## **Late Work Grading Policy**

## Keith G. Chuvala, Instructor ITT Technical Institute, Webster, Texas

I really, really, really don't like having to deal with late work. I mean, I detest it. But there are times when turning in work late cannot be avoided, and I want you to complete all the work that is required for this course. Therefore I will accept late work up to 3 weeks late, with the following penalties being assessed:

< 1 week late	5 point penalty
1 week late	10 point penalty
2 weeks late	25 point penalty
3 weeks late	40 point penalty
4 or more weeks late Not accep	oted, 100 point penalty

Work is considered late when it is turned in after the specified due date + 8 hours. A grace period of 8 hours is granted so that work received the morning following the due date by 8:00 a.m. will not be considered late.

All work is due by week 11, of course, and <u>no work will be accepted after</u>
<u>Wednesday of finals week</u> for the quarter.