EECS 183: Elementary Programming Concepts Syllabus, Fall 2020

Table of Contents

1. Course Overview

EECS 183 will be entirely online for Fall 2020. Our course website is at eecs183.org, where we will post everything you need to follow along with the course. We will use Canvas only for course announcements and to post grades.

Lecture videos and exercises are asynchronous. We generally have two lecture activities per week, on Mondays and Wednesdays. See the schedule of topics on the course website for details.

Labs will meet synchronously, according to the scheduled Wolverine Access time, through the third week of classes. Beginning the week of Sept. 21, you will switch to working in teams of four students to complete lab activities and exercises. Your lab team will meet once a week, on Thursday or Friday, and you'll be paired with an IA or a GSI as a coach. Labs do not meet during the first week of classes. See the section on Labs for more details.

You earn your grade by completing lecture and lab exercises, five programming projects, and four assessments throughout the term.

The professors and IAs are here to help you have a great experience in EECS 183. You'll see us around in lecture, your team meetings, office hours, review sessions, and on Piazza.

Time zones

- **All due dates and times are listed in Eastern Time**, the local time zone for the University of Michigan in Ann Arbor.

- The local time in Ann Arbor is (UTC−04:00) through October 31, 2020 and (UTC−05:00) from November 1, 2020 through March 13, 2021.
- Students are responsible for submitting their assignments by the listed due date/time, regardless of the time zone from which they are working.

Website (https://eecs183.org/)

- Everything you need to know for the course, including course schedule, assignments, links to office hours, etc.

Important dates

- Fridays: There will be a project due or an assessment on most Fridays
- Tuesday, December 8: Final Project due
- Week of December 7-11 : Final Project Virtual Showcase.
    - Times will be flexible. Details to come.
- No final exam

Weekly Schedule

There will be two lectures and one lab per week, with something due most days of the week. A typical weekly schedule of due dates for various assignments is shown below. You can, of course, complete assignments ahead of their due dates. This is advisable if, for example, you have a physics test coming up that you want to spend extra time studying for.

Sunday	**Monday**	**Tuesday**	**Wednesday**	**Thursday**	**Friday**	**Saturday**
Lecture A zyBooks Reading	Lecture A (Worksheet)	Lecture A Assignment Lecture B zyBooks Reading	Lecture B (Worksheet)	Labs* Lecture B Assignment	Labs* Project Deadline -or- Assessment (alternate weeks)	

* Lab Teams will meet on Thursdays or Fridays starting the 4th week of classes.

Required materials

- Minimum computing requirements
- ZyBooks: our online textbook that includes animations and programming exercises in each section. For registration information see zyBooks Purchasing.

- CodeLab: an online platform for practicing programming. For registration information see CodeLab Purchasing.

Contact the staff

The table below summarizes the various ways in which you can contact the course staff, when to use each contact method, and how quickly you can expect a response.

Method	**Best suited for**	**Response time**
Piazza	Technical or logistical questions	Within 12 hours
Admin form	Illness, grading issues, other personal circumstance or emergency	Within 1 business day
Office hours	Help with your code, getting started with the projects, debugging, course content, struggling with the course, most anything!	Immediate
Email	Individual circumstances that don't fit the other communication methods. Sharing sensitive information that you don't want to put in the Admin form.	Within 2 business days

Course content

EECS 183 is an introductory course in computer programming for computer science majors and non-majors alike. Topics include control flow, introductory data structures, algorithms using selection and iteration, basic object-oriented programming, testing and debugging. We primarily use C++ and Python as programming languages. There are no prerequisites. EECS 183 does not assume any prior programming experience.

By the end of this course, a successful student will be able to:

1. Read a specification and translate it to a computer program
2. Follow a process of writing one small part of a program at a time
3. Comfortably use Visual Studio or XCode to write and debug code.
4. Write test cases that test the full range of code functionality
5. Design an algorithm to generate a given output, at the scope of one function or loop
6. Write functions using both pass by reference and pass by value parameters
7. Use file streams and standard streams to read input and write output
8. Write a class and successfully access private and public member variables
9. Run test inputs to a program and compare them to test outputs to verify a program works correctly

10. Format a program according to a style guide

Research Disclosure

Your class work might be used for research purposes. For example, we may use anonymized student assignments to design algorithms or build tools to help programmers. Any student who wishes to opt out can contact the course staff (via the Admin Form) to do so at any time up to seven days after final grades have been issued. This has no impact on your grade in any manner.

