

Arch-595IN Course Policies*

Fall 2011

A.A.

Grading: Semester letter grades will be determined based on your course average as follows: 97 and above = A+; 93 and above = A; 90 and above = A-; 87 and above = B+; 83 and above = B; 80 and above = B-; 77 and above = C+; 73 and above = C; 70 and above = C-; 67 and above = D+; 63 and above = D; 60 and above = D-; below 60 = F; missing final exam (regardless of course average) = ABS. Scores or course averages will not be curved.

Attendance: You are expected to attend class regularly. Records of attending lectures will be kept. Be sure to sign the attendance sheet every lecture. If you missed class for some reason, please be sure to check with the course instructor or other students immediately for any announcements and/or assignments made in class. You are still responsible for those unless indicated otherwise.

Two absences will be dropped for each person at the end of the semester. All late arrivals or early departures of more than fifteen minutes will be treated as absences. Each absence over two for the semester will result in a deduction of three percentage points from your course average. Anyone considered absent, as defined in this handout, will not receive credit for the summary for that day's lecture.

Anyone signing the attendance sheet for someone else as well as anyone asking another person to sign the attendance sheet for them in their absence will be considered absent for that day and will receive a penalty of one additional absence. Further, the student may be referred for disciplinary action by the university. Repeat offenders may receive a grade of "F" in the course regardless of their semester average.

Quizzes: There may be a quiz on any lecture one week or more after the lecture. There may also be an attendance quiz on any day. This means that if you are present in class at the time such a quiz is announced, that is equivalent to getting 100% on a quiz. Attendance quizzes are treated just like a regular quiz. Class notes saved on computers and other electronic communication devices are not permitted during exams and quizzes.

Code Names: If you would like your grades (quizzes, exam, course grade) to be posted at the course web site, you will need to submit a "Code Name" to your instructor within the first two weeks of the semester. Your code name may be a combination of words and numbers. Please limit your code name to twelve characters and/or digits with no leading zeros. See course web site (under Grades) for examples from last semester. If you feel that someone has learned your code name, contact your instructor immediately.

Academic Integrity: Any acts such as, but not limited to, using unauthorized material on quizzes and exams or presenting work done by others as one's own work will be considered as academically dishonest and will have consequences. Acts of academic dishonesty, such as but not limited to those mentioned above, may lead to a grade of "F" in the course plus disciplinary actions.

Note: Please turn off (or silence) and put away all communication devices such as mobile phones, pagers, etc. during all class periods including exams. Lectures and labs may not be recorded in any way (audio, video, etc.).

Campus Policies: Please visit campus' Code of Policies and Regulations Applying to All Students (<http://www.admin.uiuc.edu/policy/code/>).

Please be sure to ask your instructor if you have any questions about course policies or if they are not clear to you.