

# Course Policy

## Format

1. All written material submitted for grading **must** contain the following or will receive an automatic ZERO GRADE:
  - **Your full name**
  - **The name of the current assignment** (e.g. Homework 1, Quiz 5, etc.)
  - **The date on which you handed in the material**
  - **The title of each problem requested for submission** (e.g. Problem 21.7, Problem SS-5, etc.) above the work associated with that problem.
2. All written material **must** have the following qualities, or will receive an automatic ZERO GRADE:
  - **Writing must be legible.**

If the instructor/grader cannot read your work no partial credit can be assigned. You are always free to type your assignment.
  - **Writing must be coherent.**

Any written answer must be provided with a clear sentence structure: subject, verb, and object. Mathematical solutions must also be coherent. The equations should flow building a clear path to your final solutions. Show as many steps in your work as you can. If you provide insufficient steps to demonstrate you knew how to solve a problem, we cannot give you full credit. Answers without explanations will almost always receive low/no credit.

## Solutions and Answers

The formatting of good solutions is described further below:

- **Answers must be boxed.**

The final numerical or written answer to a problem must have a clear box drawn around it. This indicates your commitment to your solution and makes it clear to the grader what you intended as your final result. Failure to box your answer, even if it is correct, will result in a loss of credit.
- **Numerical answers must have the correct units:**

Failure to put the correct units, or any units at all, next to your numerical answer will result in a loss of credit.
- **Numerical answers must have the correct significant figures.**

## *Academic Honesty*

You are encouraged to work together to solve problems. However, you must also follow the basic guidelines of academic ethics.

- **Written solutions to problems must be your own work, and not copied from anybody else.**

While you are encouraged to collaborate to solve problems and learn from one another, copying each others' work WILL NOT BE TOLERATED. Any evidence of such behavior will result in proceedings in accord with the University Honor Code.

- **Numerical answers must be arrived at by your own work.**

Sharing of answers and failure to pursue your own solution, even based off collaboration on a problem, WILL NOT BE TOLERATED and steps will be taken in accord with the University Honor Code. If you work together, please follow these simple guidelines to acknowledge your positive collaboration with your peers:

- **Write the names of your collaborators at the top of your submitted work.**

Acknowledging collaboration gives credit to those who help you and whom you help, while asserting that the work submitted is still a product of your effort.

- If you have arrived at a solution as a group, separate from one another and each work the problem independently to see that each member of the group can follow the approach and agrees that this is the correct solution. This will also result in independent write-ups of the solution to a given problem.

## *Policy on Changes to Grading*

You are free to challenge the grade you have received on a problem or on an assignment.

- **These challenges must be presented in writing to the course instructor**

They will be discussed during an office hour. However, *any additional student mistakes identified during the review of the grading will result in additional lost points consistent with those mistakes.*