

Policies

Isaac Wilhelm (iwilhelm@nus.edu.sg)

1 Late Assignment Policy

If you do not submit your assignment by the due date and time, your grade for that assignment will be reduced by 5%. Your grade will be reduced an additional 5% for every additional full 24 hour period that your assignment is late. So for example, if the assignment is due at 1:59pm on October 3, but you turn it in at 7am on October 6, then your grade for that assignment will be reduced by 15%: minus 5% for turning it in after 1:59pm on October 3, and minus 10% for turning it in two full 24 hour periods after that 1:59pm time.

If you have a legitimate excuse for submitting an assignment late, then the above penalty may not take affect. Legitimate excuses must be extremely serious—for instance, a medical or family emergency—and documented, and you must inform me as soon as the problem arises. Here are some examples of illegitimate excuses: failure to correctly upload the assignment to the website, failure of the uploaded assignment to open when I download it, forgetting about the assignment, having other assignments for other classes which are due at around the same time, becoming ill but not having a doctor's note, waiting until the fourth week of the course to start doing the work, and so on.

2 Grade Appeals Policy

I strongly encourage all students to come speak with me about their assignments, both before and after those assignments have been graded. If you are confused about why your assignment received the grade that it did, please do not hesitate to talk with me about it. I am more than happy to walk through the assignment with you, explaining why this part was good, that part could use improvement, and so on.

Sometimes, students feel that their assignment was graded incorrectly. If so, please feel free to come by my office hours—or arrange a time to meet—to discuss the issue. If I think that I misgraded your assignment, then I will happily correct the mistake. And if I do not think that the assignment was misgraded, then the grade will remain the same.

If you really believe your grade should have been higher, even after talking with me, then you may write a mini-paper—which must be 750–800 words in length—explaining why you should have earned a different grade. If your paper convinces me that I misgraded your assignment, then I will change your grade accordingly. If your paper does not convince me of that, then your grade will remain the same.

If you still believe that your grade should have been higher, however, you may request

that I enact the following procedure for grade appeals (modeled on the basic ideas used to guide legal appeals). First, specify the amount by which, in your opinion, your grade should be increased. For instance, suppose you received an 80% on an assignment. And suppose you believe that you should have received a 90%. Then you would request that your grade be increased by 10%.

Second, I will hand your work—and my review of your work—to a third party. This third party will then determine whether or not they believe that your grade should be increased by the amount requested. If so, then your grade will be increased by that amount. But if not, then your grade will be *decreased* by that amount. For instance, suppose that after reviewing your assignment, a third party determines that your grade should not be increased by the 10% you requested. Perhaps they decide this because they think that a grade of 80% is fair. Then your grade for that assignment will be decreased by 10%: so your final grade would be 70%.

There are at least two reasons why this is a good policy. First, it discourages grade appeals which are in bad faith. In general, only students who really believe they were graded inaccurately are willing to risk losing points. Second, and relatedly, it levels the playing field. In general, students from disadvantaged backgrounds—related to their socio-economic status, their gender, their race, or whatever—tend to haggle over grades less than students from more advantaged backgrounds. So ultimately, grade-haggling benefits those who are already pretty privileged. By decreasing the number of students who haggle over their grade, this policy helps keep grades fair for everyone in the course.

Note that this policy only applies to grades for *assignments*. It does not apply to your overall grade for the course. Course grades are final and non-negotiable.

3 Make-Up Work Policy

I do not allow students to submit make-up work, or extra credit assignments, in order to increase their grade. Each student's grade is determined in the way described in the syllabus. So if you fail to complete an assignment, I will not accept a replacement. And I will not create an extra credit assignment for you to do. The reasons for this policy, like the reasons for the grade appeals policy, principally concern fairness.

If you have a legitimate excuse for failing to complete an assignment, however then the above policy may not take effect. Legitimate excuses must be extremely serious—for instance, a medical or family emergency—and documented. Illegitimate excuses include: becoming overwhelmed by other work, skipping classes for much of the semester and wanting to make up for lost time, suddenly realizing that a low grade in this course may have negative consequences on something you care about, and so on.