

# Late Paper Submission Form

(Also used if paper is turn in early or on-time via email)

## Professor Kamola

*Overview of the late paper policy (see syllabus for full policy)*

- Assignments will be marked down one third of a grade (i.e. a B+ into a B) if they are turned in prior to due date of the next assignment. They will be deducted an additional third of a grade for each subsequent due dates they miss.
- I do not give extensions, except in cases of an extreme medical, family, or personal emergency and confirmed with documentation from the Dean's office. "I have a very busy finals schedule," "I have a tournament that day," etc. are not valid excuses.
- If your assignment is late, please email me a copy as soon as you finish. This will serve as a "time stamp."
- Then turn in a **hard copy** during class or under my office door (Downes Memorial #209). No hardcopy; no grade.
- Attach this form to the hardcopy.
- Late papers will not necessarily receive comments and may not be returned immediately.

**Please Fill Out** (and attach to your assignment):

**This assignment is (circle one):**      **on-time/early**                      **late**

**Student Name:**

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**Class:**

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**Assignment:**

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**Due Date:**

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**Day Submitted via email:**

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**Today's Date:**

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