

Dear STAT 615,

The following are our rules for file upload (to submit your homeworks, tests, etc.). Please follow them. **Not following instructions may result in not grading your HW or test (that is, not giving you credit for it).**

The small discipline I am asking helps streamlining the paperless “hand-grading” we put in place in previous years; lifts the burden of some menial work from TAs (s.a. renaming uploaded files by hand), a distraction from the grading itself. So here it goes.

1. **No blank spaces** in file names. For the file name follow this template:
STAT615-Assignment<##>-<Last Name><First Name>.pdf
where you fill the appropriate data in the < > and omit the angular brackets.
Example: STAT615-Assignment01-TaylorJohn.pdf
Use two-digit numbers for assignments as shown in this example.

Canvas attaches an additional suffix (a number) to your file name upon a re-submission. We will accept your files with those automatically generated suffixes since there is no way to disable them.

2. Submit your assignment write-up in Canvas as a **single .pdf file**, and when submission of complete R code is explicitly required (typically with an Exam), one additional .R or .txt file. (Short snippets of R code can and should be part of your .pdf file.) Thus, your upload may consist of one or two files.
Example of file names:

STAT615-Assignment01-TaylorJohn.pdf

STAT615-Assignment01-TaylorJohn.R

Only .pdf files will be accepted for your write-up and .R or .txt for your code. Multiple pieces of code must be collected in one file, appropriately annotated / commented to make clear what their purpose is and what problem they belong to.

Please **do not submit bundled and/or zipped files** unless explicitly encouraged.

Non-compliant files will not be processed. It is a good idea for you to double-check what you uploaded, make sure you can download and open it. If you can't, we likely can't either.

A few additional notes:

3. You are allowed to upload an assignment any number of times before the deadline. You will accumulate all the previous attachments, but Canvas is supposed to handle them correctly and bring up your latest one for grading. To my knowledge Canvas will not allow you to delete previous copies. We will only regard your latest copy and will not respond to any request to look into a previous one for any reason.
4. **We cannot accept a re-submission after the assignment deadline because you noticed an error in your submission.** It would be unfair to your classmates. Review your homework carefully before you upload. If you upload a corrected version after the deadline (but before the late deadline) your HW assignment will be treated as late submission. No submissions are accepted after the late HW deadline (Canvas will not allow upload after the late deadline, which is the “open until” date.) “Error” also includes a technically failed submission (i.e., if the upload did not go through or your file became corrupted in the process). As stated under “Assignments, Grading Policies, Requirements” at the course web site, it is your responsibility to

check and ensure, before the deadline, that your files are successfully uploaded and are readable.

5. Please ***do not email*** me or the TAs corrections of your uploaded **assignment** unless we ask you to do so. TAs and graders are instructed to ignore any assignment coming in unsolicited email.
6. An exception from treating your HW as late submission (when uploaded after the deadline) is when you obtain an extension from me ahead of time, for some legitimate reason such as illness, family problem, or similar serious matter. In this case I will keep track of your extension and ensure that you receive 100% credit up to your extended due date. If, due to an extreme emergency you may not be able to obtain my permission in advance, please notify me as soon as you are able to and I will handle your case individually. While you need to contact me directly with requests for exceptions (not the TAs) please always copy the TAs so we all know what is going on.
7. If, at any time, you have problems with uploading files to Canvas please notify me immediately and copy the TAs. We will decide the course of action depending on the situation.
8. When you email me and / or a TA, please ***include in the subject line STAT 615, your full name, and a few keywords describing the subject of your note***. Not doing so may result in your not receiving a reply.

Grading and appeal process that you must adhere to:

9. After receiving your graded assignment (the “feedback”) please check the sum of your points, check that no part of your assignment was left ungraded. If you have questions or dispute regarding any part of the grading you must seek clarification and remedy within one week of receiving the feedback, and preferably within 3 days, which is termed the “appeal period”. We will not consider disputes beyond one week as it would put undue burden on the graders and on me. Steps you need to follow:
 - a. First contact the grader who graded the problem in question. Graders can be identified by the color of the pen they use:
 - i. Red – Chunsan Liu
 - ii. Blue – Zejian Liu
 - iii. Green – Grace Nie
 - iv. Turquoise – NA
 - v. Purple – Erzsébet Merényi
 - b. If the problem is resolved, the grader will send me an email (copy you) to report the change in points and the reason and correct your points.
 - c. If the problem cannot be resolved between you and the grader, the grader will send me an email (copy you) with brief description of the problem and I will resolve the issue.

I highly recommend that you also check the points posted in the grade book as data entry errors can occur. If you find an error simply tell the TA and (s)he will correct it since (s)he can verify the fact easily from your feedback.

Thanks for adhering to these instructions. Please ask clarification any time, if needed.

~ Erzsébet Merényi