

File Submission Rules for MATH 235 / Spring 2021

Method of submission: All files need to be submitted via Email

Please use the subject line: “math 235 Your Name HW # ” if you are submitting Homework. (For example, if I were to submit HW 5 to myself, the subject line of my email would read: math 235 Taras Lakoba HW 5.)

If you are emailing me a *question*, please use the subject line “math 235 - question”.

Format of submission (applies to all submitted files except Matlab codes)

- A *single pdf file*, with image oriented vertically (i.e., simply as on a regular page).

Submission of multiple files instead of one, or submission of non-pdf files, or submission of rotated images, where I need to keep my head tilted to be able to read, will all entail a penalty left to my discretion.

The file, and your handwriting, **must be easily legible**. I will reduce your score by an amount left to my discretion if it is not.

If your file is so illegible that I cannot discern essential details, I will notify you via email that I **will not grade** your current submission and give you **3 hours** to resubmit. If you do resubmit a legible file within 3 hours, I will reduce your score for this assignment by 5% (first offense) and progressively more (repeated offenses), as a compensation for the time that I had to unnecessarily spend on this matter.

If you miss the 3-hour resubmission deadline, I'll reduce your score further, taking additional 5% for each 3-hours period (or part thereof) over the resubmission deadline.

Size of submitted file: Up to 6 MB.

I will reduce your score by up to 1/4 of a point for every 1 MB or part thereof in excess of the limits stated above.

Please note that you should **not** compromise the readability of your file by making it lower quality in the hope that it will decrease its size. The limits stated above provide *a lot* of margin if you follow the guidelines below:

- Scan in **black and white** (but *not* in grayscale!).
- Use plain white paper; avoid using ruled paper, and definitely do *not* use graph paper (that with a grid). Not only does graph paper cause image size to go up, but it also makes your writing harder to read.
- You are welcome to use your favorite scanner. (Scanners in the Howe library or in Votey are very economical and time-efficient; use them whenever possible.) If your scanner cannot produce files satisfying the above requirements, I recommend that you try using CamScanner (on an Android phone). From my personal experience, it is economical (again, in black and white), easy to use, and *usually* produces scans of good quality; that is, occasionally you may need to rescan your image or find a good position of the scanner.
If you use an iOS device, you may try Genius Scan (I have no personal experience with it).

For your first violation of rules about Format and Size of the file, you will receive a warning.

For any subsequent violation of rules in the same rubric, I will subtract points from your score as described above.

Timing of submissions: HW is to be submitted on the due day before class

- If you have to submit it later, you must contact me no later than the deadline and ask for an extension *that can be no more than 2 days after the deadline*. After I give you an extension, your work will be graded as follows.
 - Late submissions on the same day (i.e., until midnight) will be graded out of 80%.
 - Late submissions during the following day will be graded out of 60%.
 - Late submission during the second day after the deadline will be graded out of 40%.
- Any later submissions, *or submissions without a prior request for an extension*, will not normally be graded.
- If you forget to submit the HW altogether or do not ask for an extension, you may still request that I grade it. *I leave a decision about that completely at my discretion*. When this happens for the first time, I will, ordinarily, be inclined to grant your request; in this case you will receive 50% of the available grade for this Homework set. For subsequent cases, I will not grade the assignment in question.
- Submissions late by just a few minutes will receive score reduction of 1/4 point for each 5 minutes or part thereof of delay.
- Cases involving **extraordinary circumstances** (where you can demonstrate a substantial component beyond your control) will be handled individually. In particular, I may decide not to impose penalty. However, such cases will be rare.