

Lab Section Policy for CSE221

Students' Version 3.0

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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 as possible for clarification.

Minimum Attendance Rule

A student must satisfy **90%** attendance in the lab to be able to appear in the theory final exam of the 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 the 90% attendance requirement, must get 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 student's medical documents. **Students must provide the necessary documents or at least inform the lab faculty regarding their absence by the week following their absence; otherwise, their attendance will not be considered.**

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. Assignments (5%)
2. In class Quizzes (20%)

Note that a harsh plagiarism policy is applicable for both assessment types which is detailed later in this document.

N – 2 quizzes will be counted and we will take the average of **all the assignments**. There will be **no option** for makeup quizzes. Attending quizzes in other sections is not allowed, one has to attend the lab

quiz in only their respective lab section. Even if there are some medical reasons for missing quizzes, no makeup will be taken unless the illness is extremely severe and lengthy in 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, suppose the lab instructors approve such a request, in that case, 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 as the lab practice sheet due on that day in class and giving students a quiz question similar to some lab practice sheet 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 lab instructors will decide the quiz questions for each lab section. It must not be the same as the circulated sample question, or some assignment problem, or just some trivial modification from such problems. The quiz question must have some innovative changes without increasing its difficulty levels beyond the reference problems.

The students are not allowed to keep their phones with them during the exam. They have to put the devices in their bag. During the quiz answering, the students are not allowed to access the internet. Students are prohibited from browsing any site or using any kind of resources. The quiz will start exactly within the first 5 minutes of the lab class. 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, or road closure in a large part of Dhaka that makes over 80% of students 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, the student will lose all points in that particular assignment, quiz, or exam for the first offense of plagiarism. Also, if the student is found with a phone, or browsing the internet during any lab quizzes, the student will lose all points in that particular assessment as well. If the same student gets caught for plagiarism again in any later assignment, quiz, or exam, or gets caught browsing the internet or found with a mobile device during the quiz, the **student will get a failing grade in the entire course.** Notice that the student who was faulted twice has absolutely no right to appeal for forgiveness or a decision overturn to any authority. A student must also understand that the lab instructor has no right 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 the 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 to appear in the final exam?	<input type="checkbox"/> YES <input type="checkbox"/> NO
2. Do you understand that if you get caught for plagiarism in any assessment, no matter how minor the case may be, you will lose all points from the corresponding assignment or quiz?	<input type="checkbox"/> YES <input type="checkbox"/> 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?	<input type="checkbox"/> YES <input type="checkbox"/> NO
4. Do you understand that if you get caught browsing the internet or found with your mobile during the quiz, no matter how minor the case may be, you will lose all points from the quiz?	<input type="checkbox"/> YES <input type="checkbox"/> NO
5. Do you understand that if you get caught browsing the internet or found with your mobile during the quiz for the second time, no matter how minor the case may be, you will get an F in the whole course?	<input type="checkbox"/> YES <input type="checkbox"/> NO
6. Do you understand that there will be no makeup quiz for you even if you are sick and miss some quizzes?	<input type="checkbox"/> YES <input type="checkbox"/> NO

Student ID:

Student Name:

Course and Section ID:

Signature and Date:

¹ <https://www.bracu.ac.bd/sites/default/files/resources/policies/BRAC-University-Plagiarism-Policy.pdf>