

Grading Standards Used by Andy Oppel

1. Team Assignments: Assignment 1 should be done individually. You won't learn anything about using databases by watching someone else. For Assignments 3 through 5, you may work with a small team of other students who are **enrolled in the same class**. If you do so, I ask that you turn in only one submission 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. Academic Integrity:

All members of the UC Berkeley Extension community are expected to act with honesty, integrity, and respect for others. For further information, please refer to:

- Tips for Maintaining My Academic Integrity:
http://extension.berkeley.edu/upload/academic_integrity.pdf
- UC Berkeley Extension Code of Student Conduct:
<http://extension.berkeley.edu/upload/studentconduct.pdf>

3. Due Dates: Assignments are due as shown on the course syllabus. I allow a one-week grace period for 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 me. My primary concern is that you not get so far behind that you cannot complete everything by the end of the course. 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, I 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). I do not assign letter grades to individual assignments because I never figured out how to average letters to come up with a final grade. At the end of the course, each individual score is weighted to obtain an overall course composite score. The formula is $(ASMT_1 * .15) + (ASMT_2 * .15) + (ASMT_3 * .20) + (ASMT_4 * .20) + (MID_TERM * .15) + (FINAL_EXAM * .15)$. I use a spreadsheet for this, so the calculation is always the same. Once I have composite scores, I assign letter grades using the ranges listed on the next page. I normally do not curve grades, but I do occasionally bend the grade ranges downward a bit if overall class scores are lower than usual.

Letter Score Range

A+	98-100
A	94-97
A-	90-93
B+	86-89
B	83-85
B-	80-82
C+	76-79
C	73-75
C-	70-72
D+	66-69
D	63-65
D-	60-62
F	< 60

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. I will assume you want the CLG option unless you inform me in writing of your specific choice.

6. Special Circumstances:

- a. You may withdraw from the course at any time before the last day of the course. To request a withdrawal, you **must submit a form to the Student Records Unit** (not to your instructor.) See the following web page for more information:
http://extension.berkeley.edu/upload/petition_to_withdraw.pdf
- b. UC Extension also provides for an “Incomplete” status that gives you a grade of “I” and allows up to 3 months from the course end date to complete the work. You **must request an Incomplete using the official form**, which can be found on this web page:
https://extension.berkeley.edu/upload/petition_for_incomplete.pdf. This web page also specifies the policies and conditions that govern the assignment of a grade of “incomplete”.