

Psychology Department SONA System Policies

SONA Administration	SONA will be administered by a faculty member of the Psychology Department. There will be a primary and secondary Administrator who set-up and maintain the system and all communications regarding the SONA system throughout the year.
Semester Availability	The SONA system will be available every semester of the year (i.e., Fall, Winter, Spring, Summer). However, Instructors may <u>ONLY offer SONA credits as extra credit during the Summer and Winter semesters</u> due to variations in study availability.
Opening / Closing Dates	The SONA system will open no later than the first week of instruction in the Fall and Spring semesters and within the first 4 weeks of instruction for the Winter and Summer semesters (depending on the timing of the system reset). The SONA system will close no sooner than the last day of instruction for all semesters.
System Reset Schedule	The SONA system must be reset at the end of each semester. Generally, the SONA system will remain open to Instructors, Researchers, and PIs with the exception of a 1 day closure for the system when all settings are reset for the upcoming semester. This reset will occur no earlier than the day after grades are due from Instructors.
Single-Sign-On Requirement	All SONA users are required to use the single-sign-on (SSO) process for logging into their SONA accounts. This means students must use their SFSU email and their SFSU ID in their SONA account profile at all times.
Duplicate Accounts	Students are required to use their SFSU ID in the SONA system. The system will use SSO for signing-in. Students should not attempt to create multiple accounts. Students who attempt to create multiple accounts will have their account limited for the remainder of the semester.
Limited Accounts	Students who violate departmental policy (e.g., attempt to make multiple accounts, exceed the no show limit) will have their SONA account limited for the remainder of the semester. A limited account is one that can sign-on to SONA and assign already earned SONA credits to active courses for the current semester but cannot sign up for new study time slots or complete additional studies for the remainder of the semester. Limited accounts are reset at the end of each semester.
Pre-Screen Requirement	All SONA participants are required to complete a pre-screen questionnaire with the approved pre-screen questions. Researchers have access to the pre-screen questionnaire and can use it as a prerequisite, to sort participants, or to anonymously contact participants based on their responses.

Age Requirement	All SONA Participants must be at least 18 years or older on the day they create their SONA account. If a student is required to take SONA credits and is under 18 years of age, the course Instructor must provide them with a research alternative.
Self-Representation	Participation in SONA studies must be completed by the student who owns the SONA account. The student cannot have another individual (or entity such as a program or AI) complete any part of a research study for them. Failure to meet this policy will result in a limited account.
Department Principal Investigator (PI)	The SONA system is intended to support Psychological research at SFSU and will only be used for research studies where the PI or co-PI is a SFSU Psychology Department Faculty. The system will not support research outside the Department or University unless it is in collaboration with a current Psychology faculty member.
IRB Approval	The SONA system will only be used for studies that have been reviewed and approved through the IRB process. Evidence of IRB approval must be provided at the time of requesting approval for the SONA study.
Calculating SONA Credits	Researchers will follow the current SFSU SONA Instruction Manual when calculating the SONA credits for their study. SONA credits should be calculated as .25 credits for every 15 minutes of Participant time.
Study Approval Requests	Researchers must request a review and approval of their studies before they can post time slots for Participants to sign-up. Researchers only need approval for initial review and will not need further approval for study changes. All changes in SONA credits should continue to align with the SFSU SONA Instruction Manual for calculating SONA credits.
Participant Anonymity	All SONA Researchers and PIs will make concerted efforts to maintain the anonymity of SONA Participants by using their unique SONA ID at all times and communicating with Participants through the SONA system whenever possible.
Attendance	All attendance decisions are to be made at the discretion of the SONA Researcher. Researchers are encouraged to record <i>excused absences</i> for students who provide 24-hour notice of their absence and otherwise record an <i>unexcused absence</i> (i.e., no show) with rare exceptions under extreme circumstances.
Granting SONA Credits	All credit granting decisions are made at the discretion of the SONA Researcher. Researchers are encouraged to grant credit equal to the time the Participant spent in the study (i.e., .25 credits = 15 minutes); granting a minimum of the number of credits listed in the study description.

Automatic Credit Granting	Participants are automatically granted credit for participating in a study 48 hours after the study was scheduled unless the Researcher or PI enters something different in the attendance record.
Voluntary Research	All Instructors can provide SONA credits in their courses at their discretion. All research must be a voluntary option for all students and a research alternative must be made available in all classes that require SONA credits.
Core Classes	A minimum of 3 SONA credits will be offered as required credit for the following courses: PSY 200, 303, 371, 400, 690
Equivalence of SONA Credits	All Instructors can provide SONA credits in their courses as either required credit or extra credit. Instructors make all final decisions on how to apply SONA credits to their course grades. It is recommended that SONA credits be equivalent to approximately 1 SONA Credit = .5% - 1% of the final grade.
Active SONA Courses	Instructors must send an email to the SONA Administrator at the beginning of every semester, requesting that their course be made active in the SONA system. This makes the course visible to students in the SONA system.
No-Show Limit	When a student receives an unexcused absence for an in-person study, this is recorded as a "no-show". Students are limited to 2 no-shows per semester. After 1 no-show, the Participant will receive an automated message from the SONA system, warning them about their no-show limit. After the 2nd no-show, the Participant will have their account limited for the remainder of the semester.
Added Courses	Students must create an account in the SONA system and add their Psychology courses for the current semester to their profile before they can assign SONA credits to those courses.
Automatic Credit Assignment	If a Student has only 1 course added to their SONA profile, then any SONA credit they earn will be automatically assigned by the system to that course.
Reassigning SONA Credits	<u>Students cannot reassign their credits from one course to another course.</u> The one exception to this rule is the 3-week grace period at the end of the semester (i.e., the week before finals through the week after finals) where all Students can make a 1 time request for their SONA credits to be reset. A credit reset must be requested via email to the SONA Administrator who will reset the SONA credits. This does not impact the number of credits the student has earned that semester. It only allows the Student to assign the SONA credits for the current semester to different courses. Once the SONA credits are reset, the Student must go into their SONA profile and assign their credits to their courses so the Instructor can see them.
SONA Credits - Single Use Semester	SONA credits can only be assigned to courses during the same semester

they were earned. Meaning SONA credits do not rollover from one semester to another even if the credits weren't assigned to a course.

SONA Credits - Single Course Assignments

SONA credits can only be applied to one course and cannot be used to earn credit across multiple courses.

SONA Credits - Splitting Credits

SONA credits cannot be split and used across different courses. The number of credits earned for a single research study must be applied to a single course. If a different research study is completed, those SONA credits can all be assigned together to a different course. See the SFSU SONA Instruction Manual for further details.

Account Deactivation

SONA Participants can request to have their account deactivated after graduation by emailing the SONA Administrator. Current students cannot deactivate or delete their SONA account.