Make-Up Exam Policy

As a matter of policy, make-up examinations will be given only under truly exceptional circumstances. Any requests for make-up examinations must be made before the regularly scheduled examination is held. The reason for not being able to take the examination at the regularly scheduled time should be beyond your control such as medical reasons. This reason must be verified through appropriate offices of the University. There is no point in requesting for a make-up examination just because you are not ready to take the exam at the regularly scheduled time.

Academic Integrity Policy

You are expected to work individually on the assignments, unless explicitly specified otherwise. It is intended that you attempt to solve every question in the assignments on your own. However, if you do use an external source other than text book and class notes (some other book, a research paper or a web site for example), you MUST give an appropriate citation. You may be required (through an oral examination) to demonstrate that you do understand the answer you write (especially if you got it from some other source). In programming assignments, it is expected that the code submitted is written by yourself. Any violation of principles of academic integrity (whether or not explicitly stated here) would be taken seriously and will be dealt with accordingly.

Incomplete Policy

As a matter of policy, incomplete grades will be given only under truly exceptional circumstances. There is no point in requesting for I grade just because you are not able to cope up with the pace of the course and falling behind in the course. In order to be eligible for the incomplete grade, you must meet the following requirements.

- You should have completed at least three fourths (i.e., 75%) of the course.
- In the portion of the course that you have completed, you should be performing at a satisfactory level (i.e., you should get a c grade or better if the grades were finalized on the day you are requesting the incomplete grade).
- The reason for not being able to complete the course should be beyond your control such as medical reasons. This reason must be verified through the appropriate offices of the University.
Attendance Policy

I will not take attendance. It is up to you to attend class. If you miss a class, it is up to you to obtain notes and any other information that was provided in the class. Also, you are responsible for any announcements made in classes. Excuses that you did not know about something because you did not come to class and did not obtain the information will not count for anything at all.

Attendance may be even more important in classes in which I may be teaching topics that are not available in the textbook. Those who have chosen not to attend class have, as a rule, done poorly in this course. If you choose not to attend class, then you must live with the consequences of that decision, however bad they are.

Severe Weather Policy

In the event of a weather emergency, ECU might decide to cancel classes. If ECU cancels classes, our class also will not meet on those days and any quiz or exam scheduled that day will be automatically postponed to the next working day in which our classes meet. The deadline for any assignment that falls due on a day when classes are canceled will be automatically postponed to the next working day in which our classes meet. ECU weather emergency notices and class cancellation announcements can be viewed at http://www.ecu.edu/alert. The same information could also be obtained by calling the information hot-line (252)-328-0062.

Accommodation for Disabled Students

Both East Carolina University and I, your instructor, seek to fully comply with the Americans with Disability Act (ADA). Students requesting accommodations based on a disability must go to the Department for Disability Support Services, located in Slay 138, and be registered with them before any accommodations can occur. Their telephone number is (252)-737-1016 (Voice/TTY).

Classroom Behavior

Smoking is not permitted in classrooms. Please turn off cell phones while in class. The use of laptops or note pads in class is allowed as long as the use is restricted to activities related to this course such as aid in note taking. Other activities such as general web browsing is prohibited while in class.

In general, any activity that diverts your attention from the lecture and discussion is prohibited. It will be strictly enforced when it may affect other students as well.