinator at (409)-951-5708 or email specialpopulations@lit.edu. You may also visit the online resource at [Special Populations - Lamar Institute of Technology \(lit.edu\)](#).

STUDENT CODE OF CONDUCT STATEMENT

It is the responsibility of all registered Lamar Institute of Technology students to access, read, understand and abide by all published policies, regulations, and procedures listed in the *LIT*

Catalog and Student Handbook. The *LIT Catalog and Student Handbook* may be accessed at www.lit.edu. Please note that the online version of the *LIT Catalog and Student Handbook* supersedes all other versions of the same document.

ARTIFICIAL INTELLIGENCE STATEMENT

Lamar Institute of Technology (LIT) recognizes the recent advances in Artificial Intelligence (AI), such as ChatGPT, have changed the landscape of many career disciplines and will impact many students in and out of the classroom. To prepare students for their selected careers, LIT desires to guide students in the ethical use of these technologies and incorporate AI into classroom instruction and assignments appropriately. Appropriate use of these technologies is at the discretion of the instructor. Students are reminded that all submitted work must be their own original work unless otherwise specified. Students should contact their instructor with any questions as to the acceptable use of AI/ChatGPT in their courses.

STARFISH

LIT utilizes an early alert system called Starfish. Throughout the semester, you may receive emails from Starfish regarding your course grades, attendance, or academic performance. Faculty members record student attendance, raise flags and kudos to express concern or give praise, and you can make an appointment with faculty and staff all through the Starfish home page. You can also login to Blackboard or MyLIT and click on the Starfish link to view academic alerts and detailed information. It is the responsibility of the student to pay attention to these emails and information in Starfish and consider taking the recommended actions. Starfish is used to help you be a successful student at LIT.

ADDITIONAL COURSE POLICIES/INFORMATION

1. Respectful Participation and Online Conduct

Respectful participation is required in this online course. Students may encounter viewpoints that differ from their own. Respectful disagreement supports critical thinking, scholarly discussion, and learning; however, disrespectful, disruptive, or inappropriate behavior will not be tolerated.

Students are expected to communicate professionally and engage with course materials in a manner that supports a productive and inclusive online learning environment. This includes using respectful language in messages or other course interactions and refraining from inflammatory comments, inappropriate language, harassment, excessive off-topic communication, or other behavior that interferes with teaching and learning.

Course materials, including lecture presentations, videos, assignment instructions, instructor-created resources, and the work or communication of other students, may not be recorded, photographed, copied, posted, distributed, or shared outside the course without prior

authorization. This restriction does not interfere with approved accommodations through LIT's Special Populations Office.

2. Accommodation Procedures and Student Responsibilities

Lamar Institute of Technology provides reasonable accommodations to eligible students through the Special Populations Office. Students who need disability-related accommodations must register with Special Populations, provide the required documentation, and complete LIT's approval process.

An Individualized Education Program (IEP), Section 504 plan, ARD documentation, medical diagnosis, accommodation plan from a high school, or accommodation from another college does not automatically establish accommodations in a LIT course. These documents may be submitted to Special Populations for consideration, but the instructor cannot independently approve accommodations based solely on a high school plan, medical document, verbal request, parent request, or prior accommodation.

This requirement applies to all students seeking accommodations, including dual-credit students, students who previously received accommodations in high school or at another institution, students requesting accommodations for the first time, and students who receive a new diagnosis or experience a change in their needs while enrolled at LIT. Students may begin the accommodation-request process at any point, but approved accommodations are not retroactive.

Student Responsibilities

Students seeking accommodations are responsible for:

- Contacting LIT's Special Populations Office and completing the registration and documentation process.
- Requesting updated accommodation materials each semester.
- Providing the official accommodation memo and instructor confirmation forms to each instructor.
- Completing any signatures, acknowledgments, or other steps required by Special Populations.
- Discussing the approved accommodations with the instructor when clarification or coordination is needed.
- Communicating promptly when an approved accommodation is not functioning as intended in the classroom or online course.
- Following any advance-notice, scheduling, testing, or communication requirements associated with a particular accommodation.

