

**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: \_\_\_\_\_

Means of contacting you (email and/or phone): \_\_\_\_\_

(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; but please indicate the nature of your reason (e.g., health, family emergency, etc.). Please attach any supporting material to this form (e.g., note from doctor, academic advisor, etc.).

---

---

---

---

---

---

---

---

(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 indicate how best to contact you (or if you plan to contact one of us).

---

---

---