2. Commitment to a Culture of Respect & Student Support

2.1. Creating an Supportive Learning Community

A positive learning environment, whether in-person or online, requires all members of the course community to approach the course, and each other, with a respectful, inclusive, and supportive mindset. We are providing the following guidelines for respectful student behavior and interactions to help establish a supportive learning community within our course.

- Be compassionate. These are challenging times. Acknowledge that the COVID-19 pandemic is creating inequitable circumstances among your peers, and know that other students may be dealing with very different challenges than you.
- Acknowledge the ways everyone is being called upon to use a potentially new set of technology skills, and normalize the fact that everyone will have learning to do, though this will look different for different people.
- Take pair work or small group work seriously. Remember that your peers' learning is partly dependent upon your engagement.
- Understand that we are bound to make mistakes in this space, as anyone does when approaching complex tasks or learning new skills. This is new to you, both the course material and the online learning environment. Strive to see your mistakes and others' as valuable elements of the learning process.
- Understand that your words have effects on others. Speak with care.
- Understand that others will come to these discussions with different experiences from yours. Be careful about assumptions and generalizations you make based only on your own experience. Be open to hearing and learning from other perspectives.
- Recognize how your own social positionality (e.g., race, class, gender, sexuality, ability) informs your perspectives and reactions to your instructor and fellow students.

2.2. Commitment to Equal Opportunity

As indicated in the General Standards of Conduct for Engineering Students, we are committed to a policy of equal opportunity for all persons and do not discriminate on the basis of race, color, national origin, age, marital status, sex, sexual orientation, gender identity, gender expression, disability, religion, height, weight, or veteran status. Please feel free to contact us with any problem, concern, or suggestion. We ask that all students treat each other with respect.

2.3. Student Mental Health and Well-Being

The University of Michigan is committed to advancing the mental health and well-being of its students. If you or someone you know is feeling overwhelmed, depressed, and/or in need of support, services are available. For help, contact Counseling and Psychological Services (CAPS) at (734) 764-8312 and https://caps.umich.edu during and after hours, on weekends and holidays, or through its counselors physically located in schools on both North and Central Campus. You may also consult University Health Service (UHS) at (734) 764-8320 and https://www.uhs.umich.edu/mentalhealthsvcs, or for alcohol or drug concerns, see www.uhs.umich.edu/aodresources. For a listing of other mental health resources available on and off campus, visit: http://umich.edu/~mhealth.

2.4. Discrimination and Harassment

Discrimination and Harassment Have No Place at Michigan. Creating and sustaining a welcoming climate requires mutual respect for all. And that means discrimination and harassment are not acceptable at the University of Michigan.
https://oie.umich.edu/.

If you encounter inappropriate behavior or misconduct, or if you are unsure if you have experienced such behavior, there are resources and contacts available for you.

2.4.1. Confidential University Resources

- Sexual Assault Prevention and Awareness Center (SAPAC) (734) 936-3333
- Office for Institutional Equity
    - Office of Institutional Equity Discrimination, Discriminatory Harassment and Sexual Misconduct Reporting Form
- Counseling and Psychological Services (CAPS) at (734) 764-8312
- Office of the Ombuds (734) 763-3545

2.4.2. Guidelines for Responding to Harassment and Reporting a Concern

- University of Michigan Department of Public Safety (DPSS)
- LSA resrouces for responding to sexual harassment and discrimination
    - LSA resources for reporting an incident
- Computer Science and Engineering guidelines

2.5. Accommodations for Students with Disabilities

If you think you need an accommodation for a disability, please let us know at your earliest convenience. Some aspects of this course, the assignments, the in-class activities, and the way the course is usually taught may be modified to facilitate your participation and progress. As soon as you make us aware of your needs, we can work with the Services for Students with Disabilities (SSD) office to help us determine appropriate academic accommodations. SSD (734-763-3000; http://ssd.umich.edu) typically recommends accommodations through a Verified Individualized Services and Accommodations (VISA) form. Any information you provide is private and confidential and will be treated as such.

Submitting Accommodations

If you have accommodations from the SSD, let us know by uploading your VISA form here by Monday, September 21 at 8:00 pm.

If you are issued accommodations during the semester, upload your VISA form as soon as possible. Please submit your accommodations request at least 1 week ahead of a scheduled assignment/assessment to give us enough time to put your accommodations in place.

If you are in the process of working with the SSD office regarding accommodations, but do not yet have a VISA form, please let us know. In some cases, we are able to provide accommodations ahead of receiving a VISA form, in consultation with the SSD office.

2.6. Recording and Distributing Class Activity

Students may not record or distribute any class activity without written permission from the instructor, except as necessary as part of approved accommodations for students with disabilities. Any approved recordings may only be used for the student's own private use.

3. Activities and Assignments

3.1. Lectures, Readings, and Assignments

Lectures are completely asynchronous for Fall 2020. For each lecture, you will watch a series of brief pre-recorded videos presenting course content and complete a lecture worksheet with prompts and exercises designed to give you practice with the material.

Each lecture will generally be preceded by a reading assignment from the class zyBook, due the day before the lecture, and a followed by a post-lecture lecture assignment, due the day after the lecture. Assignments usually involve programming exercises in CodeLab and may include other components such as reading an article or completing a survey.

3.2. Labs

Lab meetings will give you the opportunity to practice the course material in a supportive environment and get personal attention from an instructor. Labs begin the *second* week of classes and will meet synchronously, according to the scheduled Wolverine Access time, during the second and third week of classes. You should plan to attend the lab section for which you are registered; however, if you have a conflict that cannot be moved, you may attend a different lab section for weeks 2 and 3.

Beginning the week of Sept. 21, you will switch to working in teams of four students to complete lab activities and exercises. You'll be paired with an IA or a GSI as a coach, and your lab team will meet once a week, on Thursday or Friday. At the start of the class, we'll send out a survey to help match you up with team members and work out scheduling logistics. We will share teamwork resources before your lab team meetings begin.

3.3. Projects

There are four regular projects during the semester and one group Final Project. Each of the first four projects is designed to address specific learning goals. They are also designed for pertinence in today’s world and of course fun!

Each project will require a substantial time commitment on your part. We strongly recommend that you plan out your time for each project, get started early, and set intermediate goals for yourself (e.g., I will write and fully test 3 of the required functions by Saturday).

3.4. Final Project

The Final Project will build off all you have learned during the semester. It is your chance to develop a cool project to show off to your fellow classmates, friends and family.

3.5. Assessments

There are four written assessments which will be administered online. You are expected to take the assessment the day it is administered. If you miss an assessment, and a medical or personal emergency is not involved, you will receive a zero for that assessment . If you anticipate an exam in another course or a religious holiday that conflicts with our assessment day, you must notify the staff by the deadline listed in the course schedule.

3.6. ECoach

EECS 183 offers U of M's ECoach, a free, personalized, web-based coaching tool aimed at helping you do your best in this course. ECoach gives you strategies about the best ways to study, insider tips on course resources, feedback on your scores, and evidence-based tools to boost your scores. Use of ECoach is totally *optional* – you can use it as much or as little as you want. At a few points during the semester, we will offer extra credit for important activities on ECoach.

- Introduction to ECoach video
- To sign up: https://ecoach.ai.umich.edu/.
- ECoach Feedback and Support: ecoach-support@umich.edu.

4. Resources

4.1. Piazza

All students should register on Piazza, the course's discussion forum, at piazza.com. You are encouraged to read this regularly, post your questions, and answer each other's questions. Piazza is the best place to ask questions (and find answers) outside of lab and office hours. We do not answer technical questions via email. In order to save everyone time, we want all students to have the benefit of seeing each question and its answer, so please use the forum.

To pose a question to the staff (and to your classmates!) throughout the semester, head to Piazza. If you would like to do so, you may choose to remain anonymous to your classmates. Please search the forum before posting to avoid questions that have already been asked and answered.

Remember that your code does not belong on Piazza. If needed, you can post code in a *private post* to instructors only. Publicly posting error messages *is* allowed, and can be a great way to get debugging help from your fellow students.

4.2. Canvas

We'll be using Canvas to make announcements and to help you track your grades. We use Canvas announcements to communicate critical information about the course. It is your responsibility to ensure you are able to receive Canvas announcements.

4.3. Office Hours

Office hours are opportunities for students to get individualized assistance from course instructors on projects, CodeLab exercises and understanding concepts. Office hours are held every weekday, with a morning block of hours and an afternoon block of hours. See the course website for exact times and to schedule an appointment.

For Fall 2020, office hours will be entirely online. During your appointment, you'll meet one-on-one with an instructor via videoconference. You'll have the opportunity to ask questions and screen share to show them your code.

Professor Office Hours: To make an appointment with a faculty member, use the "Proffice Hours" link on the website.

4.4. Work-Together Times

We will hold virtual work-together times as a more casual space for students to come and work on their 183 assignments "side-by-side." This will be an informal space to work and chat with your peers about course content. A course instructor will be available for any questions that come up. See the course website for times and [virtual] location.

5. Academic Policies

5.1. Projects

5.1.1. Due Times

Projects will be submitted to the autograder and are due at 8:00 p.m. on the due date.

5.1.2. Bonus Point Policy

For the first four projects, if your last submission is 48 hours (or more) before the due date, you will receive bonus points calculated at 5% of your "correctness" points. If your last submission is between 24 and 48 hours before the due date, you will receive bonus points calculated at 2.5% of your "correctness" points.

For example, if the project is due Friday at 8:00 pm and your last submission is before

Wednesday at 8:00 pm, you will earn 5% bonus points. If your last submission is after 8:00 pm Wednesday, but before 8:00pm on Thursday, you will earn 2.5% bonus points . Style will not be included in the bonus point calculation. Note that there are no bonus points for the Final Project.

5.1.3. Late Policy for Projects

Sometimes unexpected events make it difficult to submit a project on time. For this reason, each student will have a pool of 3 late days to be used for any of Project 1 through Project 4 during the semester. That is 3 days total for the semester, not three days per project. These late days should only be used to deal with unexpected problems such as illness or internet outage. Note that each student is responsible for tracking their own late days.

Late days may not be used for the Final Project.

5.1.4. Extension Policy

To request an extension beyond the three free late days, you must discuss your situation with an instructor before the deadline. You may be asked to provide written documentation. If a family/personal emergency causes you to miss a significant number of days, please contact an instructor to decide the best course of action. If you are having trouble understanding the material or starting a project, please come to office hours for help right away.

5.1.5. Guidelines for Project Partnerships

Some projects may be done with partners.

- **Form your partnership early during the project**. Don't partner with someone who has already written most of the code, or vice versa. You won't get as much out of the project.
- **Plan your strategy for completing the project.** Talk about your expected workflow. When will you meet? Do you plan to attend office hours? Do you prefer to work during the day, at night, or on the weekends? Will you start early or ~~save the project for the last few days~~?
- **Work on all parts of the project together**, so that each partner gains experience with each of the concepts involved. This will be valuable practice for assessments. It's also helpful to have someone to bounce ideas off of and two pairs of eyes on the code to avoid bugs.
- **Do NOT split the work in half and work separately.** This may harm your or your partner's understanding of parts of the project. You also have no control over your partner's contribution.

5.1.6. Collaboration Policy

Make sure to read the Honor Code section for information on what types of collaboration are encouraged and what types are not allowed.

5.2. Readings, Lecture Worksheets, and Assignments

5.2.1. Late Policy

Readings, lecture worksheets, and lecture assignments are **due by 5:00 p.m**. on the due date. There are no late days for any of these. However, we recognize that unforeseen events may arise that prevent you from completing an assignment on time. To account for this, each student is allotted 3 dropped readings, 3 dropped lecture worksheets, and 3 dropped lecture assignments. These drops are not related to late days for projects.

5.2.2. ZyBooks Readings

The “Required Readings” in zyBooks are listed on the Course Schedule. You earn your score by completing the participation exercises in the reading. Note: "Challenge" activities within the reading are optional and do not contribute to your score.

5.2.3. Lecture Worksheets

The lecture worksheets are linked to on the Course Schedule. You earn your score by submitting your completed worksheet to Gradescope. Lecture worksheets are graded for completion, not for correctness.

5.2.4. Lecture Assignments

Each lecture will generally be followed by an assignment, due the following day. A major part of many assignments is completing the associated CodeLab exercises. For CodeLab exercises, you have unlimited tries and it only matters that your final answer is correct.

5.3. Labs

Lab worksheets are designed such that you can complete them during your scheduled lab meeting time. To account for unexpected events in your life, each student is allotted 2 dropped labs.

5.4. Missed assessments

If you miss an assessment for reasons other than a medical or personal emergency, with appropriate documentation, you will receive a zero for that assessment.

5.5. Taking the Course Pass/Fail

If you are taking this course Pass/Fail, you will need a total of 700 points (C-minus or better for LSA, see the Grades section for details on points) in the course to achieve a passing grade. We will not notify you when you have enough points to pass.

5.6. Adding After First Day of Class

If you add the course after the first day of class, the following policy will apply:

- You must notify course staff using the Admin Form to receive any deadline extensions.
- All missed materials will be due 1 week after the date you added the course
    - Includes zyBooks, lecture worksheets, assignments, labs and projects
    - CodeLab exercises (part of assignments) have a more limited make-up period
- See this document for more information

5.7. Illness, and Other Significant Life Events

If you experience an unexpected event (e.g., illness, internet outage, family emergency) that is affecting your participation in the course, please let us know right away. We will work with you to figure out a plan for moving forward. We'll be following the University's guidelines regarding documentation of medical and other unexpected events.

5.8. Course Withdrawals

The university has instituted a more flexible withdrawal policy for Fall 2020 and Winter 2021. Students will be allowed to withdraw from a course at any time up until the end of classes and not have the course appear on their transcript. The last day of classes for fall is Tuesday, December 8, 2020 and for winter is Tuesday, April 30, 2021.

5.9. Honor Code

5.9.1. What is the Honor Code?

The College of Engineering Honor Code outlines certain standards of ethical conduct for persons associated with the College of Engineering at the University of Michigan. As a student in EECS 183, you are expected to abide by the Honor Code, even though you may not be an Engineering student.

You need to know that the extent to which collaboration is allowed under the Honor Code varies by course, and by semester. It is critical that you understand the collaboration policies for each

of your courses. What is allowable in one course may constitute an Honor Code violation in another course. The Honor Code policy for EECS 183 is outlined in the following sections.

5.9.2. Collaboration is Encouraged

We want students to learn from and with each other, and we encourage you to collaborate. We also want to encourage you to reach out and get help when you need it. You are encouraged to:

- ✔ Give or receive help in understanding course concepts covered in lecture or lab.
- ✔ Practice and study with other students to prepare for assessments or exams.
- ✔ Consult with other students to better understand project specifications.
- ✔ Discuss general design principles or ideas as they relate to projects.
- ✔ Help others understand compiler errors or how to debug parts of their code.

To clarify the last item, you are permitted to look at another student's code to *help them understand* what is going on with their code. You are not allowed to tell them what to write for their code, and you are not allowed to copy their work to use in your own solution.

If you are at all unsure whether your collaboration is allowed, please contact the course staff via the admin form before you do anything. We will help you determine if what you're thinking of doing is in the spirit of collaboration for EECS 183.

5.9.3. Honor Code Violations

The following are considered Honor Code violations:

- ⊘ Submitting others' work as your own.
- ⊘ Copying or deriving portions of your code from others' solutions.
- ⊘ Collaborating to write your code so that your solutions are identifiably similar.
- ⊘ Sharing your code with others to use as a resource when writing their code.
- ⊘ Receiving help from others to write your code.
- ⊘ Sharing test cases with others if they are turned in as part of your solution.
- ⊘ Sharing your code code in any way, including making it publicly available in any form (e.g. a public GitHub repository or personal website).

You remain responsible for following these rules even after finishing the course. Students may be nervous about being reported for coincidental similarities between their code and others, but we only report clear cases of academic misconduct (e.g., when there is overwhelming evidence code was copied from another student or online source).

You will *not* be reported for:

- Using starter code provided by course instructors.
- Having the same idea as someone else.
- Receiving similar help/guidance from the same course staff member in office hours.

- Helping another student understand compiler errors or debug part of their code. (You may NOT give/receive assistance with the process of writing the code originally.)

If you are retaking the course, you may reuse your own code if it was entirely written by you and/or this semester's partner and not derived from another source, following all the rules outlined here. It is possible for instructors to miss an Honor Code violation in a previous term, but catch and report it when the code is reused on a course retake.

If you have any questions as to what is allowed, please talk to an instructor right away.

5.9.4. The Honor Council Process

We report suspected violations to the Engineering Honor Council. To identify violations, we use both manual inspection and automated software to compare submissions. The Honor Council determines whether a violation of academic standards has occurred, as well as any sanctions.

Here's what you can expect if you are reported for an Honor Council violation:

- The instructors submit an official report to the Honor Council.
- The Honor Council notifies you of the report, and explains the next steps of the process. You receive a copy of the report, including the evidence of the suspected violation.
- The course instructors play no role in determining the outcome of reported cases.
- The Honor Council notifies course instructors when your case is resolved. Any penalties they prescribe are applied to your grade. If you are found not responsible, your grade is unaffected.
- If you have a pending Honor Council case at the end of the term:
    - You receive an "I" (incomplete) grade until the case is resolved.
    - We will send you a grade projection via email to help with planning.
    - Your grade is updated once the case is resolved. The "I" should not remain on your transcript.

