

Revised Late Penalty Schedule

SUPERCEDES LATE PENALTY SCHEDULE IN SUPPLEMENT

Late Papers. Writing assignments submitted after the deadline will be assigned a late penalty as follows:

<u>Time Submitted</u>	<u>Penalty</u>
After 11:00 p.m., but before 3:00 a.m. on day after due date	One step on grading scale (A becomes A-, A- becomes B+, etc.)
After 3:00 a.m. on day after due date, but before 8:00 a.m. on day after due date	Two steps (A becomes B+, A- becomes B)
After 8:00 a.m., but before 1:00 p.m. on day after due date	Three steps (A becomes B, A- becomes B-)
After 1:00 p.m., but before 5:00 p.m. on day after due date	Four steps (A becomes B-, A- becomes C+)
After 5:00 p.m. but before 8:00 a.m. on second day after due date	Five steps (A becomes C+, A- becomes C)
After 8:00 a.m. on second day after due date, but before 1:00 p.m. on second day after due date	Six steps (A becomes C, A- becomes C-)
After 1:00 p.m. but before 5:00 p.m. on second day after due date	Seven steps (A becomes C-, A- becomes D+)
After 5:00 p.m., but before 8:00 a.m. on third day after due date	Eight steps (A becomes D+, A- becomes D)

After 1:00 p.m. on the third day
after due date

Automatic F

A paper submitted even minutes after the deadline will be considered late. **A paper that cannot be opened in Word 2003 will be considered late.** The time stamp on the Electronic Drop Box will be the official clock for late penalties.

Only the Legal Writing Director has the authority to waive any late penalty. Neither your Legal Writing faculty or the Administration Office has this authority. For example, if you got a speeding ticket on your way to school to turn in your paper, the Administration Office may excuse your absence from class, but they will not decide any waiver of the late penalty. If you wish to have the program director consider waiving the late penalty, you may file a written plea, signed with your blind legal writing grading number (not your name), setting out the reasons. Do not submit such pleas to your legal writing professor or the Administration Office. All excuses and late penalties are considered by the Director after the substantive grade has been assigned by your course instructor.

If you use any word processing software other than Word 2003, it is your responsibility to save the file in Word 2003 so that it can be opened easily by the faculty on their computers. If the file is shown as corrupted when the faculty open the file, your exercise will be considered late. Please understand that this policy is not because we are anti-other software. We have had students attain an advantage over their classmates by timely submitting a “corrupt” file to TWEN, continuing to work on their exercise until contacted by the faculty, and then submitting a proper file at that time.