



CTLS Policies Regarding Late Submissions of Take-Home Exams and Final Papers

Penalty for Late Submission of Take-Home Exams

CTLS follows the policies laid out in the [Georgetown Student Handbook](#) but allows for a 5-minute grace period for exam submissions.

All students who download their examination but fail to upload their exam answer(s) within 24 hours after the time allowed expires will be assigned a grade of AF (Administrative Fail) on the exam by the administration.

First offence for submitting an examination within sixty minutes after the time allowed expires, but not in conformity with the policy described here and in § 402(a)(i) of the Student Disciplinary Code, will be graded and subject to the following penalties:

- a. If the student receives a passing grade in the course from the course professor, the administration will enter an AP (Administrative Pass) on the transcript. The student will earn the allotted credits for taking the course, and the AP grade will not factor into the student's GPA. The administration will notify the grading professor and the student when this action is taken.
- b. If the student receives a failing grade in the course, the administration will enter an F on the transcript. The student will not earn the allotted credits for taking the course, and the F grade will factor into the GPA.

There shall be no deviation from this except in the case of a bona fide medical or other emergency to be determined by the Executive Director and/or the Faculty Co-Directors.

Penalty for Late Submission of Final Papers

A professor shall accept a final paper submitted after the deadline. However, there may be a penalty assessed when assigning a grade to the final paper, depending on the extent of the lateness. If a paper is within an hour of the deadline for submission, the professor shall assign the mark the student would have received without the lateness. However, if the student is on the line between two grades, e.g., a 5 or a 4.5, the professor shall assign the lower grade.

With respect to papers that are submitted more than one hour late, a professor shall take into consideration the extent of the lateness and reduce the student's grade on the final paper by a minimum of a one-step reduction, but no lower than a 2 if the professor determines that the paper is entitled to a passing grade.

There shall be no deviation from this scale except in the case of a bona fide medical or other emergency to be determined by the Executive Director and/or the Faculty Co-Directors.