

Policies

Scoring/Grading

The grades will be calculated based on a total of 1000 points:

- A: 900 - 1000 points
- B: 800 - 899 points
- C: 700 - 799 points
- D: 600 - 699 points
- F: 0 - 599 points

The bulk of the points (**875** of 1000) are distributed across the various assignments, as shown on the Canvas Assignments page.

The remaining **125** points will be awarded based on Classroom and Project Participation as a combination of various factors including:

- [15 points] Reviewing the course videos and completing the Canvas Practice Quizzes (formerly known as the Udacity Quizzes)
- [10 points] Reviewing and participating in Ed Discussions
- [**100** points] Contributing actively to your team during the Group assignments as interpreted from the CATME Team Member Assessments

We normally do not offer other extra or bonus point assignments, so you should plan to do your best on the assignments as currently listed in the schedule. Also, we don't round grades up to the next level.

Institute & Academic Honor Code

Students are expected to abide by the Georgia Tech Honor Code and academic policies as specified in the Georgia Tech Catalog.

- Honest and ethical behavior is expected at all times - All incidents of suspected dishonesty will be reported to and handled by the Office of Student Affairs
- You are to complete all assignments yourself, unless the assignment instructions explicitly state otherwise. You should feel free to discuss the assignments with your classmates at a conceptual level, but you should not copy any specific solution (either complete or partial lines of text or code) from your classmates
- If you do copy specific lines or text and/or code from another source - classmate, text, website, etc. - then you must clearly document the beginning and end of the copied portion, and cite the details of the source (e.g. name, address/URL, date, etc.)
- If you post your assignment work on any publicly-accessible websites (including but not limited to GitHub), and your materials are subsequently copied and used by other students, then you will likely be held responsible for fostering unwarranted collaboration
- You are welcome and encouraged to form informal study groups at any time, but please do not form formal project teams for the group assignments until directed
- If you are in an informal study group, discussing basic concepts and ideas contained in the course materials and lectures is generally O.K. and encouraged; however, you are not allowed to develop specific answers and/or program code with other students or people outside of the class
- Do not collaborate beyond what is allowed by the Georgia Tech Academic Honor Code
- Students should complete the GT OMS Orientation before the first day of class
- Readings should be completed before the lesson for which they are listed

You should check Ed Discussions frequently (recommend every two days at a minimum) to remain aware of updates to assignments, policies and other course announcements.

Submissions

All assignment and project policies, due dates, and submission information will be listed on Canvas.

- Most assignment deadlines are set for 11:59 PM (2359 Hours) Anywhere-On-Earth (AOE), which generally corresponds to the following day at 8:00 AM Eastern Standard Time (EST)
- We recommend that you configure your time zones in Canvas appropriately, so that you can see all deadlines in your own local time zone. Being aware of the time zone differences is your responsibility - late submissions will not be excused because of time zone misunderstandings/configuration issues
- Submissions must be made via Canvas; and, if Canvas is down, then you must alert us via e-mail (before the deadline/due date), and submit your files via e-mail or some alternate method
- All submitted (non-source file) documents must conform to the CS6310 Writing Guidelines
- We normally publish assignments no earlier than the start date as listed on the schedule
- Submissions up to 24 hours late will result in your final score being limited to a maximum of 90% of the total possible score
- Submissions up to 48 hours late will result in your final score being limited to a maximum of 80% of the total possible score
- Submissions beyond 48 hours will not be accepted

- We will not support any other late submissions and/or extension requests. In a class of this size, supporting numerous individual extension requests for assignments based on personal scheduling conflicts (e.g. business trips, personal holidays, etc.) can cause tremendous administrative difficulties, and create conflicts of fairness for all students
- For team-based assignments, it is essential that you let your teammates know as early as possible about any availability and/or participation problems

If truly exceptional and/or catastrophic circumstances arise, please feel free to contact The Dean of Students with the details of health emergencies, family emergencies, personal disabilities, or other significant events. They are much better equipped to verify these situations than we are in our individual courses. Also please consult the Georgia Tech policies on Incompletes, Withdrawals, etc. as needed.

Making Regrade Requests and Asking Questions

If you have any questions concerning a grade that you received in this course, use Canvas Private Messages (Conversations) to contact the Teaching Assistant who evaluated your submission.

- You have one week after a given grade has been released to submit a regrade request contest; after which, we will consider the grade final
- Regrade requests are comprehensive: if the regrading reveals deductions or other issues that the TA had initially missed, then the regrading might result in a lower grade. Be careful about "cherry picking" issues for regrading requests, and take time to review your entire assignment before making a request

All revised grades get updated in "batch mode" after the grade contest period has been completed, and we will upload grade changes as quickly as reasonably possible.

- Use Ed Discussions, rather than email, for all class-related communications
- When sending questions (including regrade requests) via Canvas Private Messages (Conversations), please include the Instructors group which will include all of the TAs - this helps us balance the workload and respond as quickly as possible
- Ask questions publicly (visible to the entire class) whenever possible, rather than privately to the Instructors, since that maximizes your chances to get a prompt reply
- Ask questions privately (visible only to the Instructors) whenever your question includes material that might provide an answer to a specific assignment
- Ed Discussions includes a simple and effective keyword search feature, and you should search for answers to your question before posting duplicate questions - you might find that your question has already been answered

Check updated, unresolved, and unread posts on a regular basis - you are responsible for maintaining awareness of changes and clarifications, especially to assignment requirements

Class Participation

Class participation will be determined by a number of factors:

- Completion of the Udacity quizzes
- Contributions on Ed Discussions, especially providing solid and well-thought out responses to fellow student's questions
- Actively participating and providing substantial contributions to your team during the group phases
- Other "above-and-beyond" initiatives that you take to improve the learning atmosphere for the course as judged by the Instructor(s) and TAs

You are not required to get the correct answer on the first try for the Udacity quizzes - only your last submission will be checked. If you do not get the correct answer after several attempts, try watching the solution video, and then come back to the quiz.