GENERAL INFORMATION and POLICIES

**Instructor:**
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**Office Hours:**
Mon, Wed, Fri 10:00 – 10:50  
Mon, Wed 12:00-1:00  
Use Starfish to schedule an appointment!  
Other times by appointment

- My schedule including office hours is posted outside my office door. The purpose of office hours is to give you the opportunity to get personal attention on problems you have with the material. Please feel free to use them.
- During my office hours I may be in the vicinity of my office. Please check for me in the main office.
- **I welcome prearranged appointments** during my office hours please use Starfish to schedule an appointment. If you know in advance that you need to see me, please let me know and we can schedule it. This avoids long lines and wasted time outside my office.
- If you cannot make it during my scheduled office hours, we can arrange an appointment. But do not wait until the last moment to schedule it!
- If you make an appointment outside my office hours you are expected to show up. If you do not show up it will be unlikely that you will be given another appointment outside my scheduled office hours.
- Please refrain from calling or stopping by outside my office hours unless you have a prearranged appointment. I especially **do not want “quick questions”** in the hallway or when I am on my way to class. Hold your questions until class or office hours!

**Class Attendance and Participation:**
- You are expected to attend class and participate in class discussions.
- I will take attendance daily as required by the University and will follow the policy outlined in the Undergraduate Catalogue regarding absences. It is your responsibility to verify excused absences with me as outlined by the University.
- If you do not attend class for any reason, it is your responsibility to get the notes and assignments from classmates.
- I reserve the right of using your class attendance and participation when determining final grades.
- If you “skip” class with no valid excuse, I do not expect to see you in my office for extra help. My office hours are reserved for those who attend class!
- If the class is canceled or the University closes on an exam date then the exam will simply roles to the next class meeting.
Class Etiquette:

• You are expected to arrive on time to class. Arriving late is disruptive and considered to be rude. I reserve the right to deduct from your final grade if you are repeatedly tardy.

• Once class has begun you are expected to remain in your seat for the duration of the class. You are not permitted to randomly get up for drinks, visit the restroom or to generally wander around the classroom.

• Once class has begun you are expected to be quiet and respectful to the person lecturing. If you need to discuss something with a fellow classmate you should do it after class.

• Cell phones must be turned off during class/ lab time and kept in your backpack.

• Class meetings that use the computer, you are expected to be doing the work assigned. If you choose to do other activities on the computer you will be asked to leave the classroom.

Communication Etiquette:

• You are expected to read your campus email and check D2L for updates at least once every 24 hours.

• Email – The subject should contain the course information (CSCIxxx) followed by the subject of your email (for example: “exam question” or “question about zzz”). The body of your email should contain the specifics about your question. The last item in the body of your email should be your full name and your student id.

• Discussion board postings – Select the forum based on the subject area of your question or concern. The thread subject should contain the subject of the question. The body of the post should contain clear specifics regarding the question or concern.

• Reading D2L assignment feedback - It is important that you read the feedback provided for you in your D2L assignment dropbox. As I grade your items I will provide comments for each item in the assignment dropbox. If you do not understand my comments, please send me an email so I can explain further. Grades are considered final one week after feedback is posted.

Accommodations for Students with Disabilities:
If you need test-taking or note-taking accommodations, please discuss this with me now. It is your responsibility to provide documentation. Do not wait until the last minute.

Missed Deadlines:

• Exams - Cannot be made up.

• Assignments & Programs – A grace period exist until I begin grading. After the due date the acceptance of items and penalties are at my discretion. I will accept no late items after Week 13.
Election to take S/U grade:
You may elect to take a non-major course as satisfactory/unsatisfactory if you are in good standing and have completed 31 credits. Satisfactory is earned if the student receives a “C” or better in the course. Satisfactory credits are counted toward graduation but do not affect your GPA. The paperwork for this must be completed during the “add” period. (See the course catalogue for further information).

Final Grade:

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Grade Range %</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>93-100</td>
</tr>
<tr>
<td>A-</td>
<td>90-92</td>
</tr>
<tr>
<td>B+</td>
<td>87-89</td>
</tr>
<tr>
<td>B</td>
<td>83-86</td>
</tr>
<tr>
<td>B-</td>
<td>80-82</td>
</tr>
<tr>
<td>C+</td>
<td>77-79</td>
</tr>
<tr>
<td>C</td>
<td>73-76</td>
</tr>
<tr>
<td>C-</td>
<td>70-72</td>
</tr>
<tr>
<td>D+</td>
<td>67-69</td>
</tr>
<tr>
<td>D</td>
<td>63-66</td>
</tr>
<tr>
<td>D-</td>
<td>60-62</td>
</tr>
<tr>
<td>F</td>
<td>Below 60</td>
</tr>
</tbody>
</table>

- All those found cheating will receive an automatic F for the course and will be reported to Judicial Affairs.
- If you have a complaint regarding your final grade, review the Appeals Process in the Undergraduate Handbook.

