General Lab Section Policy for CSE 110, 111, 220, and 221 Courses

Students' Version 3.0

Contents

NOTE: Dear student, you must read the entire document carefully, select the checkboxes at the end of the document, sign it, and return the signed copy to your lab instructors. Otherwise, you cannot participate in quizzes and your assignment submissions won't be graded. If you have difficulty understanding any topic related to the lab policy, talk to the lab instructors as early possible for clarifications.

Minimum Attendance Rule

A student must satisfy **90%** attendance in the lab to be able to appear in the theory final exam of corresponding course. This is a strict attendance requirement and must be applied by the lab instructors in their sections. For exceptional situations, such as medical problems or a death in the family, the student who failed to meet 90% attendance requirement, must get an explicit approval from the lab instructors (and if required, from the chairperson) after showing proper documents/evidence. In that regard, the lab instructors have the right to check the medical documents of the student.

Note that, not taking attendance records properly and not enforcing the 90% attendance rules will be considered as a protocol violation on behalf of the lab instructors.

Lab Performance Scoring Criteria

To have things consistent across the courses and to minimize the hassle of plagiarism checking, from now on, students' practical programming skills in labs will be measured using two performance metrics:

1. Take Home Assignments (10%)
2. In class Quizzes (15%)

Note that harsh plagiarism policy is applicable for both assessment types which is detailed later in this document. In case there is a strong reason to have a separate lab final/midterm exam, the lab coordinator of that course will discuss with the lab instructors and add that in the scoring rubric by taking some points reserved for quizzes and allocating that for the exam.

Quizzes will be counted **N − 2**, and there will be **no option** for makeup quizzes. Even if there are some medical reasons for missing quizzes, no makeup will be taken unless the illness was extremely severe and lengthy in its extent. The student applying for such a makeup must show all medical records to the lab instructors and the lab instructors retain the exclusive rights to approve a makeup quiz request from a student. Furthermore, if the lab instructors approve such a request, he/she must share all details about the student's case with the course coordinator and keep the convener of the course supervision committee as a carbon copy with any email correspondence. Failure to do so will be considered as a protocol violation on behalf of the lab instructor.

Quiz Conduction Process

The topic of each quiz should be revealed to the students at the beginning of the week. This can be done by choosing to have a quiz on the same topic of the assignment due on that day in class and giving students a quiz question similar to some assignment tasks. Otherwise, a programming question similar to the would-be quiz questions of that week should be shared with the students. Either of these two recommendations must be followed to ensure fairness across all sections of the course. In the second case, the sample question should be posted in the common communication channel for the course by the lab coordinator(s) or his/her team. However, the quiz question for each lab section will be decided by the lab instructors and must not be the same as the circulated sample question, or some assignment problem, or just some trivial modification from such problems. There must be some innovative changes in the quiz question without increasing its difficulty levels beyond the reference problems.

The recommended mode of the quiz is **offline paper-based** quiz. Unless there is a strong reason for IDE based programming quizzes in lab classrooms, all courses are instructed to follow the offline mode. During the offline paper-based quiz answering, the students are not allowed to use their phone and the desktop monitor, if there is one, must be turned off. The quiz will start exactly within the first 5 minutes of the lab class and last no more than 30 minutes. If a student is late in class, he/she will have less time to answer the quiz. Unless there is an exceptional circumstance such as heavy rain, road closure in a large part of Dhaka that causes over 80% of students to fail to come to class on time, the quiz won't be delayed.

Plagiarism Treatment Scheme

If a student gets caught for plagiarism in any lab assessment task, then for the first offense of plagiarism, the student will lose all points in that particular assignment, quiz, or exam. Furthermore, the student will be marked and cautioned by the lab instructors. If the same student gets caught for plagiarism again in any later assignment, quiz, or exam then **the student will get a failing grade in the entire course**. Notice that the student who faulted twice has absolutely no right to appeal for forgiveness or decision overturn to any authority. A student must also understand that the lab instructor has no rights to forgive a student after he/she is caught for plagiarism or to overlook such incidents. Finally, a student should know that the department is giving a second chance only because some students might not understand the seriousness the university has assigned to plagiarism related offenses. Getting a failing grade is actually the lowest punishment a student is supposed to get according to the university guidelines on plagiarism treatment. All students and instructors are encouraged to check the university plagiarism policy to remove any doubt in this matter. The link for that policy is provided in the footnote.[1]Furthermore, this only a

Second chance policy is the dominant policy for plagiarism related misconduct in most reputed universities of the world. In most universities, students get temporarily suspended or permanently expelled after a second offense.

Note that if a student supplies his/her assignment/quiz-answer to a fellow student the former will be punished equally as the latter.

Not doing plagiarism checking or forgiving detected cases of plagiarism without consulting the course supervision committee will be considered a protocol violation on behalf of the lab instructors.

Lab Policy Questionnaire

1. Do you understand that you must maintain 90% attendance in the lab to be eligible for appearing in the final exam?	☐ YES ☐ NO
2. Do you understand that if you get caught for plagiarism, no matter how minor the case may be, you will lose all points from the corresponding assignment or quiz?	☐ YES ☐ NO
3. Do you understand that if you get caught for the second time for plagiarism, no matter how minor the case may be, you will get an F in the whole course?	☐ YES ☐ NO
4. Do you understand that there will be no makeup quiz for you even if you were sick and missed some quizzes?	☐ YES ☐ NO

Student ID:

Student Name:

Course and Section ID:

Signature and Date: