



LATE DAYS POLICY Updated September 18

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Please read through the following guidelines outlining the use of Late Days in this class. If you have any questions then feel free to get in touch.

Disclaimer: I reserve the right to modify this policy no later than the end of the fifth week of the semester.

1. Each student is allocated six (6) Late Days at the beginning of the semester.
2. A student may forfeit a single (1) Late Day to excuse absence for one (1) class. In this situation, the Late Days Policy will be invoked automatically *unless exceptional circumstances deem otherwise*.
3. A student may forfeit two (2) Late Days in lieu of the Weekly Quiz. In this situation, the Late Days policy will be invoked automatically *unless exceptional circumstances deem otherwise*.
4. A student may forfeit two (2) Late Days in lieu of a problem set submission. In this situation, the Late Days policy will be invoked automatically *unless exceptional circumstances deem otherwise*.
5. Once a student has utilised all six Late Days the following penalties will be incurred on their final score:
 - (a) -0.5% for each class absence,
 - (b) -1% for each missed Weekly Quiz,
 - (c) -1% for each late problem set submission.
6. Excused absences (e.g. medical and other personal emergencies) substantiated by a Commons Dean will override the Late Days Policy. Certain explained absences may override the Late Days Policy in exceptional circumstances.