

## **Late Pass**

A colleague in class mentioned that a professor in another (writing intensive) course allowed students to turn in 1 paper up to 1 week late with no questions asked, and no reduction in grade. Given the number and intensity of writing assignments in this class (and the increasing number of demands everyone has on their time) I thought this was an excellent idea. Furthermore, I have no qualms about stealing this idea and implementing it in this class.

Below are the guidelines for the new “late” policy in this class. I hope the implementation of this new policy also highlights the importance of participating in class; had this person NOT spoken up to suggest this idea, NO ONE would have been able to benefit from it.

### **Guidelines for a “Late Pass” on a writing assignment:**

- 1) You may turn in 1 writing assignment up to 1 week late with NO reduction in the grade for the paper being handed in past the scheduled due date. For example, if an assignment was due on January 10, you could hand in that paper on January 17 with no reduction in your grade. That is, you would receive the same grade earned on the paper had you handed it in on January 10.
- 2) Papers handed in past the 1-week grace period will receive a reduction in the grade commensurate with the amount of time that has elapsed past the due date. That is, the later you hand it in, the lower your grade will be.
- 3) Once you have used this option on an assignment, other papers that are handed in even 1 hour late (i.e., past the scheduled due date) will receive a reduction in the grade for tardiness. The reduction will be commensurate with the amount of time that has elapsed past the due date. That is, the later you hand it in, the lower your grade will be.
- 4) This policy can ***NOT*** be applied to Writing Assignment #8 (i.e., the “wiki assignment”).
- 5) This policy ***CAN*** be used retroactively, as described below:
  - a. If the grade on writing assignments 1-6 was reduced because you handed the paper in late (it will state clearly in the comments that your paper was worth a grade of X, but you only earned Y because you handed in the paper late), you may apply this policy to that “old” paper.
  - b. Applying this policy to an “old” paper will result in you actually getting the grade of X instead of Y (as described in the example above in section 5a).
  - c. If you apply this policy to an “old” paper, then any “new” assignment handed in late will be subject to the policy described above in Section 3.
- 6) ***I will not apply this policy automatically.*** If you wish to exercise the “late pass” option you must indicate that to me in writing (e-mail is acceptable), and specify which assignment you wish to apply this policy to.
- 7) Once you have decided to use the “late pass” option, you can not decide later that you would rather exercise this option for a different paper. In other words, chose wisely (keeping in mind that there is also a policy for revising a paper).