Course Policies

Code Documentation

ALL code that is submitted for grading (projects, homework, in-lab exercises, and so forth) **MUST** be **PROPERLY DOCUMENTED**. See the documentation policies on the course website for details.

Programming Assignments

The purpose of programming assignments in this course is for you to practice and demonstrate your mastery of concepts **covered in the course**. This includes concepts about the primary language used in the course, concepts and materials included in specific class libraries, algorithms, tools, and general problem solving approaches. Each assignment has a specific learning intent, and it is **unacceptable** to "*Google*" other solutions and use material not covered in class. An assignment submission that uses an approach not discussed in class or that avoids the intent of the assignment is not acceptable, and may result in a grade of 0 for the assignment and a grade of F for the course.

Grading

Each deliverable (assignment, presentation, quiz, test, final exam and so forth) will be assigned a percentage of the total grade for the course. The percentages will be announced in class.

- The final grade will be based on the weighted average of the deliverables for the course.
- Regular class attendance will influence the final grade as explained below.
- Letter grades are based on overall averages as shown in the following table[1].

Letter Grade	Average
A	90 and above
B	80 - 89
C	70 - 79
D	60 - 69
F	0 - 59[2]
I	None given

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No one will receive a passing grade for the course regardless of average unless all assignment projects have been submitted during acceptable periods (see due dates below) with reasonable efforts shown

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Attendance

The material presented in each class meeting builds on the material presented in all previous classes. If one misses the material for a given day, it is very difficult to understand the material for subsequent days.

- *Attendance is required for this Computing course.* Once behind, it is extremely difficult to catch up. For that reason, *regular attendance is **mandatory** in this course.*
- Penalties for unexcused absences apply to the *SEMESTER AVERAGES (FINAL GRADES)* and are as shown in the table below.
- Class attendance means being present for the *entire* class meeting. Those arriving late or leaving early without prior permission will be counted as absent for the entire class meeting.

Class Meets	Penalty Points	Per Absence Beyond
2 times per week	7.5/absence	2
1 time per week	15/absence	1

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[1] *Plus and minus grades (e.g.: C⁺, A⁻, and so forth) as established by ETSU may be assigned for averages in the upper or lower 20% (approximately) of each of the grade ranges, respectively.*

[2] *A grade of F may be assigned for other reasons, such as failure to turn in all required work, regardless of the overall average grade.*

Grades of "Incomplete"

There will be no incompletes (grades of "I") except for truly extraordinary cases. Assignments will be made early enough to allow completion by the assigned date if time is used wisely.

Assignment Due-Dates

A definite due-date will be given with each assignment. Work not submitted on time will be penalized as follows.

- Work turned in after the due-date will be penalized **10 percent** for each day late up to a maximum of five (5) days late.
- More than 5 days late, no assignment will be accepted, and a grade of *F* will be assigned for the course.
- An exception to this rule is that any work whose due date falls within or after the final week of the course will not be accepted at all after the due date. Partial credit may be given for an incomplete assignment turned in on time.
- **Lateness will be based on the date and time that the assignment is received by the instructor,** and not by the date the work was created.

If, in the opinion of the instructor, a reasonable effort has been expended on the assignment, but it still is in an unacceptable state (due to being incomplete, inaccurate, or so forth), but still recognizable as a sincere attempt, a minimal grade of 5% will be assigned - to verify that something was turned in, even though it was in an otherwise unacceptable state of completion. The instructor reserves the right to decide what satisfies the criteria and to refuse to accept (and hence assign a grade of *F* for the course) any assignment that is judged to be less than a reasonable attempt at completing the assigned work or that appears to be copied (or paraphrased) from another.

A *bonus* of 2 percent per school day will be given for assignments turned in early (up to 5 days), provided they are complete, satisfy specifications, contain adequate and accurate documentation, and are at least 80% correct.

- No bonus points will be given for an assignment turned in early if it is incomplete, fails to satisfy the specifications, is poorly documented, or is not at least 80% correct.
- The total of all bonus points given for any reason may not exceed 10% of the maximum grade on the assignment unless otherwise specified in the statement of the assignment.

Make-Up Tests

If you must miss an assigned test, notify your instructor in advance to work out an agreement on how to make up the missed test.

- If you miss a test without prior notice to the instructor, you will not be allowed to make it up, and you will receive a grade of 0 unless satisfactory written documentation of unavoidable circumstances is provided by the next class meeting.
- Regularly scheduled short quizzes and other in-class work cannot be made up if missed.
- Missed unannounced tests and quizzes may **not** be made up, and **grades of zero** will be assigned.

Working Together On Assignments

Students are encouraged to help each other understand new concepts and correct errors.

- This applies to help from current or previous students or anyone else.
- However, each student (or student group for group projects) must turn in individual work that is not a copy or paraphrase of another's work.
- No such help is allowed on individual work (such as tests) during class.

If, in the opinion of the instructor, two or more submissions are too similar for coincidence, a penalty will be imposed that will usually be the same for the person who did the original as for the one copying from it and will be more severe than a minimal grade for submitting work that is inaccurate or incomplete.

- The minimum penalty will be a negative grade for the work.
- Extreme or repeated cases may be turned over to the university disciplinary channels for action. The excuse: *"The reason our papers are so similar is that we worked (or studied) together on it, but we each did our own work"* will never be accepted as a valid reason for similar papers.