

# CDA 3103 Class Policies

## Academic Affairs General Policy Statement

Florida International University is a community dedicated to generating and imparting knowledge through excellent teaching and research, the rigorous and respectful exchange of ideas, and community service. All students should respect the right of others to have an equitable opportunity to learn and honestly demonstrate the quality of their learning. Therefore, all students are expected to adhere to a standard of academic conduct, which demonstrates respect for themselves, their fellow students, and the educational mission of the University. All students are deemed by the University to understand that if they are found responsible for academic misconduct, they will be subject to the Academic Misconduct procedures and sanctions, as outlined in <http://undergrad.fiu.edu/academic-misconduct/>.

## Attendance

I do not take attendance except at tests/exams. However, you are expected to attend all class meetings. The material presented in class will follow the textbook. I have provided some notes and program examples on the class webpage. If you must miss class, you should get the class notes from a classmate. A tentative class schedule is available from the class webpage.

## Assignments

All assignments must be submitted via SCIS Moodle, and no later than the published due dates.

- Assignments must be submitted **via SCIS Moodle**.
- Assignments **will not be accepted late** for any reason.
- **No make-up assignments** will be offered.

## Exams / Tests

All tests/exams must be taken at the published times. Attendance at one (1) of the first two tests may be excused on the basis of acceptably documented unavoidable circumstances only (e.g. medical emergency, jury duty) or by prior agreement with the instructor. In such an event, your score on the final test will be (double) counted for your score on the missed test.

Attendance at the final test will not be excused for any reason.

- **No make-up tests will be offered.**
- **You must take the tests at the scheduled times.**
- **Missing 2 or more tests will automatically result in a failing course grade.**

## Incomplete grades

Please refer to [the FIU Policy](#).