

# CS130/1300 Late Policy (Fall 2018)

These policies are subject to change at any time at the discretion of the Professor and the HTAs. Students are responsible for all clarifications and changes added to the course website content and handouts, sent out by email through the official TA list, or posted on Piazza.

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## Labs

Labs are designed to take the full designated 2 hours. *Arriving late to a lab may result in not receiving full credit.* If a student does not complete the lab within the 2 hour timeframe, they may get checked off for lab credit within the next 3 days by emailing the TA list with the completed lab. *The student must make sure to include the names of the TAs who taught their lab session in this email. If the student does not include these names, they will not receive credit for this lab.*

*If a student can no longer attend a lab they signed up for, they must email the TA list no later than 12 hours before the lab's start time, or they may lose lab sign-up privileges for the semester depending on the nature and frequency of the absences. This means a student will only be able to attend a lab if there is space leftover after everyone else has registered.*

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## Readings

Students should read the assigned readings before their respective lecture. Readings will be released at least one week prior to lecture. Reading *discussion comments* are due Thursday at 12:00 p.m. (noon) on Gradescope, before the Thursday lecture discussing the reading. *Late reading comments will not receive credit.*

Reading responses that are late or not turned in will receive 0 points. An unsatisfactory or unrelated reading comment will receive 0.5 points. A satisfactory reading comment that correctly and thoroughly answers the given prompt will receive 1 point, which is the most common score. Exceptional reading comments (the top 15 - 20% in quality) will receive one extra point, for a total of 2 points. An exceptional comment does not merely answer the prompt in a satisfactory manner, but one that is also an insightful analysis through close examination of the reading. Exceptional reading comments are not restatements of the readings, nor are they unsubstantiated claims or opinions such as such as "I liked the analysis part of the article because I learned a lot." Rather, they are further explorations into the content and extensions of the points made.

There are 7 readings in total throughout the semester, and 7 points are allocated toward readings. Students have the opportunity to earn up to 10 points total on readings, but no more than 10 points.

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## Assignments

*Each student is allocated two late passes to use throughout the semester, and these passes are ONLY applicable to assignments. Each late pass allows a student to turn in an assignment up to 1 week late with no penalty. Please note that this is 7 calendar days, including weekends and holidays. Students cannot stack late passes on an assignment, and there is no benefit to having remaining late passes at the end of the semester. Late passes are applied automatically at the end of the semester, and students do not need to inform TAs when using a late pass.*

*If a student uses up both late passes, assignments may still be turned in, but with 5 assignment points deducted for each week that it is late. For example, if a student has 1 late pass left for an assignment due Oct 11, they have until Oct 18 to hand in by using the late pass. If they hand in on Oct 19, they will have used up the late pass and receive a 5 point deduction. If they hand in on Oct 26, they will have used up the late pass and receive a 10 point deduction.*

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## Group Assignments

For group assignments, only one member of a group needs to upload their final submission on Gradescope. *Please note that late passes may not be used on the assignment unless all members of a group have remaining late passes. If the group chooses to use their late passes, a late pass will be deducted from all members of the group. If the submission is uploaded late, and not all group members have late passes left to use, it will count as a 5 point deduction for everyone in the group.*

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## Participation

*There is no late policy for participation; participation points are only earned during lecture through in-class activities. If a student has a specific accommodation where they cannot attend at least  $\frac{3}{4}$  of the lectures, please email the HTA list or Jeff.*

*Please note that writing someone's name on an in-class activity who is not present in class in an attempt to secure credit for the person in question is a collaboration policy violation.*

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# Final Project

*No final projects (either the portfolio review or a group project) will be accepted late, regardless of if a student has remaining late passes.* This is to ensure that the TA staff can grade final projects thoroughly and return them in a timely manner before the end of the semester.

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## Exceptions

Any further accommodation beyond what is described above requires a note sent to the HTA email ([uiuxhtas@lists.brown.edu](mailto:uiuxhtas@lists.brown.edu)) or in the case of sensitive situations, Jeff ([jeff@cs.brown.edu](mailto:jeff@cs.brown.edu)).

This note must be obtained from either a Dean of the College or Health Services / a doctor stating the time period of not being able to do coursework, and any other accommodations necessary. *Please note that an email from a Dean or a health professional will not be accepted, this must be either an official Dean's Note or a Health Services Note* from either a Dean of the College or Health Services/a doctor stating the time period of not being able to do coursework. Students will be eligible to receive extensions on Assignments and Readings.

If a student has SEAS accommodations, they should inform the HTAs and Jeff through the SEAS website, and we will work to accommodate them.