**Homework/Lab submission and grades:**

* Submit assignments electronically via Blackboard by clicking the name of the homework/lab.
* Submit your assignment as **one** file (.pdf or .docx)
	+ You can export plots from RStudio to .pdf or copy and paste into word doc.
	+ There are multiple websites and tools that allow you to combine pdfs into one file. <https://combinepdf.com> is one example.
	+ Do NOT submit a .zip file.
	+ If you are handwriting your assignment, please scan (or take clear pictures) and convert to .pdf file.
* You may submit as many times as you want. Only the last submission before the deadline will be graded.
* Grades will be available on Blackboard and feedback/comments can be viewed through visiting the assignment submission page once posted.

**Late/Drop Assignment Policy:**

* Out of all your homework lab grades, the 2 lowest ones will be dropped. this accommodates sickness, family emergency, religious holiday or other circumstances without a formal process. If you miss an assignment for these reasons then it must count as the dropped assignment.
* No late homework/lab will be accepted.

**Regrade Policy:**

* Regrade requests regarding homework/labs should be sent to the TA listed on the homework/lab via email within 1 week of grade posting
	+ Put [ORIE 4740 Regrade] in subject line
	+ Detail which section of the homework/lab you want regraded. Regrade requests without explanation will not be considered.
* Regrade requests regarding exams should be sent to Professor Chen in writing within 1 week of grade posting.