Cheating:
Assignments, programs and exams are to be completed on your own. I take a VERY DIM view of cheating! Should you receive an "F" on your grade report at the conclusion of this course and this does not correlate to the grades you earned during the semester then in all likelihood you will be hearing from Judicial Affairs. It is my policy to record an "F" for students that engage in any integrity violation during the course, retain the documentation of this activity, and forward this to Judicial Affairs. You will be given a hearing and it will be determined whether you did engage in such activity. I will respect their verdict and take action accordingly. Unfortunately, there are far too many names and documentation sent over every semester. It is my hope that students will eventually realize that engaging in this behavior is not tolerated in my course and it will cease to be a problem I must deal. If you are one of the students that I report to Judicial Affairs I will not engage in discussion with you about it. I do not listen to stories as to why it happened, save this for your hearing. Judicial Affairs will listen and make a determination accordingly. Encourage your friends to do their own work by doing your own work. Lead by example.
Incomplete Grades:
You may request an incomplete, or "I" grade, only in cases where exceptional conditions beyond your control, such as accidents, severe illness, family problems, etc., have kept you from completing the course. You must alert us to these circumstances as soon as possible--telling your instructor in November that you were sick in September is not acceptable. If your request for an incomplete is granted, you must complete the work for the course within the time limits set by the University. Unfinished "I" grades automatically become "F". Incomplete grades are not given to students who have simply fallen behind in their work.

Rules about work submitted for grade:

• **Assignments and programs** – All assignments and programs are to be completed by only you. Working with a partner or submitting work completed by another individual is considered an integrity violation. If you need assistance you are welcome to ask questions of another individual and you should document this assistance in the comment area when you submit your assignments.

• **Closed book/closed notes Exams** – All exams are to be completed by only you. Closed book/notes exams are to be completed with no resources and once the exam begins all keystrokes will be tracked. Clicking outside the exam or using other printed resources is considered an integrity violation.

• **Hands-on Exams** – All exams are to be completed by only you. Hands-on Exams can be completed using printed resources, online help resources, but no other individuals. Submitting an exam where you have solicited help from another individual is considered an integrity violation.

• I am the instructor of record for this class. Only the instructor of record can properly grade coursework and issue midterm and final grades.

• The timeline and due dates for assignments and exams for this course may need to be adjusted for severe weather events or other unforeseen circumstances.

Course-related Policies at Edinboro University:
Edinboro University has multiple course-related policies addressing issues such as accommodations for students with disabilities, class attendance, and grade appeal, among others. The Student Code of Conduct also addresses issues of cheating and plagiarism, and the consequences of such behaviors. You may use keywords: COMMON COURSE POLICIES at the University web page (www.edinboro.edu) for links to this information.
**University Policies at Edinboro University:**
Edinboro University has multiple university policies and procedures. They can be found at the following link: [http://www.edinboro.edu/directory/offices-services/hr/policies/policies.html](http://www.edinboro.edu/directory/offices-services/hr/policies/policies.html)

**Records and Registration Forms:**
Edinboro University has many forms you may need this semester. Some of these forms can be found at the following link:

**Title IX Reporting Requirements and the Faculty Member:**
Edinboro University and its faculty are committed to assuring a safe and productive educational environment for all students. In order to meet this commitment and to comply with Title IX of the Education Amendments of 1972 and guidance from the Office for Civil Rights, the University requires faculty members to report incidents of sexual violence shared by students to the University's Title IX Coordinator. The only exceptions to the faculty member's reporting obligation are when incidents of sexual violence are communicated by a student during a classroom discussion, in a writing assignment for a class, or as part of a University-approved research project. Faculty members are obligated to report sexual violence or any other abuse of a student who was, or is, a child (a person under 18 years of age) when the abuse allegedly occurred to the person designated in the University protection of minors policy.

Information regarding the reporting of sexual violence and the resources that are available to victims of sexual violence is set forth at:

Office of Social Equity
Reeder Hall, Third Floor, 219 Meadville Street, Edinboro, PA 16444
814-732-2167