Students are encouraged to begin this process before the semester starts. LIT recommends beginning approximately six weeks before classes so that accommodations can be reviewed and implemented on time.

Effective Date and Retroactive Requests

Accommodations do not become effective in this course until the instructor receives the official LIT accommodation memo and required confirmation forms. Accommodations are not retroactive. Assignments, quizzes, exams, attendance issues, participation requirements, or other coursework completed or due before the instructor receives the official documentation will not be adjusted retroactively unless otherwise directed by Special Populations or required by institutional policy.

If documentation is provided after the semester begins, the approved accommodations will apply to current and future course requirements beginning when the instructor receives the completed accommodation materials. Submitting documentation later in the semester does not automatically reopen previous assignments, replace earlier grades, excuse prior absences, or provide additional attempts on completed assessments.

Ongoing Communication and Coordination

The instructor will implement the accommodations listed in the official LIT accommodation memo. The instructor is not authorized to add, remove, substitute, or independently interpret accommodations beyond what LIT has approved. Questions about whether a particular accommodation should be added or modified must be directed to Special Populations.

Some accommodations require the student to initiate communication or make arrangements in advance. For example, a student approved for meetings with the instructor, testing arrangements, note-taking assistance, or another accommodation requiring individual coordination must contact the instructor within the timeframe required by the accommodation or as soon as the need arises. The instructor cannot arrange a meeting, address an unreported problem, or resolve an accommodation concern that has not been communicated.

Students should notify the instructor promptly if they believe an approved accommodation has not been applied correctly or if they encounter an access problem. Waiting until after an assignment or exam deadline, after grades have been posted, or until the end of the semester may limit the options available to address the concern.

Questions about eligibility, documentation, approval, or changes to accommodations should be directed to LIT's Special Populations Office.

3. Online Activities, Reflections, and Personal Disclosure

Coursework may include journal reflections, applied activities, hypothetical scenarios, demonstrations, or other exercises designed to help students connect psychological concepts to everyday life.

Students are not required to disclose personal trauma, illegal activity, medical information, mental-health diagnoses, or other deeply personal experiences to complete an assignment or earn credit. Students may use general experiences, observations, hypothetical examples, fictional characters, or public situations when applying course concepts.

Unless assignment directions explicitly authorize collaboration, all online coursework must be completed independently.

4. Late Work Policy

Students are expected to submit assignments by the posted deadlines. Staying on schedule is especially important in an online course because students must independently manage course materials, assignments, and deadlines.

Journal Reflections

Journal reflections may be submitted late through Blackboard without prior instructor approval. Late journals will receive a 15-percentage-point deduction from the earned grade unless the instructor approves an exception because of documented extenuating circumstances.

Example:

- A journal earning 100% would become 85% after the late penalty.

Late journals are not guaranteed immediate feedback or grading and may not be graded until later in the semester.

Quizzes

Quizzes must be completed by the posted deadline and cannot be submitted late. Quizzes provide multiple attempts and are normally available for an extended period to support student success. Therefore, late quiz submissions will not be accepted.

Core Assessment and Other Major Assignments

Core Assessment

The Core Assessment is available throughout the semester and must be submitted by the posted deadline. Because students have the semester to review the instructions, ask questions, and complete the project, late Core Assessments will not be accepted and the assignment will not be reopened after the deadline. A missed Core Assessment will receive a zero.

Exceptions will be made only when required by an approved accommodation, institutional policy, or a documented extenuating circumstance approved by the instructor. When possible, students must communicate with the instructor before the deadline.

Other Major Assignments

Additional activities, projects, or short essay-style assignments may be assigned during the semester. Students must follow the deadlines and submission requirements provided in the assignment instructions.

If a late major assignment is accepted, it will receive a 15-percentage-point deduction from the earned grade unless the instructor approves an exception because of a documented extenuating circumstance.

