

CLASS POLICIES

GRADING

Each deliverable (such as assignment, presentation, quiz, test, and the final exam) 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 these items. The way in which class attendance may influence the final grade is 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

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

INCOMPLETES

There will be no incompletes except for extraordinary cases. Assignments will be made early enough to allow completion by the assigned date if you use your time wisely. Under *no circumstances will competition for computer use* be a reason for an incomplete.

-

ASSIGNMENT DUE-DATES

A definite due-date will be given with each assignment made. Work turned in after the due-date will be penalized 10 points for each school day (not including days when school is not in session such as Saturday, Sunday, and holidays) late up to a maximum of five (5) days late. After that, 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.

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 - primarily 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 he judges to be less than a reasonable attempt at completing the assigned work or that he judges to be copied (or paraphrased) from another.

Lateness will be based on the date and time that the assignment is received by the instructor not by the date the program was run or when the report was printed. Assignments are

due at the beginning of the class period on the day they are due. Assignments submitted after the class meeting on the due date will be counted as late.

Failure to turn in an assignment within the specified time PERIOD will result in an automatic grade of F for the courses.

A bonus of 2 points per school day will be given for assignments turned in early (up to 5 days), provided they are complete, satisfy the 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.

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. Missed unannounced tests and quizzes may **not** be made up, and **grades of zero** will be assigned.

WORKING TOGETHER ON ASSIGNMENTS

There is no objection to students helping each other understand material needed in assignments as long as each student understands everything that is done and as long as each student submits his/her own work for grading (and the work submitted in this manner may not be either a copy or a paraphrase of someone else's work). In fact, students are encouraged to help each other understand new concepts or deal with errors. This applies to help from current or previous students or anyone else. No such help is allowed on individual work (such as tests) during class. If, in the opinion of the instructor, two or more submitted papers 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.

ATTENDANCE

The material for this course is such that every class builds on all previous classes. If one misses the material for a given day, it is very difficult to understand the material for the next day. It is extremely difficult to catch up, once behind. For that reason, **regular attendance is mandatory in this course.** (Note: ATTENDANCE MEANS BEING PRESENT FOR THE **ENTIRE** CLASS MEETING. THOSE ARRIVING SIGNIFICANTLY LATE OR LEAVING SIGNIFICANTLY EARLY WITHOUT PRIOR PERMISSION WILL BE COUNTED AS ABSENT FOR THE ENTIRE CLASS MEETING.) The attendance policy for students at ETSU is stated in the catalog under academic regulations. It requires that each professor clearly state his/her attendance policies at the first class meeting. **Attendance is required for this Computer Science course. PENALTIES FOR UNEXCUSED ABSENCES APPLY TO THE SEMESTER AVERAGES (FINAL GRADES)** and are as shown in the following table.

Class Meets	Penalty Points	Each Absence Beyond
3 times per week	5/day	3
2 times per week	7.5/day	2
1 time per week	15/day	1
Summer	15/day	1

-
- [1] *Plus and minus grades (e.g.: C⁺, A⁻, and so forth) as established by East Tennessee State University policy 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.*