

**Updated Regrading Policy, Submission Guidelines and Late Submission Penalties**

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We trust that you're making good progress with your coursework. We're writing to you today to share an important update to our grading policy and to introduce some additional instructions for your assignment submissions and late submission penalties.

Here are some steps that you can take to minimize plagiarism in your IT courses:

1. **Understand What Plagiarism Is:** Plagiarism involves using someone else's work without giving them credit, presenting it as if it's your own. This can be a line from a book, a piece of code, a design, etc. Understanding what plagiarism is, is the first step to avoid it.
2. **Paraphrase:** Instead of copy-pasting the information you find, try to put it in your own words. Read the information, understand it, and then write what you have understood. This doesn't mean that you change a few words here and there in the original text; it means completely rewriting the idea in your own style and language.
3. **Cite Your Sources:** If you are using someone else's work as a reference, always cite it. This shows that you acknowledge and respect the original author's work. Citing also allows your professor to see the research you've done to prepare your work.
4. **Use Plagiarism Detection Software:** There are several online tools that can help you detect plagiarism. They compare your work with a vast array of online content to ensure originality.
5. **Quote Directly:** If there's no other way to say something, quote it directly and give credit to the original author. Use quotation marks for verbatim text and cite the source.
6. **Ask for Help:** If you're unsure whether something constitutes plagiarism or how to properly cite sources, don't hesitate to ask. Your professor, teaching assistant, or school's writing center are all resources.
7. **Coding Plagiarism:** When it comes to coding, reusing snippets of code found online can be a gray area. Some educators view code as a language in itself, where certain phrases are universally known and used. Other times, reusing someone else's code without attribution is viewed as plagiarism. When in doubt, always provide attribution and try to understand and learn from the code instead of merely copy-pasting it.
8. **Respect Open-Source Licenses:** When using software libraries and modules, make sure you understand and comply with their licenses. Some open-source licenses allow for code modification and redistribution, but they still require attribution.
9. **Avoid Using "Homework Solutions" Websites:** These websites might seem like an easy way out when you're stuck on a problem but using them promotes lazy learning and can easily lead to plagiarism.
10. **Write from Scratch:** The best way to avoid plagiarism, especially in IT courses, is to write your own codes and create your own content. This might seem hard at first, but as you practice and improve your skills, you'll find that it's the best way to learn.

***In essence, academic and professional integrity involves acknowledging the work of others while also contributing your own original ideas and work.***

Firstly, we've revised our regrading process. From now on, regrading of assignments and exams will occur only once at the end of the course. This comprehensive review will consider all your work in the context of the full course content. We believe this approach will ensure a fairer and more thorough evaluation for everyone.

Given this policy, we kindly request that you refrain from sending individual emails regarding regrading. These will only slow down the overall grading process. We advise you to patiently wait until the end of the course when the comprehensive regrading will take place.

Next, we would like to stress the importance of maintaining records of your coursework. We recommend you to take screenshots, save digital copies, or keep any other evidence of your completed assignments. This documentation could be valuable in case of technical issues or disputes about your work.

Finally, we're enforcing a stricter policy for late submissions. If you submit an assignment after the due date, there will be a penalty. Submissions received more than 24 hours after the deadline (due at 11:59 PM) will have 10% deducted from the assignment's total score. This policy will be strictly adhered to, so please ensure that you manage your time effectively to meet all deadlines.

We understand that these changes might require adjustments on your part. Our goal is to create a fair, efficient, and accountable learning environment for all students. If you have questions or require clarification about these policies, feel free to reach out through our established communication channels.

We appreciate your understanding, cooperation, and continued dedication to your studies.

Best regards