Example:

- An assignment earning 80% would become 65% after the late penalty.

Students must contact the instructor before a closed Blackboard assignment can be reopened. Reopening an assignment or accepting late work is not guaranteed.

Final Deadline for Late Work

Late work will not be accepted after Monday, December 7, 2026, unless an exception has been discussed and approved by the instructor in advance. Students should not wait until the end of the semester to submit multiple overdue assignments.

This deadline allows sufficient time for grading and final-grade submission. Coursework submitted after final grades have been calculated or submitted will not be accepted.

Additional Information

- Late work is not guaranteed immediate grading and may not be graded until the end of the semester.
- Assignments submitted after final grades have been submitted will not be accepted.
- Students are strongly encouraged to communicate early rather than waiting until the end of the semester.

Students are responsible for managing the requirements of this course alongside their high school courses, extracurricular activities, employment, and personal obligations. High school schedule changes, practices, games, competitions, trips, performances, or limited time during a school-provided dual-credit period do not automatically qualify a student for an extension.

Students should review assignments when they become available and begin working well before the deadline. Waiting until the weekend or the day an assignment is due does not provide sufficient time to ask questions, resolve technical problems, or make alternate arrangements. An extension is not guaranteed simply because an issue occurs near the deadline.

5. Online Exams

Exams will be available in Blackboard during a designated testing window and will close at 11:59 p.m. on the posted due date. Students are responsible for completing each exam before the testing window closes.

Unless otherwise stated:

- Exams are timed for 50 minutes.
- Only one attempt is permitted.
- No backtracking is permitted.
- Respondus LockDown Browser is required.
- Respondus Monitor, webcam recording, and audio recording are **not** required.
- Exams must be completed independently without unauthorized websites, applications, devices, assistance, or other resources.
- Submitting an exam ends the attempt. A submitted exam will not ordinarily be reopened.

Students should begin exams early enough to use the full testing time before the deadline. Beginning an exam shortly before 11:59 p.m. does not extend the availability window or guarantee access to the full 50 minutes.

Students who know in advance that they may be unable to complete an exam during its availability window should contact the instructor as early as possible. Work schedules, travel, appointments, forgetting the deadline, or waiting until the final hours of the testing window generally do not qualify for a make-up exam.

If an unexpected emergency or documented technical problem occurs immediately before or during an exam, the student must contact the instructor as soon as possible and no later than 24 hours after the exam deadline. Appropriate documentation or a Help Desk ticket may be required.

Make-up exams, reopened attempts, and rescheduled exams are not guaranteed. Decisions will be made at the instructor's discretion based on the circumstances, the student's communication, available documentation, and institutional policy.

Students must review the exam schedule in advance and plan around known high school activities, travel, competitions, work schedules, and personal obligations. A school-sponsored activity does not automatically extend an exam window or qualify a student for a make-up exam.

If a known activity may interfere with an exam, the student must contact the instructor as early as possible and before the exam window closes. Advance communication does not guarantee an exception, but waiting until after the deadline substantially limits the options that may be available.

6. Respondus LockDown Browser

All online exams require the LIT-approved version of Respondus LockDown Browser. Respondus Monitor, webcam recording, and audio recording are not required unless students are notified otherwise in writing. LockDown Browser limits access to other websites, applications, copying, printing, and certain computer functions while an exam is in progress. Installation instructions and a required practice activity will be provided in Blackboard.

Student Responsibilities:

- Before the first graded exam, students must:
- Download and install the LIT-approved version of LockDown Browser;
- Complete the required Respondus practice activity;
- Confirm that the program opens and functions correctly;
- Install any required updates;
- Secure access to a compatible device and reliable internet connection; and
- Resolve installation, permission, or compatibility issues before the exam window.

Students should use a compatible desktop or laptop computer whenever possible. Phones are not compatible with LockDown Browser exams. Chromebooks, tablets, school-issued devices, and other devices may be used only when supported by the current LIT and Respondus configuration and permitted by the exam settings.

