

Online Campus Late Work Policy: COVID-19 Related Guidance

This modified policy is in effect starting Monday, March 16 until further notice.

This policy is applicable to all students in 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.
 - If the no-penalty extensions are needed, they should be requested before the assignment is due, or as soon as possible after the missed due date.
 - If assignments extended past 48hours, late points will apply, unless further documentation is available.

II. Assignment Due Date Extension Requests:

1. Extension requests made prior to the assignment due date during weeks 1 through 7:
 - Faculty may elect to approve extensions for students who make requests prior to the due date of the assignment during weeks 1 through 7.
 - Faculty are encouraged to wave late points for students who have been directly impacted by the virus (e.g., student is currently ill, or they are taking care of a sick family member, or have a drastic increase in workload).
 - Faculty may elect to refuse extension requests.
 - Faculty may elect to approve extension requests with no point deduction.
 - Faculty may elect to accept extension requests with a point deduction of their choosing.
 - Faculty have been encouraged to consider approving extensions which do not exceed 48 hours”
2. Extension requests made during week 8:
 - Faculty cannot 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 grade 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.
 - It is the student's responsibility to reach out to the faculty before their work is due, unless they can show they have been directly impacted by the virus.
4. Extension requests made after the assignment due date:
 - Faculty have been encouraged to consider approving extensions, which do not exceed 48 hours, unless the student is currently ill.
 - Faculty may deduct late points after this 48 hour extension, (e.g. minus five points per day).

III. Late Submission with no request for an extension:

1. Submission of Late Assignments with no request for an extension:
 - Faculty may elect not to accept late work for which an extension has not been requested.

- 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.