**OOP244 Class Policies (Fall 2020)**

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**1. Course Addendum**

**Please read the Course Addendum regarding course expectations, course policies and academic**

**integrity policies (plagiarism and cheating).**

2. **Late Penalty**

a) Workshops: You will receive zeroes if you miss the due dates.

**Only one submission is allowed. You will lose marks if you do not include comments as**

**required.**

**b)** No late submissions will be accepted after the Friday of the Final Assessment Week.

c) System failures (e.g. loss of Internet connection, loss of a computer, matrix server is out of service)

are not valid reasons for not meeting the due dates. You should expect system failures

to happen and thus should submit your work as early as possible..

**3. Test and Quizzes**

**There are no make-up tests and quizzes. You are responsible for taking the midterm test and**

**quizzes as scheduled. You must provide documentation (e.g. a doctor’s note) as soon as possible**

**if you miss the test due to emergency situations such as sickness. If you are late for a test or a**

**quiz, you will not be given additional time.**

**4. Debugging Help**

**a) You are responsible for fixing the bugs (i.e. errors) in your C programs. There is no guarantee that**

**your professor will solve your programming problems.**

**b) You may ask your professor for debugging help during the scheduled lab hours and office hours.**

**c) Before you ask your professor for help, you must**

**i) review the Course Notes and understand the examples shown in the lectures,**

**ii) check your spellings in the C programs and the system commands, and**

**iii) try to fix the errors on your own.**

**d) You must provide screenshots and source code when you ask for debugging help.**

**5. Appointments**

**Please make an appointment by email if you want to talk to me during the office hours.**

**All appointments will be scheduled on a first come, first served basis.**

**6.  Email Communication**

**When you send your professor an email, please include the section code (e.g. BTP100NAA) in the**

**subject heading. Otherwise your email could be misplaced. If you send out an email during the**

**weekdays, you may expect a reply by next day. If you send out an email over the weekend, you**

**may expect a reply by next Monday.**

7. **Students with Letters of Accommodation**

a) If you want to request for an extension, you must do it at least one day in advance of the

official due date.

b) Only an extension for one or two days will be considered.