5.9.5. Remediation

We understand that Honor Code violations usually occur when a student is struggling with the course or is presented with external challenges that prevent them from finishing work on their own. The most important action we can take is to help you get back on track and provide support.

If we report you to the Honor Council, we will also offer to follow up to meet with you. Our goal is to understand your situation, identify obstacles to success in the course, and work out a plan to move forward. We will *not* discuss the reported case. (The meeting will occur after our official report is submitted to the Honor Council, and we will not use the meeting to request admissions or additional evidence).

In some cases, we may advise redoing the project to reinforce your understanding of the related course material and to assure your preparation for future projects and exams. If you choose to redo the project, we will grade it separately as an auxiliary assignment. The project score used for your final grade will be the greater of your score on the original project assignment or the auxiliary project assignment. (In some cases, when the Honor Council determines an individual's project submission is not wholly their own work, a penalty of a 0 score on the original assignment is assigned. In these cases, your auxiliary assignment score will be used instead. Note that the Honor Council may also specify other penalties, such as a -1/3 letter grade overall, which will still apply.)

At your option, you may determine that the regular Honor Council process already offers the proper opportunities for remediation and decline to meet with us. For example, if you gave someone else your code to copy, redoing the project doesn't make sense for you. (And the Honor Council will generally still give you credit for your original work, though other penalties may apply.)

If you have any questions as to what constitutes unacceptable collaboration, please talk with an instructor. You are expected to take reasonable precautions to protect your work. You may not store your work in a publicly accessible location, such as public code repositories. Don’t let other students borrow your account or computer and don’t leave your program in a publicly accessible directory.

5.10. Foundational Course Initiative

EECS 183 is working with the Foundational Course Initiative (FCI) at the Center for Research on Learning and Teaching (CRLT). This is a program to improve undergraduate experience and learning in large enrollment courses, involving a course design collaboration between instructional staff, former course students, and FCI consultants. Over the course of the term, outside observers may attend class sessions, and you may be asked to complete surveys and/or participate in focus groups aimed at evaluating the effectiveness of specific course elements. While this is an educational improvement project, it also has a research component to understand educational experiences and document the effectiveness of various course design strategies. Your participation in surveys and focus groups will be voluntary, and at no time will your name or any identifying details be included in any research presented either within or external to University of Michigan.

More information on FCI can be found here: http://crlt.umich.edu/fci. Please feel free to contact crltfciteam@umich.edu if you have any questions or concerns about this project.

6. Grades

6.1. Tentative Points

Final grades will be based on the total points earned during the course. The tentative point breakdown is:

Item	Points
ZyBooks Readings & Exercises	50
Lecture Worksheets	50
Lecture Assignments	50
Labs (10)	150
Projects (4)	300
Final Project	100
Assessments (4)	300
Total	1000 points

6.2. Letter Grades

The number of points you earn will determine your final grade in the class based on a straight scale, as shown in the table below. We do not curve grades. We *may* slightly adjust grade cutoffs, but only to the benefit of students. We do not round scores to the closest percentage.

Because the COVID-19 pandemic is creating inequitable circumstances for students to pursue their coursework and demonstrate their learning, the University has adopted a modified grading system for all students on the Ann Arbor campus.

For both the Fall 2020 and Winter 2021 semesters, all undergraduate courses will use a modified version of traditional grading in which the regular A-C grading system is maintained but students who earn D or E grades will receive a "No Record Covid (NRC)." Students receiving a NRC will be able to request that it be converted to a letter grade.

Withdrawals and Incompletes

The University has also instituted a more flexible withdrawal policy, allowing students to withdraw from a course at any time up until the end of classes and not have the course appear on their transcript. The last day of classes for fall is Tuesday, December 8, 2020 and for winter is Tuesday, April 30, 2021.

Incompletes are rarely given. If you are having problems in the course that interfere with your ability to complete the course, the instructors are here to help. Please contact us as soon as possible so we can determine the best course of action.

Score Range: In percentages	**Grade**
A+'s are awarded only in exceptional circumstances where students have gone above and beyond expectation. The threshold for a grade of A+ will be determined at the end of the semester.	A+
[93,100]	A
[90,93)	A-
[87,90)	B+
[83,87)	B
[80,83)	B-
[77,80)	C+
[73,77)	C
[70,73)	C-
[60,70)	D (will appear as "NRC" on transcript)
[0,60)	E (will appear as "NRC" on transcript)