Graphics I Lab Policy Guide

Overview

This is a breakdown of all the policies relating to lab, explaining how turn in works and where and how you can lose hours for attendance.

Attendance

Lab attendance will be taken at the beginning of lab at the time designated for you at the end of lecture. Rules are as follows:

* If you show up after attendance has been taken, but within the first 15 minutes, it will be marked as a tardy not missed hours. Showing up while attendance is being taken will not be marked tardy.
* If you show up **15 minutes or more** after the start of lab, you will be marked 2 hours out.
* You may not leave early unless you have completed your lab **and the lab instructors have confirmed you can leave.** Leaving early without permission is 2 hours out.

Turn in and lab grading

To make sure you get the grade you are supposed to receive follow the rules below:

* **Clean & Zip your project.** Turn-in your lab within 24 hours of when you received it for full credit. Do not include unnecessary files in your submission.
* Follow the naming convention described in the lab document. It will usually be **LastName.FirstName.Lab#.zip**