Students using a school-issued device are responsible for determining whether it supports LockDown Browser and whether administrative permission is required. If necessary, the student must work with the high school's technology department, dual-credit coordinator, or other appropriate school personnel well before the first exam.

Students without access to a compatible personal device must investigate alternate options early. Possible alternatives may include an appropriate campus computer lab or another secure, compatible computer. Students should not assume that every school, campus, library, or public computer permits Respondus installation. Compatibility and access must be confirmed in advance.

Before Each Exam

Before beginning an exam, students should verify that:

- LockDown Browser opens correctly;
- The device is charged or connected to power;
- The internet connection is stable;
- Required software and device updates are complete; and
- A backup device or testing location has been identified when reasonably possible.

Students should begin the exam early enough to address minor problems and use the full testing time before the exam window closes. Waiting until the final hours of the testing window to install Respondus, complete updates, obtain permission, or locate a compatible device does not extend the exam deadline.

Reporting Technical Problems

If a Blackboard or Respondus problem occurs before or during an exam, the student must immediately:

1. Document the error, including the time it occurred and any available error message;
2. Contact the appropriate Blackboard or Respondus technical-support service;
3. Obtain and retain the Help Desk ticket number; and
4. Notify the instructor through an approved LIT communication channel.

The notification should include the Help Desk ticket number, the device and operating system used, a description of the problem, and a screenshot when available. A screenshot may supplement a Help Desk ticket but does not replace one. Notice should ordinarily be provided within one hour of the incident and before the exam window closes whenever possible.

Failure to install, update, test, or properly configure LockDown Browser does not automatically excuse a missed exam. Similarly, using an incompatible device, losing home internet access, waiting until the deadline to begin, or failing to arrange access to required technology does not automatically qualify a student for additional time, a reopened attempt, or a make-up exam.

Any exception will be considered based on the timing of the student's communication, available documentation, the nature of the problem, and applicable institutional policies. Completing the practice activity confirms that Respondus worked at that time, but students remain responsible for checking the program and their device before each graded exam.

7. Extra Credit

Extra-credit opportunities are not guaranteed and may be offered only at the instructor's discretion. If an opportunity is offered, it will be announced to the entire class through Blackboard and will include specific instructions, eligibility requirements, and a deadline.

Students should not individually email or message the instructor requesting extra credit, special assignments, grade rounding, or an opportunity available only to them. Individual requests for extra credit will not be granted or answered beyond directing the student to this policy.

Extra credit cannot be used to replace required coursework, missed assignments, quizzes, or exams unless the written instructions for the opportunity specifically state otherwise. Extra-credit work will not be accepted after its stated deadline or offered retroactively at the end of the semester.

Eligibility for an extra-credit opportunity may require students to have:

- Regularly participated in the course;
- Accessed designated course materials through their own LIT Blackboard account;
- Completed specified required coursework; and
- Remained in compliance with course and academic-integrity policies.

Blackboard course-activity records may be used to verify eligibility. Viewing materials through another student's account, relying on another student to provide course content, or claiming participation that is not reflected in the student's own account does not satisfy an individual participation or eligibility requirement.

8. Course Drops

Students are responsible for managing their enrollment. Failure to access Blackboard, complete assignments, or participate in the course does not result in automatic withdrawal.

For the Regular Fall 2026 semester:

- Last day to drop without academic penalty: September 25, 2026
- Last day to drop with academic penalty: October 30, 2026

To drop this course, students must complete the official LIT drop process through Web for Students when available or complete the appropriate form and submit it to Student Services.

Before dropping a course, students are strongly encouraged to meet with their academic advisor or department chair to discuss how dropping may affect their academic progress, enrollment status, financial aid, or graduation timeline.

Dates are subject to change. Students should verify all deadlines using the current [Academic Calendar](#).

