

## Course Policies

1. Incompletes and petitions for late drops (Be aware of the drop deadline) or other actions to change your grade status are approved only in unusual and extreme cases. To receive exceptions to existing rules you must at least meet the criteria below. A more detailed description of the policies is at [<http://www.uwgb.edu/lasdean/faculty/petitions.pdf>].
  - You must not be able to complete work due to unusual circumstances. (Being ill for a couple of days is miserable, but unfortunately, not unusual.)
  - You must have completed most of the work with a passing grade.
  - You must notify the instructor within 1 week after any circumstances that prompt your request and provide documentation supporting your reason.
2. Penalties are assessed for late assignments at a rate of 10% of the maximum point total per class day up to a maximum of 4 days. I do not include weekends or holidays. No assignment will be accepted after the 4<sup>th</sup> day. For example, an assignment due on Tuesday could be submitted on the following Monday but it would lose at least 40% of its value. It would not be accepted after Monday. Exception to this rule: Anything due on the last day of classes cannot be submitted later than that!
3. You are responsible for coding your own programs and writing your own assignments. Copying is plagiarism and will be dealt with. See policy statement on the next page and also UWS 14.03 of the Student Academic Disciplinary Procedures. [[http://www.uwgb.edu/deanofstudents/policies\\_procedures/students/pdfs/uws014.pdf](http://www.uwgb.edu/deanofstudents/policies_procedures/students/pdfs/uws014.pdf)].  
PLEASE READ THROUGH THIS!
4. If you miss any exams, you will receive a 0 for that exam. However, if you have a legitimate conflict (for example, being ill or attending a university sponsored event) with a scheduled exam, arrangements can be made to take it during the last week of classes and such arrangements MUST be made prior to the original exam date. However, the final exam must be taken when scheduled. This date is known many months in advance and any plans such as work schedules or travel must be scheduled around this date.
5. When you have difficulty with a program or assignment, try to figure it out yourself first. It is important to develop independence. However, there will obviously be times where you don't know where to turn (especially at the beginning). Then you should seek help. I hold office hours and the assumption that a student should understand everything done in each class is FALSE. Office hours are there to help you. Use them!
6. If you miss a day of class, it is your responsibility to obtain the notes for that day.
7. Class attendance (unless otherwise stated), assignments, and exams are all optional. However, so is passing the course. How much effort you put into the course is YOUR choice. Just understand the effects of a poor choice; in my 40 years of experience I find there is a strong correlation between poor attendance and poor grades.
8. I do NOT provide opportunities for extra credit work to make up for missing assignments. If you haven't done the required work, extra work makes no sense. If you have a bad grade on an assignment or exam, put your efforts towards the remaining work that must be done.

Higher scores in later assignments and exams can offset lower scores in earlier work and I WILL take that into account if appropriate.

9. The classroom is a learning environment and each of you should be considerate and respectful of those around you. Toward this end, you should minimize any discussions not related to the class. Cell phones or any personal devices should be turned off. Also, you should be in class on time to avoid interrupting a class that is in session. However, once in a while arriving late might be unavoidable. If you do arrive late please sit near the back of the room close to the door.
10. University regulations allow the use of letter grades AB, BC, and CD. These letter grades will be used only in cases where a student's final average lies with one point of the cutoff between an A and B, B and C, or C and D. This works to the advantage of those who would otherwise have a high B, C, or D but to the disadvantage of those who would otherwise have a low A, B, or C.

## **Policy Statement for Academic Dishonesty in Computer Science**

In all computer science classes, each student is expected to assume full and sole responsibility for writing any assignment not designated as a group project. Any instance where a program or assignment, submitted by one student, was fully or partially written by another constitutes Academic Dishonesty and will be dealt with. Actions range from 0s or negative scores on the assignment to failing the course and a letter sent to the Dean of Students. Please note that such letters go into your file and can have an adverse affect when seeking employment.

Things you CAN do:

- Talk with others about an assignment. This includes various design options and general approaches to a problem.
- Ask and answer questions about a design or syntax of specific statements.
- Ask and answer questions regarding interacting with the program IDE but independent of specific coding that may be required.

Things you CAN NOT do:

- Give or receive copies or partial copies of code, designs, or assignments. Note: The manner in which it is obtained is irrelevant.
- Participate in discussions that involving writing code or assignments to accomplish a particular task unless it is for a group assignment.
- Examine another person's code or assignment for the purpose of working on your own program or assignment.
- Having any individual (including tutors or consultants) write any part of your program or assignment or tell you how to do so.
- Help other students by allowing them to see code or assignments that you have written or designed. This means that if you discard any hard copies of code make sure that no one else can have access to it. Shred it, burn it, or flush it.
- Work together on creating the code for a program or writing an assignment, unless the assignment is explicitly designed as a group assignment.

Violation of these rules will result in action taken. Not only will the person who benefited be held accountable but also the person who provided the assistance will be penalized. In order to run a class smoothly a measure of trust must exist between instructor and student. Violation of these rules destroys that trust and respect that a student deserves. These things are hard to recover once they are lost.