Absence and Late Submission Policies

Overview
In ECE 110, specific rules regarding late submissions (homework, labs, etc.) and absences (from lab, lecture, exams, etc.) may change somewhat from semester to semester based largely on conditions imposed by COVID concerns, available concerns, and even staff-to-student ratio. This document will set down the general expectations with the understanding that in any semester, the course coordinator may make some changes before or during the semester based on the circumstances.

Weekly Homework Assignments
There are two portions to the weekly homework assignments. PrairieLearn.org will provide a computer-graded assignment that is due strictly by 11:59pm Central Time each Thursday of the semester (with three exceptions: the first week of class, the Thursday during Fall Break, and Reading Day, which is explained later). GradeScope.com will provide a shorter assignment technically due at the same time, but with a couple hours added to assist in case of submission difficulty.

There is no assignment in the first week. There is no assignment due during fall or spring break, although there will be an assignment posted. The final assignment of the semester is due date is Wednesday at 11:59pm (to avoid any assignment due on Reading Day).

Late assignments are not accepted. Ample time (almost 10 days) is given to complete each homework assignment. It is the duty of the student to start the assignment early to finish by the due date.

DRES Accommodations: Some students will have DRES accommodations that suggest homework may be reasonably extended due to emergency situations. These requests will be considered but only approved if it is clear you also did due diligence in working ahead. Most problems in the assignments are on topics covered in the previous week. If you do not make reasonable progress on the assignment well ahead of the due date, your request for late-submission will be rejected.

I started the course after Homework 1 was due: Joining the course late does not alter the due dates. Please take advantage of extra credit opportunities to earn back any lost points. See “Section Review” assignments below.

I submitted the wrong document before the deadline and the correct document after: The staff should not have to do any sleuthing to determine your intended submission and your actual time-of-completion. The TAs are instructed to grade assignments submitted to GradeScope as GradeScope sees fit.

Three optional “Section Review” assignments will enable you to earn back points lost to PrairieLearn. Therefore, these problems are a very valuable asset for earning maximum credit in the course. There is no penalty for choosing not to complete the Section Review problems, you just do not reap the benefits.

Lecture Attendance
Students are expected to attend lectures and attendance will be taken using iClickers. Lecture attendance will provide an opportunity for “second-chance” testing on each midterm. Students must attend 80% of the lectures before the “second-chance” test qualifies. It is an academic integrity
violation to bring another student’s iClicker to lecture. Doing so can jeopardize your qualification for the “second-chance” test and be met with an academic integrity violation.

Lab Assignments
Pre-Lab assignments sometimes have a written component and often have an “individual” video component to be submitted in mp4 format. All pre-lab assignments are to be submitted before the deadline which is the start time of your weekly lab meeting. On individual submissions, you cannot submit materials completed as a team or you will receive not only a zero on that assignment, but also an academic integrity violation which will result in further reduction of your course grade.

Post-lab assignments are allowed a short period of 24 hours after the end of the lab meeting for submissions that will often include both “team submissions” of work completed in collaboration and “individual submissions” of work completed by each team member. Often one or both will include video submissions to be submitted in mp4 format.

Because of the importance and cumulative nature of laboratory materials, post-lab assignments will lose 10% per day late until they reach the minimum of 20% (roughly one week later). Their submission remains at 20% until 4 weeks have passed and no credit will be given. Pre-lab assignments are critical to preparation for lab. Credit for late pre-labs immediately drops to the minimum 20% until 4 weeks have passed beyond which no credit will be given.

Excused Lab Absence
To get “excused” from lab, you will need to contact your TAs before the lab session has begun to provide them with the information regarding your absence. Your TA contact information may be found on our Canvas course page. If possible, join your team via Zoom to complete the work in real time. If not possible, meet with your team as soon as possible and generate a plan for your involvement in the completion of the team submission. With that plan agreed upon by your teammates and the TAs you may be excused from the lab upon the completion of the material. The TAs will determine if any penalty is appropriate.

Unexcused Lab Absence
Any time your TA is unaware that you will miss all or part of a lab, that absence is likely to be considered “unexcused.” Know that 20% of that assignment can still be earned (and, in fact, must be completed due to the cumulative nature of the lab). Complete the work alone or with team assistance before the 4-week hard deadline for partial credit.

As every situation is unique, you can discuss the details of your absence with the TA and your team to determine if this penalty can be modified in any way.

