

Department of Computer Science

Information for all Computer Science and Computer Information Technology Courses, as well as INF 120/260/284/286

*For each class you take in this department, you will receive a syllabus with specific information about the section in which you are enrolled. The following information applies to **all** courses in the department.*

PREREQUISITES

Prerequisites for all courses are listed in the NKU catalog and in each semester's Schedule of Classes. These are meant to convey to students the background knowledge expected of each student in the course. Past history indicates that students who do not meet the prerequisites for a course are unlikely to succeed in the course. Since we would like you to be successful in these courses, we think that it is imperative that you not take a course until you have mastered the prerequisites for the course. Prerequisites are of two types; specific NKU courses or "placement". In this context, "placement" refers to appropriate high school background, including not only courses taken but also sufficient mastery of the material. Students are responsible for insuring that they comply with the stated prerequisites. The departmental faculty will, to the best of its ability, check prerequisites of students enrolled in Computer Science or Computer Information Technology classes. ***Students who do not have the prerequisites for a course might be withdrawn from the course whenever the lack of prerequisites is discovered.***

RESTRICTED CLASSES

Any course or sections restrictions listed either in the Catalog or the Schedule of Classes will be strictly enforced. These are not recommendations but actual restrictions on who is allowed to register for a course. If a course is listed as ***open only*** to students ***officially declared*** in a particular major, then only those students may enroll.

The obligation to meet course or section restrictions rests with the student. Students who enroll in a restricted course or section without meeting the restriction conditions will be withdrawn from the course, by the department, as soon as their ineligibility is discovered. This can occur at any time during the semester. If discovered after completion, the course may not be allowed to count toward graduation.

CLASS WORKLOAD

You cannot learn computer science or information technology as a spectator-it is not enough to watch someone else working problems. You must invest time and effort outside of class in studying the material and, most importantly, in working on assigned problems, exercise, projects, etc. For most three credit hour courses in the department, a typical student should expect to spend 4-6 hours per week studying outside of class. Some students will require more time: very few require less. Students must take out-of-class obligations into account when making out their schedule. If you are unable to make the needed commitment to out-of-class work in your Computer Science or Computer Information Technology course you should consider taking the course at another time, when your schedule permits you to devote sufficient time to the course. In order to succeed in Computer Science and Computer Information Technology courses, students must read assigned material carefully, paying particular attention to examples, and do the homework and projects on a regular basis.

MIDTERM GRADES

Students who have completed fewer than 30 semester hours will receive mid-term grades, available online. Mid-term grades are not part of a student's permanent record. The mid-term grade will be replaced by the final class grade and thus can be altered by the quality of subsequent work.

ACADEMIC HONESTY

The work you will do in this course is subject to the Student Honor Code. The Honor Code is a commitment to the highest degree of ethical integrity in academic conduct a commitment that, individually and collectively, the students of Northern Kentucky University will not lie, cheat, or plagiarize to gain an academic advantage over fellow students or to avoid academic requirements. All work to be graded is expected to be completely and solely the student's own, unless specific instructions to the contrary are

announced. Any behavior not in keeping with this policy may result in a failing grade for the course.

You are bound by the Student Honor Code neither to give nor receive any unauthorized aid on any assignment. This does not mean that students should not work together to study and learn the material; we encourage you to do so. However, this should not extend to individual work to be graded.

OFFICE HOURS

The instructor's announced office hours are an indication of when he or she can usually be found in their office. Occasionally other commitments will take an instructor away for their office during these times, so for important matters it is best to set up an appointment in advance.

WITHDRAWAL FROM CLASS

The deadline for withdrawing from a class with a grade of W is listed in the Schedule of Classes published for each semester. It is your responsibility as a student to be aware of this deadline.

To withdrawal from a class, a student must process the withdrawal online via MyNKU. Students who stop coming to class without withdrawing officially will receive a failing grade.

Students are generally not permitted to withdraw after the deadline; they must either complete the course successfully or receive a failing grade. Exceptions are made only for very unusual extenuating circumstances, involving some change in the student's situation after the deadline. This will require documentation and the permission of the department chairperson and dean. Permission will not be given to students seeking merely to avoid a poor grade.

CHANGES IN SYLLABUS

The syllabus is a projection of what the instructor reasonably projects for the course. Circumstances may dictate altering the syllabus and the instructor has the right to do so.

BEHAVIOR

The department attempts to maintain a classroom environment that is conducive to learning. Therefore, as stated in the NKU Code of Students Rights and Responsibilities, "disruptive student behavior will not be tolerated. If a student becomes disruptive, the professor may take disciplinary measures appropriate to protect the learning environment, including dismissal from the course." Disruptive behavior **can**

include the use of cell phones and beepers, excessive chatter and noise, eating or drinking, arriving late, sleeping during class, bringing small children, and monopolizing class time. **Any threatening behavior will be considered disruptive.**

COMPUTER USAGE POLICIES

The office of Information Technology can provide you with copies of NKU's instructional computer usage policies. If you violate these policies, you might be asked to leave the lab and your privilege to use the labs may be revoked.

COMPLAINTS

Complaints relative to the operation of the course or programs can be brought to the attention of the department chair.

DISABILITY SERVICES

Students with disabilities who require accommodations (academic adjustments, auxiliary aids or services) for this course must register with Disability Services, located in the University Center room 101, phone number 859-572-6373. Verification of your disability is required by the DS office for you to receive reasonable academic accommodation. Visit the website at disability.nku.edu.

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