9. Academic Integrity, Plagiarism, Unauthorized Collaboration, and Artificial Intelligence

All submitted work must reflect the student's own understanding, reasoning, experiences, and original writing. Unless an assignment explicitly states otherwise, generative AI tools such as ChatGPT, Gemini, Copilot, Claude, Grammarly's generative features, or similar systems may not create, rewrite, paraphrase, summarize, translate, or substantially edit any portion of work submitted for credit.

Students may use AI for private, ungraded study support, such as requesting a practice quiz or another explanation of a concept, provided they do not upload graded assignment prompts, another student's work, private information, or copyrighted course materials. AI-generated information may be inaccurate or fabricated. Students remain responsible for verifying information using the textbook and other approved course materials.

If AI use is authorized for a particular assignment, the assignment instructions will explain what is permitted. Students must remain within those limits and disclose the tool used, how it was used, and which portions of the submission were affected when requested. Permission to use AI on one assignment does not apply to other coursework.

Submitting AI-generated or AI-rewritten work as one's own, using AI during a quiz or exam, fabricating citations or sources, or using AI in a manner not expressly authorized is a violation of academic integrity. Students should ask the instructor before using an AI tool if they are uncertain whether a particular use is permitted.

Indicators That May Prompt a Review

An assignment may be reviewed when one or more indicators raise a reasonable concern about unauthorized AI use. These indicators may include, but are not limited to:

- Raw AI-generated citation markers, source labels, hyperlinks, reference tags, or code-like citation strings copied from an AI interface
- Citations or references that do not exist, cannot be verified, do not support the information presented, or were not used in the assignment
- AI-style instructions or commentary left in the submission
- Headings, formatting, vocabulary, or writing patterns substantially inconsistent with the assignment directions or the student's other work
- Generic, repetitive, or overly broad responses that do not meaningfully apply course concepts
- Inaccurate, fabricated, unrelated, or inconsistent information
- An unexplained shift in writing voice, reasoning, vocabulary, or level of development

- Results from an originality or AI-writing review tool

No single indicator automatically proves that AI was used. These indicators initiate a review and conversation with the student.

Originality and AI-Review Tools

Assignments may be reviewed using Blackboard SafeAssign for source matching and plagiarism concerns. When available, the instructor may also consult institutionally approved AI-writing review tools, such as the Turnitin AI Writing Report, GPTZero, Copyleaks, or comparable programs permitted for instructional use.

AI-detection results are not treated as conclusive proof and will not be used as the sole basis for an academic-integrity decision. The instructor will consider the assignment as a whole, the available evidence, and the student's explanation of the writing process.

Review Process

When unauthorized AI use is reasonably suspected:

1. A temporary zero may be entered in Blackboard while the assignment is under review. This temporary grade is not, by itself, a final finding of academic dishonesty.
2. The student will be contacted and required to meet with the instructor or respond by the deadline provided.
3. The student may be asked to explain the assignment, describe the writing process, identify and explain sources, or provide notes, drafts, document history, or other evidence of authorship.
4. The student will have an opportunity to respond before a final decision is made.
5. If the instructor determines that unauthorized AI was not used, the assignment will be graded normally and the temporary zero will be removed.
6. If unauthorized AI use is confirmed, the consequences below will apply.

Failure to participate in the review process by the stated deadline may result in the temporary zero becoming the final assignment grade.

Consequences and Opportunity to Redo the Assignment

For the first confirmed instance of unauthorized AI use on an eligible written assignment, the student will receive a zero on the original submission but may be allowed to complete a new or revised assignment for full credit. The instructor may modify the prompt, require drafts or document history, or require the replacement assignment to be completed under supervised conditions.

The replacement must be submitted by the deadline established by the instructor. If the replacement is not completed, the zero will remain.

After a student has been notified of a confirmed violation, any subsequent confirmed unauthorized AI use may result in a permanent zero without an opportunity to redo the assignment. Repeated violations may also be reported or addressed through LIT's academic-integrity and student-conduct procedures.

The opportunity to redo an assignment applies only to a first unauthorized-AI incident involving an eligible written assignment. It does not automatically apply to quizzes, exams, fabricated sources, traditional plagiarism, sharing or copying another student's work, or other forms of academic dishonesty.