Missed Exam Policy
Midterm Quizzes are arranged over a three-day period with one late-day option. In Fall 2022, we requested Monday-Wednesday with a Thursday late day. Understand that a student who schedules near the end of the period also accepts responsibility when a short-term issue causes a problem in keeping that scheduled exam. To be clear, in this situation, the exam is not rescheduled beyond Thursday.

Any issues with illness, injury, or any emergency must be relayed to your lecture instructor as soon as possible and in advance of the scheduled exam time. Not every issue presents an excused absence.
Different situations have different paths to a solution that provide the student with the largest number of options possible for learning the material and showing that mastery through a strong semester grade. In each case, we ask that the student always take immediate action and accept responsibility for their scheduling choices.

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Retry exams are provided in the same three-day-plus-late-day structure. As this is an exceptional course add-on, any retry exam that cannot be taken in the allocated four-day period through the in-person CBTF is merely forfeited as it will not be re-offered.

Unexcused Missed Exam
An exam missed without a preemptive email to the instructor and/or without a valid reason will result in a 0 on that quiz, but there is still hope to improve your “adjusted score.” The retry quiz may be first earned (Section Problems) and then executed with the normal weighting policy applied to the 0 on the quiz and the new score on the retry exam.

Action Item for Student: Do the relevant section review problems right away and be well-prepared for the Retry Quiz.

Action Item for Instructor: None.

Excused Missed Exam
It is in the student’s power to consider taking the exam as early as Monday to avoid issues regarding a sudden, short-term illness, injury, or other emergency that may derail plans for a later exam. If an emergency does occur, we can consider utilizing the late-day option. If the late-day option is also expired or seats are unavailable, the details of the situation can be considered, and the student may be allowed to substitute the Retry Quiz for the original quiz without the customary weighting for calculation or the adjusted quiz grade and without the buy-in exercise. All quizzes will be administered through CBTF; no online quizzes with the instructor will be offered.

Action Item for Student: After contacting your instructor, visit the CBTF (in-person) to see a proctor as soon as you are well to reschedule your quiz. Either you (if possible) or your instructor will need to delete your original scheduled exam seat. If you also are unable to make the late day due to either continued illness or unavailability of seats, contact your instructor to discuss the possibility of substituting the retry quiz instead of the usual weighting. This decision will be based on the display of responsible actions of the student.

Action Item for Instructor: Assist student if any issues.
COVID Exposure or Illness
As with short-term illness, COVID exposure or illness typically results in short-to-long term quarantine depending on the student’s vaccination status or ability to retain a negative COVID test in the proper timeline. Due to the uncertainty and typically light symptoms, the best option here would be to receive a temporary allowance for taking the Quiz online through the CBTF.

**Action Item for Student:** Contact your instructor and discuss the situation to determine the best course of action. The instructor may determine CBTF Online is the best course of action forward and will need to complete a form to request your temporary assignment to the Online version of the CBTF. There, you will arrange an exam time using the scheduler and take the proctored-quiz through Zoom.

**Action Item for Instructor:** Use the CBTF form for adding a student to the Online (version of the) course. Follow up with a request to remove the student from the Online course.

Finally, students should recall the very generous policies of ECE 110 that includes, in addition to retry opportunities, the final exam score will replace (when larger) the lowest adjusted quiz score of the three midterm quizzes.

Final Exam
The details of the final exam are often unknown prior to the start of the semester. It may be given synchronously in (one of) two 3-hour time slots or it may be scheduled asynchronously in the CBTF across a multi-day period.

In the asynchronous situation, the policy is like the midterm exam policy. You are encouraged to schedule early and short-term illness for students scheduled for the latter time slots will not be considered valid reasons for missing the exam, although the instructor may still work to see if an online accommodation can be made. If not, you might receive a zero on your final exam.

In the synchronous situation, students will schedule their exam in one of the available time slots. It will be up to the course coordinator to determine if a valid conflict is necessary to take the conflict slot (but typically, there is no need for a valid conflict). Clearly, scheduling in the earliest time slot provides you with more flexibility if issues arise. If you are unable to schedule in the first time slot and fall ill during the second time slot, contact your course coordinator right away to discuss any options.

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As a rule…

*No* course materials (extra credit, late submissions, or other) are accepted beyond 11:59pm on Reading Day and *most* late submissions are rejected much earlier.