

# Late paper policy

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## **Grace period**

There is a two day grace period for turning papers in late without any penalty. For example, if the paper is due at 2 pm on Oct. 2, you will not be penalized if you turn it in by 2 pm on Oct. 4. Your paper counts as submitted when it is submitted electronically on Canvas.

## **Discounted paper grade**

Following the grace period, the grade on your paper will be discounted. You will lose 2.5 grade points (out of 100) for each calendar day a paper is submitted late after the expiration of the grace period.

## **Excuses**

If you have a legitimate excuse for submitting the paper late, its grade will not be discounted. Legitimate excuses must be serious (medical, family emergencies) and documented; and you must inform me as soon as the problem arises. Technological mistakes (including mistakes using Canvas, or attachments that cannot be opened) are not legitimate excuses.