COURSE POLICIES

Homework & Email Policy

All homework must be submitted via email. The following criteria must be met when submitting an assignment:

- All homework must be sent to my janelle.arruda@bristolcc.edu email account

**Subject Line:** The subject line of all email messages *must* include your name (last name, first name order), the course number, the section number of the course in which you’re enrolled. If you’re submitting a homework then you must also include the homework name & number (as it appears on the assignment name on the website). If the email is to ask a question then either the word “question” or the word “help” must be included. For example, if my class is CIS131 and I’m in the A2c section, when submitting homework #2 – Chapter 5 the subject line would be: Arruda, Janelle CIS131 A2C Homework #2 – Chapter 5.

- Send all files for one assignment in one email.

**Never send more than one assignment per email message.**

- **Word Processor:** Answers to homework assignments must be typed using a word processor. The resulting document must be sent to me as an email attachment. You must use either Microsoft Word or Open Office Writer as the word processor or, if using a different Word Processor, you must save the document in Word format. The attachment which is sent to me must be compatible with either Microsoft Word or Open Office Writer.

- **Document Name:** The document name must include the course number, the homework assignment number and your name. For example, when submitting the fifth homework for CIS131 I would name the document: CIS131Homework5Jarruda (use YOUR name, not mine!)

- **When typing your answers,** include only your answer *do not include the question.* Some students prefer to include the question with the answer so that the resulting document can be used for studying. If you choose to include the question, your answer *must be in bold text.*

- Double-space between answers.

**Due Dates:**

Unless otherwise stated, all assignments will be due two weeks from the date assigned. If an assignment is submitted after the due date, there will be a 15-point deduction from the grade for each week that it is late. **Assignments more than 2 weeks late will NOT be accepted.**
Assignments submitted late cannot be resubmitted.

Due dates will be posted beside each posted assignment.

Homework assignments will be removed from the site at the two week late date.

**Resubmits:**

When noted in the returned assignment, homework can be resubmitted for a better grade. When resubmitting an assignment the subject line of the email **MUST include the word** "resubmission". The comments that I made in the returned email message must be included with the resubmitted work; the easiest way to do this is to **reply to my original message**. I must be able to refer to the comments that I made on the original work in order to consider the assignment for resubmission.

In order to qualify for a resubmission the assignment must initially be complete when submitted. In other words, a partially complete assignment cannot be submitted ‘on time’ and then resubmitted to complete the remaining questions.

**Late assignments cannot be resubmitted.**