UAH COMPUTER SCIENCE DEPARTMENT POLICIES AND PROCEDURES

This document should be reviewed 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 well 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. Never post grades.
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.
8. Check students have proper prerequisites. Instructor does not waive assigned prerequisites.
9. According to UAH policy 02.01.67, upon suspicion of academic dishonesty, the instructor will report suspicion in written format (containing student name, date of alleged infraction, and type of alleged infraction) to both the student and the instructor's department chair within five business days. The instructor will meet with the student and hear the student's response. Based on the response, the instructor will determine whether an academic sanction is appropriate and what academic sanction shall be assessed. The instructor must inform the student of the academic sanction within five business days after meeting with the student. The instructor will produce a brief written document that includes the students name, the infraction, and the terms of resolution and will send the document to the CS department chair. The CS department chair will keep a copy of the document and send copies to the Dean of Science and to the Office of Academic Affairs.

2. Responsibilities of the student (see also, Student Handbook Article II)

1. Come to class with the proper prerequisites, <u>well prepared</u>, 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**. (see integrity)
4. Do not allow other students to copy your work.
5. Read and understand the syllabus and follow announced policies.

3. 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 UAH policy 02.01.67. *Departments are obliged to report all student misconduct to the Dean of Science office and to the Office of Academic Affairs.*

4. 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 ask for a meeting with the Chair of the Computer Science Department in Technology Hall N-300, info@cs.uah.edu, telephone 256-824-6088. *If you still are unsatisfied, you should discuss the matter with Dr. Robert Griffin, Associate Dean of the College of Science. The Associate Dean's office is MSB C207, telephone number 256-824-6605 and email address adeancos@uah.edu.*

5. 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 Disability Services in WH 317 (Ph. 824-1997) or online at http://www.uah.edu/health-andwellness/disability-support/requesting-services for further assistance.

6. 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/.

7. 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 inform the proctor before the exam if possible.
2. Do not communicate with other students. Talk only to the instructor.
3. Whenever you leave the exam room, turn in your exam.
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.