

Lateness Policy for Major Assignments

Lateness Policy:

1. An assignment will lose a third of a letter grade per calendar day. (Examples: A paper that would have earned an A- if submitted on time will receive a B if it is handed in two days late. A paper that was due on Friday will be docked a full letter grade if it is submitted on Monday because that is three calendar days late.)
2. After 3 days of lateness, an Alert Memo should be submitted by the teacher. The Alert Memo should give a sketch of the missing assignment AND note the grade penalty that is being enforced. The student, teacher, Dean of Students, and advisor should meet as soon as possible upon the submission of the Alert Memo. A plan to remedy the situation will be developed at this meeting.
3. A grade of 50% will serve as a "floor" for the lateness penalty, however, once the grade of 50% has been reached, our Incomplete Policy (outlined in the Student Handbook) will be enforced. Details of the Incomplete Policy can be found in the handbook, however, it should be noted that the student risks failing the semester and not receiving credit for the class should the work not be submitted.