

## Grading Standards Used by Andy Oppel and David Anselmi

1. Team Assignments: Assignment 1 should be done individually. You won't learn anything about using databases by watching someone else. For Assignments 2 through 4, you may work with a small team of other students who are **enrolled in the same class**. If you do so, we ask that you turn in only one paper with all the names shown on it as it saves us from grading identical papers and then having to ask you why they are identical (i.e. whether one merely copied from the other).
2. Plagiarism: While we encourage students to work together, we will absolutely **not tolerate** work that is merely copied from another student or from an answer key that you managed to obtain somewhere. Copied (plagiarized) work will get you a zero for that assignment. We change the assignments nearly every semester, so if you copy an answer from a previous semester, you will most likely be caught. The only way you are going to learn this is to do the assignments. Please don't cheat yourself out of that experience.
3. Due Dates: Assignments are due as shown on the course syllabus. We allow a one-week grace period on all assignments, which is intended to cover illness, family/personal emergencies, employment issues and the like. Please don't abuse this privilege, but you may use it with no questions asked and no need to explain. If you are going to need more time than that, you must discuss it with the instructor. Our main concern is that you not get so far behind that you cannot complete everything by the end of the semester. Due to the UC Extension policy that grades be in within 2 weeks of the last class meeting and to accommodate students who need grades in order to obtain tuition reimbursements, we generally will not accept work later than 1 week after the final class meeting.
4. Grade Scores: Each assignment is given a score on a scale of 100 (100 being a perfect answer). We do not assign letter grades to individual assignments as I never figured out how to average letters to come up with a final grade. At the end of the semester we weight the individual scores to obtain an overall course composite score. The formula is  $(ASMT\_1 * .15) + (ASMT\_2 * .15) + (ASMT\_3 * .20) + (ASMT\_4 * .20) + (MID\_TERM * .15) + (FINAL\_EXAM * .15)$ . We use a spreadsheet for this, so the calculation is always the same. Once we have composite scores, we assign letter grades. In general, 90 or above is an "A", 80 to 89 is a "B", 70 to 79 is a "C", 60 to 69 is a "D" and below 60 is an "F". However, we sometimes bend these ranges downward a bit if overall class scores are lower than usual, and we do give pluses for students very high in a range and minuses for borderline scores.

5. Grading Options:

- a. Per UC Extension standards, the following grading options are available:
  - i. CLG: Credit, Letter Grade (the only option that counts towards a certificate).
  - ii. CP/CN: Credit, Pass / Not Pass
  - iii. NC: Not for Credit
- b. We will assume you want the CLG option unless you contact us to inform us of your choice.

6. Special Circumstances:

- a. You may withdraw from the course at any time. Provided you inform us of your decision to withdraw, you will be given a grade of “W”. If you disappear and do not inform us, you may very likely get an “F” instead. UC Extension is pretty understanding of special circumstances (family/personal emergencies, health issues, business demands) and may give you a tuition credit for a future class. But that is not the instructor’s decision. You need to contact someone in the Applied Computer and Information Systems Department to request a tuition credit (call the information number listed for the course in the current catalog).
- b. UC Extension also provides for an “Incomplete” status that gives you a grade of “I” and allows up to 3 months from the final class meeting to complete the work. You **must request an Incomplete in writing** and specify the work that has not been completed and when you intend to complete the work. UC will not permit extensions beyond the 3 month period. This option is intended for special circumstances and we ask that you not abuse this privilege (doing so may give UC and incentive to revoke the privilege).