

**To receive credit in English, a student must complete, to the satisfaction of the teacher, all major papers assigned, including evidence of process and revision.**

If late papers are not completed within two weeks of the close of the first or third quarter, the "Paper Policy F" becomes permanent. However, to receive credit for the **semester**, the student must still complete the late paper(s).

In the second and fourth marking periods, no papers (or rewrites) which are already more than two weeks late will be accepted during the last two weeks of the marking period. (The marking period closes on the last day of class and does not include exam days.) **Students who do not meet these deadlines will fail for the semester.**

**Rationale:** Obviously the instruction of writing is an integral part of the English program. As students develop papers through their writing process and move from one writing assignment to the next, they develop their knowledge, ability, and sophistication as writers. To emphasize the importance of students' completion of papers, the English Department established what has become known as the Paper Policy.

The long standing Paper Policy of the English Department reinforces writing expectations by requiring students to complete all major papers, at a quality acceptable to the teacher, in order to be eligible for semester credit in English.

Since each paper is the foundation for the next, timely completion of all papers and rewrites is important to the instructional value of writing assignments. We feel these requirements:

1. reinforce the importance placed on writing and the writing process.
2. emphasize students' development in organizing their time and resources.
3. encourage students to keep pace with assignments and rewrites.
4. establish reasonable deadlines for late papers which will salvage instructional values of assignments.
5. permit the time and attention of teachers to be given more fully to work assigned and completed in the final weeks of the semester.