Plagiarism and Unauthorized Collaboration

All individually assigned work must be independently developed and written by the student submitting it. Plagiarism and unauthorized collaboration include, but are not limited to:

- Copying another student's work in whole or in part;
- Allowing another student to copy, photograph, access, or submit one's work;
- Submitting work that is identical or substantially similar to another student's submission when collaboration was not authorized;
- Changing only a few words, rearranging sentences, or substituting synonyms in material written by another person;
- Copying or closely paraphrasing information from websites, study sites, shared documents, group messages, prior students' work, or other sources without appropriate citation;
- Collaboratively drafting responses that are assigned as individual work;
- Sharing quiz or exam questions, answers, screenshots, photographs, or remembered test content;
- Purchasing, downloading, or obtaining completed coursework from another person or online source;
- Submitting work completed by a friend, classmate, tutor, family member, or other individual;
- Reusing work previously submitted in another course without prior instructor authorization; or
- Fabricating or misrepresenting citations, sources, data, or research.

Providing work to another student for copying is also an academic-integrity violation, even if the student providing the work did not personally submit copied material.

Students may study together by reviewing general course concepts unless otherwise instructed. However, students may not jointly compose, edit, or compare answers for an individual

assignment, quiz, or exam. Group chats may be used for general reminders or study discussions, but not to exchange answers, completed work, assignment-specific responses, or assessment content.

Indicators That May Prompt an Academic-Integrity Review

- Submissions containing the same or substantially similar wording, structure, examples, sources, formatting, or unusual errors;
- Multiple submissions containing identical personal reflections or responses;
- Evidence that files or answers were shared between students;
- Document properties, revision history, or file information inconsistent with the student's explanation;
- Blackboard activity that is inconsistent with the preparation represented in the submission; or
- Information from SafeAssign, plagiarism-review tools, or other available course records.

Similarity alone does not automatically establish academic misconduct. However, distinctive shared language, identical unusual errors, matching organization or source patterns, document history, Blackboard records, and other corroborating evidence may result in an academic-integrity review.

Review and Consequences

If plagiarism, unauthorized collaboration, cheating, or unauthorized AI use is suspected, the assignment may receive a temporary zero while the matter is reviewed. The student may be required to meet with the instructor, explain the submitted work, identify and discuss sources, provide drafts or version history, or demonstrate their understanding of the material before a final determination is made.

Failure to participate in the review process does not automatically remove the academic-integrity concern. A final decision may be made using the information and course records available.

For a first confirmed instance of unauthorized AI use on an eligible written assignment, the student may be permitted to redo the assignment for full credit as described in this policy. This opportunity does not automatically apply to plagiarism, copying, unauthorized collaboration, quizzes, exams, or work completed by another person.

Confirmed plagiarism, copying, cheating, or unauthorized collaboration may result in a zero that remains on the assignment. Both the student who copied the work and a student who knowingly provided or shared the work may be held responsible. Repeated or serious violations may result in permanent zeros and referral for additional action under LIT's academic-integrity procedures.

10. Submission Responsibility and Incorrect Files

Students are responsible for submitting the correct, complete, and readable work through the designated Blackboard assignment area before the deadline. Before leaving the submission page, students should verify that:

- The submission was successfully received;
- The correct file was attached;
- The file opens and contains the completed assignment; and
- Any required sharing or viewing permissions are enabled.

Students must retain Blackboard confirmation receipts and copies of submitted work until the assignment has been graded. Blackboard receipts confirm that a submission occurred but do not guarantee that the correct or complete file was submitted.

While an assignment remains open and allows additional attempts, students should correct an error by submitting the correct file through Blackboard. The most recent valid submission will generally be graded.

If an assignment closes and the student discovers that the wrong file was submitted or that a submission did not process correctly, the student must email the instructor from their official LIT email account within 15 minutes after the assignment deadline. The message must include:

- The correct, completed assignment as an attachment;
- The Blackboard submission confirmation, if one was generated;
- A screenshot or error message, when applicable; and
- A brief explanation of what occurred.

