

Late Work Form

To be submitted attached to any work completed late

The purpose of this form is to allow me to keep track of work that is not completed or submitted at the time expected, and to take into account any considerations which should affect the marking of such work, including any discussions I may have had with you in person, on the phone, or via email regarding excused absences/reasons for late work, etc.

Name: _____ Student Number: _____

Course: _____

Assignment: _____

Date you're turning in the work: _____ Orig. due date: _____

(Check one:) I do ___ / do not ___ have a reason for the late completion of this work which I think should mitigate or remove the penalty for lateness.

If you do have such a reason, please state it below. If you do not wish to go into specifics, you need not do so; you may speak with Arts Academic Advising instead, and they can provide me with a summary that just says you have a justifiable reason for the work being late. If it is something that needs documentation, please speak with Arts Academic Advising and provide the documentation to them.

(Check one:) I have ___ / have not ___ already discussed this with Professor Hendricks ___ / TA for the course ___ (state which, if there is more than one TA for the course)

If so, indicate roughly when and whether in person, in writing, by email, or phone. If you have not yet discussed this, but you would like to do so, please contact Christina or your TA.

Adapted from a similar form created by Scott Anderson, Philosophy, UBC