OFFICIAL UAH COMPUTER SCIENCE DEPARTMENT POLICIES AND PROCEDURES

This document should be handed out with the syllabus and discussed on the first day of classes.

1. Responsibilities of the teacher
1) Provide a detailed syllabus. This syllabus should list office hours, course objectives, textbooks, references, prerequisites, and grading policy/method of assessment.
2) Come to class prepared, on time, and make full use of the class time.
3) Provide timely and adequate feedback on grades. Return graded material promptly.
4) Conduct final exam at the time designated in the class schedule.
5) Not assign **new** work (i.e. not listed on syllabus) that is due in last two weeks of classes.
6) Avoid leaving the examination room without a proctor. Provide paper for exams.
7) Make reasonable use of the assigned textbook.

2. Responsibilities of the student (see also, Student Handbook Article II)
1) Come to class prepared, on time, and make full use of the class time.
2) Provide adequate notice of anticipated absences and take full responsibility for finding out about missed work, announcements, and assignments.
3) Submit assessment material on time and submit only your own work.
4) Do not allow other students to copy your work.
5) Read and understand the syllabus and follow announced policies.

3. Complaint Procedure
If you have difficulties or complaints related to this course, your first action should be to discuss them with your instructor. If such a discussion would be uncomfortable for you or fails to resolve your difficulties, you should contact Professor H. Ranganath, Chair of the Computer Science Department. His office is in Technology Hall N-300, telephone 824-6088, ranganat@cs.uah.edu. If you are still unsatisfied, you should discuss the matter with Dr. Daniel Rochowiak, Associate Dean of the College of Science, drochowi@cs.uah.edu. Dr. Rochowiak's office is CS 207 Materials Science Building.

4. Students with disabilities
Your instructor would like to hear from anyone who has a disability that may require a modification of seating, testing, or other class procedures. Please see instructor after class or during office hours to discuss appropriate modifications. You should also contact Student Development Services in UC 113 (Ph. 824 6203) for further assistance.

5. Student computer account
Students enrolled in any CS course are entitled to an account on the departmental computer network. Use of such an account is subject to departmental and university policies. To apply for an account, and see the current policies, go to the departmental web site at *http://www.cs.uah.edu/account/*

6. Examination policy
In response to past student complaints about problems during examinations, the Computer Science Department has developed the following guidelines for in-class examinations in all courses.

1. Come to the exam prepared to complete it without a break. If you think you will need a break, please discuss the matter with the proctor before the exam. Breaks can only be authorized by the proctor.
2. Do not communicate with other students. Talk only to the instructor.
3. Whenever you leave the exam room turn in your exam. *You cannot re-enter the room once you leave it*.
4. Use only the paper provided by the instructor for all writing.
5. If assigned a specific seat, remain in that seat.
6. Unless specifically permitted by the instructor, use no books or other reference materials. Do not bring calculators, computers, pocket-organizers, cell phones, pagers, or other electronic devices to the exam.

7. Integrity
We expect CS instructors and students to conduct themselves in a professional manner. Students are subject to all the provisions in the UAH Code of Student Conduct, which is available free from the Office of Admissions and Records. Information on plagiarism and other forms of misconduct is presented in the Student Handbook Article III.