Course Policies

Students are responsible for reading and following these policies throughout the course.

Academic Honesty

Students are expected to follow the [Georgia Tech Honor Code](#). All incidents of suspected dishonesty will be reported to and handled by the Office of Student Integrity. In addition, the following specific policies apply to this course. *If in doubt as to whether an action is allowed in this course, please ask the instructor/TA.*

Collaboration: You are to complete all projects yourself. You may discuss the projects with your classmates, but you may not share code/data/solutions with other students. For specific projects, we provide explicit instructions about what pieces of information can or cannot be shared with the entire class.

Plagiarism: You may not copy solutions (fully or in part) from any source. Every file you turn in must be written entirely by yourself. If it is a file provided with the project, the modifications to the file must be made entirely by yourself.

Piazza

Private posts: If you have a question about your code, please send it to the instructors using a private message on Piazza. Projects cannot be 'pre-graded'. When making private posts on Piazza, please select all "Instructors" to share with, so that they are able to view and respond to your post.

Volume of posts: Please try to avoid posting duplicate questions. Posting duplicate questions can lower the turnaround time of responses significantly. You can use the search bar (to the right of the "New Post" button) and the folders listed across the top of the page to look for related posts where your question may have already been asked & answered.

Anti-harassment policy: Please follow these guidelines to ensure that everyone has a beneficial, positive and harassment-free experience:

- Any type of hostile behavior will not be accepted. Abusive/degrading/hostile/intimidating language, language that creates discomfort, or interferes with a person's participation or opportunity for participation will not be tolerated. Excuses such as "It was obvious", "I was just joking" will not be accepted.
- Students that are violating this policy, may be excluded from participation at Piazza. If you believe that you or a classmate has been harassed, please contact the Instructor/TAs immediately.
- Please remember that on the other end of a posted question, follow up, or comment there is a real person - like you - who will react not only to the content of your response, but also to the tone. Please remember that students in this class have a wide variety of backgrounds and prior experience. Students with more experience or background in a topic are strongly encouraged to share - through useful and practical responses - in

a supportive way so that others can learn as well. When you answer a question, please remember that your primary purpose is to help the student who asked it.

- You are encouraged to suggest ways to improve questions that are posted, so that students will receive faster and better answers. You are expected to do so using positive and supportive language and tone. For example, if a question does not have all the information you need to provide an answer you may politely ask for what you specifically need in order to help (eg "Could you please provide an example of some code that produces that error message?").

Tests

Format: Tests will be administered via Proctortrack. ProctorTrack will allow you to start your test any time before the testing window closes, but will stop your test when the window closes. This means if you are allotted 2 hours to complete a test, but start your test one hour before the testing window closes, you will only have one hour to complete your test! Give yourself plenty of time prior to the end of the testing window to complete your test.

Late submissions, after the window has closed, are absolutely not allowed.

Academic Integrity: You must take all tests by yourself, and all answers must be provided entirely by you. You may not give (or ask for) direct answers to test questions to classmates, online forums, chats, websites, etc. (Asking about concepts presented in class is acceptable, so long as the question is not soliciting a response that would directly answer a specific test question, and provided it is not done during a proctored test period where such materials or websites may be disallowed.)

Tests in this course do not allow supplemental materials, e.g. notes, scratch paper, books or digital reference material. All proctored tests will have specific instructions regarding what materials are and are not allowed to be used during the test. Using any disallowed materials during a proctored test will be considered an academic integrity violation.

Direct quotes from *any* source are not permitted on tests, *even if they are quoted and cited properly*. Any direct quote from anyone else (including the instructor or a TA) in a test answer will be considered plagiarism. You should instead paraphrase using your own words, to demonstrate that you understand the concept (and not merely how to copy-paste).

While preparing for the test, It is entirely up to you to evaluate the relevance and accuracy of any information you find outside of the official class materials. If you use information you found on the Internet to answer a question, and it is wrong because the information was either inaccurate or was actually answering a slightly different question than the one on the test, then that question is wrong and will be graded as such.

Discussion Threads

Format: We will be having discussion threads (3 discussions across the semester) on topics that are in focus for each section. We will have two discussion threads:

1. A research oriented thread that will focus on open research questions about the topic. To receive extra credit, students are asked to post at least one post per week about their thoughts on open research problems, a recent publication they came across, or challenges of existing approaches.
2. An experience oriented discussion thread that will focus on exchange of ideas/information about practical aspects (e.g. operational issues, common practices, etc). To receive extra credit, students are asked to post at least one post about their thoughts or experiences on practical aspects, implementation issues, or common practices related to the topic.

Valid posts: The Instructor and TAs will be reviewing students' participation on the weekly discussion threads. To receive the extra credit for participation, a student needs to participate with posts that reflect her/his thoughts/understanding/ideas and effort to be involved in a discussion. Posts such as "I agree" or "+1" do not count as valid posts. The Instructor/TAs will not be reviewing the posts to "grade" them for correctness or length, but rather to identify valid participation.

Grading

Due to delays or issues with projects and/or tests, the number of tests/projects and their relative weights are subject to change (this occurs in rare cases only). Grades will be posted on Canvas.

Grading will be based on five projects and two tests completed throughout the course. In addition, there are opportunities for extra credit: a) an additional section of Project 5, and b) participation at weekly discussion threads (please see below for description). The grade breakdown is as follows:

Projects Total	70%	Tests Total	30%	Extra Credit Total	8%
Project 1	10%	Test 1	10%	Extra Credit Project (additional P5 section)	5%
Project 2	15%	Test 2	20%	Discussion Threads	3%
Project 3	15%				
Project 4	15%				

Project 5	15%

90.0%	A
80.0%	B
70.0%	C
65.0%	D
< 65.0%	F

Late Policy

Late submissions for Projects are not allowed. Projects must be submitted by the due date as shown on Canvas.

Taking the Test outside the Test window is not allowed. Tests must be completed prior to the closing date.

Prior to any deadline, please allow ample extra time (in the order of hours) to account for Internet connection difficulties, technical glitches, or any errors eg you submit the wrong file. Due to the volume of the class, we will not be able to accommodate resubmissions eg due to submitting a wrong file, or due to other last minute difficulties. The submission windows both for Tests and for Projects span several days. *It is the student's responsibility to keep track of the deadlines* and complete them all on time. **It is the student's responsibility to submit well before the deadline to account for any last minute errors.**

Extensions to Deadlines

Extensions to deadlines will be allowed **only** **in the case of a medical or personal emergency, or in the case of a military exercises/deployments** for service members. Prior to any request for extension, please request an approval by the office of Dean of Students. Please contact the [office of the dean of students](#) using the provided "Request Assistance" link.

Regrade Requests

Format: All requests for a regrade on any assignment (project, test, etc.) or other questions regarding your grade must be made in writing via private post to all instructors on Piazza. Please use the provided regrade_request tag. For general questions about the answer key / model answers not specific to your submission, please make a public post on Piazza.

Deadline for regrade requests: *Regrade requests must be made* **no later than 1 week from the grade release date** *for that assignment.* Due to the volume of this class, there will be no exceptions.

Valid requests: Please submit a request if you think there has been an error in grading or applying the rubric. Other requests for regrading will not be considered: e.g. you need a higher grade for Institute/program requirements or reimbursement, your grade is close to the cutoff for the next grade level, you disagree with the rubric, etc.

Volume of regrade requests: Please submit a regrade request only if there has been an error. Please refrain from submitting multiple requests, as they consume significant amounts of TA time, and this can result in slower turnaround time, that may affect the entire class.