

Professor Oros's Policies on Late Work

Late Work Policy: I encourage you to submit work on-time, as you will be penalized if you do not – a reduction of one third letter grade (eg., B to B-, A- to B+) each day. I will not accept late work after graded assignments have been returned in class. Only in extraordinary circumstances will exceptions be considered, such as a documented medical condition, family emergency, or other course obligation. *Do please speak to me if there are such extraordinary circumstances that keep you from doing your best on graded work.*

Important note: There are some assignments where late work is not accepted except in exceptional cases. This policy is noted on such assignment guidelines.

If you plan to submit late work, please follow these guidelines:

- **Email** me the assignment in order to stop the daily late penalty.
 - Reminder: The 1/3 letter grade per day penalty ratchets up at the start of class time each day, *including weekends*. Thus, if our class starts at 2:30pm, the late penalty increases at 2:31pm.
 - For assignments usually submitted to Canvas, generally the submission link ends at the due-date – thus the need to email me the assignment.
 - Generally I only accept files as Word documents or PDF files. If you plan to submit in another format, you should request prior approval.
- If the assignment was supposed to be submitted in hard copy, then get me a hard copy of the *identical file* emailed on the next business day.
- Do not leave hard copies of work to be graded in the box outside my office door. Best is to leave hard copies with my faculty assistant, Ms. Cindy Licata, in GLD 224 (next door to my office). Next best is to slide work to be graded under my office door.

** You should not consider your work submitted until you receive an email from me confirming that I have received and accepted your late work. If you do not hear from me, it could mean that I did not receive your email or hard copy. In such cases, late penalties continue to accrue.

- If you accidentally email me the wrong file or a file that I cannot open because it is corrupted or in a format other than Word or PDF, your assignment will not be considered submitted and late penalties will continue to accrue until you submit a file or hard copy that I can read.