



Carleton
UNIVERSITY

Department of Law and Legal Studies

DROP BOX POLICY

(For all LAWS Courses)

The Department of Law and Legal Studies offers a drop box located on the wall near the main office, beside room C462 Loeb.

Unless otherwise instructed by professors or course instructors, students must hand in essays and assignments directly to the professor or course instructor (or Teaching Assistant, if applicable) during class, in the tutorial group, or during the professor's office hours. The drop box is **NOT** the primary method for submission. Be aware that an essay or assignment that was due in class may be marked late if submitted to the drop box even if it was submitted on the same day. It is strongly recommended that you keep an extra hard copy of all assignments submitted through the drop box.



Exceptionally, students registered in Carleton University Online (CUOL) sections may submit their assignments to the drop box on the day the assignment is due. If, for other reasons, students are unable to submit the paper in class, they may use the drop box as a back-up option.

Date Stamping

Papers received in the drop box **BEFORE 4:00pm** will be date stamped the same day they are submitted.

Papers received **AFTER 4:00pm** will be date stamped the following day.

Your cover page must have:

- Name
- Student number
- Course code and section
- Professor's name (and the TA's name, if applicable).