

Submission Policy Agreement

Instructor: Dr. Yushun Dong (yd24f@fsu.edu)

Students enrolled in CAP 5638 are required to sign and submit this course policy agreement. The submission of your signed course policy agreement will serve as the **ONLY** evidence for your first-day attendance. Per FSU's policy, students missing first-day attendance will be dropped out of the course.

Policy 1 (Submission Types) : Submission threads (i.e., a post for submission of assignments, presentations, etc.) are divided into *Original* and *Make-Up* ones, and both will be posted for every task that requires submission(s).

Policy 2 (Submissions without Penalty) : Submissions under *Original* threads will not receive any penalty. However, hard deadlines will be enforced and any excuses will not be accepted.

Policy 3 (Submissions with Penalty) : All *Make-Up* threads will have the same deadline at around the end of the semester. All submissions under *Make-Up* threads receive a 30% penalty. The **ONLY** way to avoid the penalty is to include a medical excuse from a doctor at U.S. healthcare agencies in your submission.

Policy 4 (Additional Notes for Make-Up Submissions) : All submissions under *Make-Up* threads will only be graded at the end of the semester without receiving any feedback. No second make-up submissions can be made after the *Make-Up* threads' due dates.

The policies of this course include, but are not limited to, the provisions outlined above, as well as the content published on the course website and the policies of FSU. In the event of any conflict between this document and the content on the course website, the provisions of this document shall prevail. In the event of any conflict between this document and FSU's official policies, FSU's policies shall take precedence.

Your Sign (Printing or Handwriting): _____