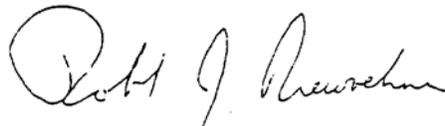


**Aerospace Engineering Department Late Submittal Policy
(Adopted- 20 Aug 99)**

1. Required course work is due at the beginning of the class period specified.
2. Work submitted after the beginning of the specified class period but before the close of business (COB defined as 1600 hours) on the day of the specified class period will be penalized one half of one letter grade (5 points on a scale of 0-100).
3. Work submitted before the COB on the calendar day following the specified class period will be penalized one full letter grade (10 points on a scale of 0-100).
4. Work submitted after the COB on the calendar day following the specified class period will be accepted BUT will NOT receive ANY credit.
5. a. Midshipmen are required to submit ALL required course work prior to the COB on the last day of class for that course. Credit for work submitted will be assigned under Rules 1-4 above.

b. Failure to submit ALL required course work will result in a REDUCTION in the course grade of one half of one letter grade (5 points on a scale of 0-100) for each delinquent piece of required course work. Note: THIS MAY RESULT IN FAILURE OF THE COURSE.
6. In extraordinary circumstances, for example, emergency leave, serious illness, etc., exceptions will be considered. Exceptions must explicitly be negotiated between the individual midshipman and the professor. Prior vice post-event negotiation, where possible, will normally lead to a more favorable result. Extensions will not be granted for the ordinary challenges of academic or midshipmen life.
7. Individual faculty members have the discretion of imposing more stringent requirements than those outlined above.



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