COURSE POLICIES

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 (DO NOT USE eLearning email to send assignments!)
- **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 Microsoft Word 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 Microsoft Word.
- **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 CIS31 I would name the document: CIS31Homework5Jarruda (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. Include your name, course number and time course meets at the top of page one of the document.
- **Subject Line:** The subject line of all email messages must include your name (last name, first name order), the course number, the time the course meets and either the homework number or the word “help” or the word “question”. For example, if I were in the 12:00 CIS31 course and I was submitting the fifth homework assignment, the subject line would read: Arruda, Janelle CIS31 12:00 Homework 5. If the purpose of the email message is to ask a question or to get help, then instead of including the homework assignment information, include the word “Help” or the word “Question”.

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 10-point deduction from the grade for each week that it is late. **Assignments more than 3 weeks late will NOT be accepted.**

Check the Web Site Calendar on a regular basis for assignment dates and due dates.

Resubmits:
Assignments with a grade of C or worse can be resubmitted for a better grade. When resubmitting an assignment, the resubmitted work MUST be clearly labeled – “resubmission” and all originally submitted work must be included with the resubmission. The comments that I made in the returned email message must be included with the resubmitted work. I must be able to refer to the comments that I made on the original work in order to consider the assignment for resubmission.

**Late points** are not counted when determining if the assignment can be resubmitted. For example, if 20 points were deducted because the assignment was late and 10 points were deducted for incorrect answers; although your grade is a 70, the assignment cannot be resubmitted. On the other hand, if 10 points were deducted because the assignment was late and 30 points were deducted for incorrect answers; this assignment could be resubmitted.

Late points cannot be earned back on resubmitted work.

**WebSite**

The student is required to visit the course website on a regular basis. The home page is used as an announcement area and the student should check there for course news on a regular basis.