

EEL-4713C – Digital Computer Architecture Spring 2012 Class Policies

Instructor:

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Larsen 221

Academic honesty:

Students are required to respect the ethical standards for academic honesty established by the Office for Student Judicial Affairs (P202 Peabody Hall, 329-1261). The University of Florida student body voted in Fall of 1995 to approve the following Student Honor Code:

We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honesty and integrity.

Work submitted must be produced **individually**, unless **explicitly** stated otherwise. All work submitted individually in the form of exams, homework, projects, etc. is subject to the following implicitly *required* pledge:

“On my honor, I have neither given nor received unauthorized aid in doing this assignment.”

Academic dishonesty will not be tolerated in this course; do not copy the work of any other student (past or present). No consultation among students is allowed during exams. The instructor and T.A.s will monitor all material submitted for grading, and the most severe penalty possible **will** be invoked in the event of any case of academic honesty violation, including possible *automatic course failure*. All cases will be reported to the Office of Student Judicial Affairs and official sanctions **will become permanently noted in the student’s official transcript**.

Homeworks:

Homework assignments are to be worked on *individually* unless explicitly stated otherwise. Homeworks are due at the **time stated on the assignment via Sakai**. Late homeworks **will not be graded**.

Makeup exams:

You are required to take all the exams at the **time they are scheduled**. **No makeup exams will be given**. A missed exam will therefore carry a zero (0) grade. Exceptions will be made only **if** the student is able to demonstrate that the absence was due to extenuating circumstances beyond personal control (e.g. certified medical evidence that their attendance was prevented by extreme health impairments), **and** (b) obtains approval from the instructor **prior** to the scheduled exam date.

Class conduct:

In consideration to the instructor and colleagues, students are expected to arrive prior to the beginning of a lecture. All portable communication devices should have their ringers turned off during class. If a student is expecting an emergency call that may arrive during class, it is required that whenever possible he/she notifies the instructor about the situation before class starts.

Retrieval of graded material:

All exams will be individually returned in class. Exams not picked up initially when returned in class may be picked up in the instructor’s office during office hours. Homework assignments will be returned via Sakai. Please allow a **minimum of one week** for grading of exams and homeworks.

The instructor will keep the final exam on file for a period of one year; students are welcome to visit with the instructor to inspect the exam during that period, but the final exam will not be returned to the students.

Regrades:

The policy and procedure for assignment regrades will be as follows (with no exceptions): To submit a paper for regrade, submit your request in writing **stapled** to the front of the exam or homework, and turn it in to the instructor or TA during office hours or in class. **ALL requests for regrade must be submitted within one week of their return.** Late requests will not be considered. Furthermore, any item submitted for regrade is liable for regrade in its entirety; that is, **all** of the grading of the particular exam or homework may be checked for fairness and accuracy.