CS287 Colloquium Information and Rules

**General Information:**
CS287 Colloquium in Computer Science is graded Pass/Fail. The course operates as follows: there will be about 10 colloquia each quarter. The colloquia are usually held on Mondays 11:10-12PM, usually in ENGR2 205/206. Some speakers may not be able to visit on Mondays so we will also have some colloquiums on Wednesdays and Fridays at 11:10-12:00PM. Please reserve both time slots in your schedule.

To pass the course requires:
1. Attendance during entire colloquium
2. Prompt, on-time, arrival
3. Signing the attendance roster sheet
Each of these is your responsibility, not the instructor’s.

**Requirements to Pass:**
Miss at most 1 colloquium per quarter without a legitimate excuse
No more than 1 lateness during each quarter.

**The Attendance Roster:**
The attendance roster circulates from the back of the room to the front of the room. The roster never moves backwards. Do not circulate the roster to a student in back of you, only circulate the roster to a student adjacent or in front of you.

If you arrive slightly late you need to enter the auditorium and sit in front of the circulating roster in order for you to sign it. You are encouraged to sit in the front row if you cannot spot the roster as it circulates in the dimly lit room.

When the roster reaches the front row, I collect the roster. All people that sign the roster after it is collected are considered *late*. I expect to collect the roster 10 minutes into the talk.

**Rules:**
All students that sign the roster after the roster has been collected are considered *late* regardless of their arrival time.

It is your responsibility to sign the roster. If you forget to sign the roster you will not receive credit for attendance. Even if someone saw you attend the colloquium and you did not sign the roster, you will still not receive credit!!!
Departing Early ("Ditching")
Some students have been slipping out of the colloquium early by signing-in and then leaving. Any student departing the colloquium early without permission will automatically fail the course.

I receive reports from students and faculty concerning students that "ditch". If you have a legitimate need to depart early, use the attached petition to request permission to leave early. Students may depart at 4pm.

Forgery:
Any student that forges another student's signature on the attendance roster will fail CS287 and will face disciplinary action at the Campus level.
Academic dishonesty (ditching or forgery) can be reported anonymously https://www.cs.ucr.edu/cheating/.

Requests to be Excused from Colloquia:
There are some valid reasons for being excused from colloquia. Some of these reasons include:
1. Class conflict or TA duties conflict of some kind (e.g. Fridays)
2. Sickness or hospital admission
3. Religious observance
4. Death/sickness of family member
5. Request directly received by a faculty member for you to be excused
These excuses require written documentation and a petition (no petition for #5) supported by:
1. photocopy from registrar’s database of class time conflict and showing your schedule
2. doctor’s note or hospital admission note
3. religious organization affiliation documentation
4. photocopy of funeral/mortuary documentation customarily provided
5. email from the faculty member will be sent directly to me

Excuses not honored:
1. Traffic congestion problems causing lateness
2. Classes that end late (an instructor can excuse the entire class via email, so a particular lateness from one student will not be honored)
3. System administration duties precluding attendance
4. Job interview (can be scheduled at another time)
5. 12 hour sale at the Broadway (give me a break!)
Petition for Lateness or Attendance Excuse for CS287

Instructions: Photocopy this form, do not use your original. You may need to use this form again. Fill out the photocopy completely and leave the petition and supporting documentation in my mailbox in the Mailroom. Follow the instructions precisely.

Name _________________________________ Email: __________________

SSN____________________________________

Check One:
☐ Lateness  ☐ Absence  ☐ Early excuse departure

Check One:
☐ One-time excuse  ☐ Multi-time excuse
(if multi-time explain in writing)
Date(s): _________________________________
Reason:

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Describe the hardcopy documentation you are attaching to support your petition:

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Other comments:

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Professor In Charge

CSE 05/06