Homework assignments are due every day at the beginning of the class period. Late assignments will be penalized 50%. Assignments which are more than one class period late will receive no credit.

Pencil-and-paper homework exercises must be written neatly and legibly, and in such a way that they can be understood by the reader. Use only one side of the paper. Papers must be folded lengthwise, with your name, the date due, and the problem numbers listed on the outside. It is preferable to staple your papers together.

Programming assignments will be graded in accordance with the guidelines given in the handout Programming Guidelines. You must submit these by e-mail.

Each Friday (except when there is an hour test) there will be a short quiz. There will be about 10 quizzes altogether. If you miss a quiz, there will be no make-up; however, your lowest quiz score will be dropped. There will be two one-hour tests, on Friday, October 12 and Friday, November 16. The final exam will be given on Friday, December 21, from 11 a.m.–1 p.m.; it will be two hours long and will cover the whole course.

For each quiz and each hour test, you may improve your score by rewriting your solutions and handing them back in. Your new solutions will be graded, and your actual score will be the average of the old score and the new. The quizzes and tests will be handed back at the next class period after they are taken; in order to be eligible for extra credit, you must hand in your rewritten solutions by the next class period after that.

If you miss an hour test or the final exam, you will not be allowed to make it up unless you were sick or otherwise unavoidably absent. If this happens, you must call me (my number is listed above) preferably before the test, or as soon as possible afterwards. In general, tests must be taken when they are scheduled; you may not take them at a different time because you are behind, or because you wish to be out of town.

All the homework assignments together will count toward \( \frac{1}{6} \) of your grade; the quizzes will count \( \frac{1}{6} \) altogether, each hour test will count \( \frac{1}{6} \), and the final exam will count \( \frac{1}{3} \).

Normally, you will not be allowed to take an Incomplete unless there is some serious reason, such as illness, which prevents you from completing the work of the course. Just getting behind is not a sufficient excuse. If you are taking the course Pass/Fail, you must get at least a C– to pass.

In all your work, correct use of the English language, including clear expression of ideas, as well as the mechanics of spelling, punctuation, grammar, neatness, and legibility will be considered in determining your grade.

You are responsible for all the material in the assigned sections of the text. Some of this material may not be discussed in detail in class. There may also be some material discussed in class which is not in the text. You are responsible for this material too.

Please note my office hours listed above. If you are having any difficulty with the course, please don’t hesitate to come in and get help. This is what you are paying for.