The attached assignment must have been completed by the original deadline. The instructor may review file properties, revision history, Blackboard records, Help Desk documentation, or other information to determine whether the work was completed on time.

The 15-minute reporting period is intended to address a genuine submission error. It is not an additional period in which to finish or revise an assignment. A missing submission, placeholder file, blank document, corrupted file, inaccessible link, or document created or materially modified after the deadline does not automatically qualify for acceptance.

Emailing a file does not replace the required Blackboard submission unless the instructor specifically authorizes the correction. Requests made outside the reporting period will be handled under the regular late-work policy unless an approved institutional exception applies.

11. Submission Method

All coursework must be submitted through the designated Blackboard submission area unless the assignment directions or instructor explicitly authorize another method.

Assignments emailed to the instructor without prior approval will not be accepted as official submissions and may receive a zero. Sending an assignment by email does not establish that it was submitted on time.

File Format and Access Requirements

All major written assignments must be submitted as an individual file upload through the designated Blackboard assignment link. Unless the assignment instructions state otherwise, accepted file formats are Microsoft Word (.doc or .docx) or PDF (.pdf).

Weekly Journal Reflections must be written and submitted directly in the Blackboard text-entry box. Journal Reflections submitted as file attachments, shared links, or by email will not be accepted unless the instructor has provided prior written authorization.

Shared links, including links to Google Docs, Microsoft OneDrive, Dropbox, Canva, or similar platforms, will not be accepted. The instructor will not request access to a restricted document or wait for a student to change sharing permissions after the deadline.

Students must open their uploaded file in Blackboard before the deadline to confirm that it is the correct document, displays properly, and contains the completed assignment. An inaccessible link, unsupported file type, blank document, corrupted file, or incorrect attachment is not considered a valid submission.

If an incorrect or unreadable file is submitted, the requirements and 15-minute reporting period described in the Submission Responsibility and Incorrect Files policy will apply. Emailing an assignment does not replace submission through Blackboard unless the instructor provides written authorization.

For assignments requiring more than one document, students must upload each required file or combine the materials into one Word or PDF document as directed in the assignment instructions. Each student must submit their own file through their own Blackboard account, even if collaboration was permitted during part of the assignment.

12. Blackboard and Technical Issues

Students are responsible for maintaining access to Blackboard, their LIT email, course materials, and the technology required to complete coursework.

Claims of Blackboard-related or Respondus-related problems must be supported by a Help Desk or technical-support ticket submitted when the problem occurs. Screenshots may provide additional documentation but do not replace a support ticket.

Students should not wait until shortly before a deadline to begin an assignment, install required software, upload a file, or take an exam. Technical problems do not automatically extend a deadline, especially when coursework has been available for one week or longer.

Technology Access and Backup Planning

Enrollment in an online course requires regular access to Blackboard, a reliable internet connection, and a compatible device. Time provided during a high school dual-credit period, computer lab, or study period may not be sufficient to complete all readings, lectures, assignments, quizzes, and exams. Students should expect to complete some course work outside the time provided by their high school.

A temporary problem with a school-issued or personal device does not remove the student's responsibility to meet course deadlines. Students should arrange alternate access when possible through an appropriate campus facility, public library, family member's home, or another secure and reliable location. For exams, students must select an environment and device that meet the Respondus requirements.

Loss of home internet service, device failure, inability to access a school computer, or a school network restriction does not automatically qualify a student for late or make-up work. Students should begin assignments early enough to identify problems and make alternate arrangements before the deadline.

When a documented Blackboard, Respondus, or other institutional system problem prevents submission, the student must notify the instructor within the time stated in the course policy and provide the applicable Help Desk ticket or other requested documentation. Documentation confirms that a problem was reported but does not automatically guarantee an extension or additional attempt.

