

Online Campus Late Work Policy

This policy is applicable to all students on the Online Campus.

- I. **Assignment Submission and Due Dates:**
 1. Students must post Discussions and Assignments via the LMS portal by 11:59 p.m. in their time zone, on or before the due date.
- II. **Assignment Due Date Extension Requests:**
 1. Extension requests made prior to the assignment due date during weeks 1 through 7:
 - a. Faculty may elect to approve extensions for students who make requests prior to the due date of the assignment during weeks 1 through 7.
 - b. Faculty may elect to refuse extension requests.
 - c. Faculty may elect to approve extension requests with no point deduction.
 - d. Faculty may elect to accept extension requests with a point deduction of their choosing.
 2. Extension requests made during week 8:
 - a. Faculty will not provide extensions for work during week 8.
 - **Students who need to request an extension during week 8 must submit an Incomplete request.**
 3. Extenuating circumstances which are emergency, unforeseen and serious in nature are the only circumstances that may exempt students from point deductions when requests are made after the due date or submissions are made after the due date without a request for extension. In these cases, documentation will be required and it will be at the discretion of the instructor whether and by when to accept late work.
 4. Extension requests made after the assignment due date:
 - a. Faculty may elect not to accept late work for which prior arrangements have not been made.
 - b. Faculty who elect to accept late work for which an extension has been requested after the due date will deduct one letter grade.
- III. **Late Submission with no request for an extension:**
 1. Submission of Late Assignments with no request for an extension:
 - a. Faculty may elect not to accept late work for which an extension has not been requested.
 - b. If faculty elects to accept late work for which an extension has not been requested, they will deduct one letter grade from the graded work.