

DEFINITION AND PROCEDURES OF LATE SUBMISSION OF COURSEWORK

Coursework is deemed to be late when it is submitted after the published deadline without an agreed extension and in the absence of exceptional circumstances.

All course work (including, but not limited to classwork, homework, assignments, labs, quizzes, tests, and final projects) must be submitted no later than the due date unless prior arrangements are made with the teacher and a new due date is established.

If a student submits an assignment after the due date without having made arrangements with the teacher, the assignment will be considered as late and the grade will follow the following mark deduction criteria:

1. Up to 24 hours late, loss of 5% of the mark awarded;
2. Over 24 hours late and up to 7 days late, loss of 10% of the mark awarded;
3. Over 7 days late and up to 14 days late, loss of 20% of the mark awarded.
4. Over 14 days late, work will not be accepted for marking and a failing grade will be awarded.
5. A "Zero" will be awarded for any missing classwork/homework without any valid reason or excuse. Students can't make up the work.
6. A "Zero" will be awarded for any plagiarized work. Students can't make up the work.

Students with documented evidence of an emergency that prevented prior communication with the teacher may present documentation to the teacher/admin for consideration. If a late submission has been requested in advance of the due date and the teacher grants an extension, no points will be deducted from the assignment grade.

Course work will not be accepted after the last day of the semester unless arranged.