13. Individual Work, Account Security, and Unauthorized Collaboration

Unless an assignment specifically authorizes collaboration, all submitted work must be completed independently. Students must individually review course materials, develop their own responses, and submit their own work through their own Blackboard account.

Unauthorized collaboration includes sharing completed work, jointly drafting individual responses, comparing assignment answers, dividing questions among students, sharing quiz or exam content, or allowing another person to substantially rewrite or complete an assignment.

Students may not photograph, record, copy, distribute, post, or transmit quiz or exam questions or answers. This restriction applies to group messages, shared documents, social media, study websites, and all other communication methods.

Students who share their work may be held responsible along with students who copy or submit it. Submissions that contain distinctive matching language, structure, examples, citations, or errors may be reviewed under the Academic Integrity Policy.

14. Grading and Feedback Expectations

The instructor will make every effort to grade assignments and provide feedback in a timely manner. As a general guideline, most assignments are typically graded within approximately one week of the submission deadline.

Grading timelines may vary depending on assignment volume, late submissions, holidays, course demands, or the complexity of the assignment. Some assignments may require additional time to provide meaningful feedback and evaluation.

Students are responsible for regularly monitoring Blackboard for updated grades, feedback, course announcements, and requests from the instructor.

15. Grade Review Requests

Students may request a review of a graded assignment within five business days of the grade being posted. Grades may be adjusted up or down following a complete review.

A request for review should identify the specific grading concern and explain how the submitted work meets the assignment instructions or grading criteria. Requests based only on dissatisfaction with the grade may not result in a change.

16. Communication and Email

Students may contact the instructor through the Blackboard course messaging system or by emailing cleee3@lit.edu from their official LIT email account.

Messages sent from personal email addresses or other non-LIT accounts may not receive a response. When appropriate, a response may be redirected to the student's official LIT email address to protect student privacy.

Messages should include:

- A clear subject line
- The course and section number
- A brief but specific explanation of the question or concern

FERPA and Student Privacy

To protect student privacy in accordance with the Family Educational Rights and Privacy Act (FERPA), the instructor will communicate about grades, attendance, assignments, academic performance, or other course-specific information directly with the enrolled student through approved LIT communication channels.

Parents, spouses, employers, friends, or other individuals may not communicate with the instructor on a student's behalf. Messages requesting student information or attempting to discuss a student's course performance will not receive a response unless appropriate authorization has been officially documented and verified by LIT.

Students are responsible for communicating directly with the instructor about their own questions or concerns.

Instructor Availability and Response Times

The instructor typically leaves campus at approximately 1:00 p.m. Monday through Thursday. Messages received after 1:00 p.m. may not receive a response until the following business day.

Friday office hours end at 10:00 a.m. Messages received after that time should not be expected to receive a response until the next business day. This will normally be Monday but may be Tuesday or later when the college is closed for a holiday or campus closure.

Messages sent during evenings, weekends, holidays, college closures, or outside the instructor's stated availability will be answered after the instructor returns. Response times may vary depending on teaching responsibilities, meetings, grading demands, and the nature of the question.

Questions About Assignments and Technology

Online assignments will generally be due on Mondays by 11:59 p.m. Blackboard assignments will normally remain available for at least one week and often longer. Students are expected to review assignment instructions, confirm that required technology is working, and ask questions early in the availability period.

Students should not wait until Monday morning, the day an assignment is due, or shortly before an assignment or exam closes to request clarification or technical assistance. Questions submitted on the due date, after the instructor's stated availability, or shortly before a deadline may not receive a response before the work is due.

A delayed response to a last-minute question does not automatically extend the deadline or excuse late work. Students are responsible for planning ahead and contacting the instructor early enough to receive assistance during the established communication hours.

17. Syllabus and Course Schedule Changes

The instructor may make reasonable changes to the syllabus, course schedule, assignments, or due dates when necessary to support course objectives, respond to the pace and needs of the course, or address circumstances affecting course delivery.

Material changes will be communicated through Blackboard. Students are responsible for regularly accessing Blackboard and reviewing course announcements, messages, and schedule updates.