Policy on Late Papers

In previous semesters, I have had a substantial number of students experiencing crises or other events such that assignments are not turned in on time. In general, if a student alerts me to a problem beforehand, I can accommodate him or her accordingly. Difficulties arise however when missed assignments are addressed only after the fact. Managing such special cases has become problematic and has, I think, compromised the integrity of the grading system. Consequently, I am taking steps to deal more uniformly with the issue of late assignments.

If you miss a class in which a reflection assignment is handed out, it is your responsibility to obtain the assignment in enough time to write out your answer and prepare for class discussion. There are number of options for meeting this responsibility. You can get them from a classmate. You can send me an e-mail well in advance of the class in which your written response to the question is due so that I may e-mail you with the questions as an attachment. The later the e-mail message to me, the riskier it is since I may not get to your e-mail at particularly busy times of the semester, and hence you may not get the questions in time to do the assignment. You may want to get to know your classmates for this reason. Further, I make every effort to post assignments on the course web site with sufficient lead time for absent students to obtain them; typically, assignments are posted on or before the day they are initially handed out in class.

If you miss a class in which a written response to a reflection assignment is due, it is your responsibility to get these questions to me BEFORE or IN CLASS. LATE PAPERS WILL NOT BE GIVEN CREDIT! Again, there are several strategies you may adopt to meet this responsibility. You can send in your written answer with a classmate. You can e-mail it to me as an attachment (do not send your answer in the body of an e-mail). You can bring it to me before the class meeting at which it is due, sliding it under my office door if I am not in at the time you stop by.

If you must miss a scheduled exam for any reason, you must make arrangements with me prior to the day of the exam as well as providing documentation for the need for your absence. Make up exams will be given only if these conditions are satisfied. These same conditions apply regarding acceptance of late term papers.