

COP 3337 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: [Academic Misconduct](#)

Class Attendance

I do not take class 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

There will be 2 in-class 1-hour tests, and a final exam. All tests/exams must be taken at the published times. Attendance at **one** in-class test 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 exam will be (double) counted for your score on the missed in-class test. Attendance at the final exam will not be excused for any reason. The test and final exam dates are available from the class web page.

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

Incomplete grades

Please refer to the FIU Policy: [Incomplete Grade](#)