

Assignment Policy

Rationale

Students will participate in coursework designed to increase theoretical knowledge and administrative experiences. As a part of the learning process, courses require submission of a variety of assignments such as reflection, data analysis, plans, and theoretical analysis. A part of the learning process is to follow the guidelines for submission of the assignments in a timely manner.

Policy

Students will submit all assignments as required by the course instructor within the designated timeframe. Unless a request for extension of the timeline is made and accepted by the instructor prior to the due date, the instructor will deduct 5% of the total possible points available for the assignment for every day the assignment is late. For courses that use Satisfactory/Unsatisfactory for grading, late assignments will be designated as 'U' unless the instructor accepts a request for extension of the timeline.

In the event of a personal emergency that happens prior to the submission date and will interfere with the student's ability to complete the work, the student will immediately notify the instructor via email of the circumstances for not meeting the assignment due date and ask for a specific date and time to extend the submission. The instructor may accept or reject the student's request based on the circumstances.

- If the request is rejected, then the above-described policy applies and the student's grade on the assignment will be adjusted accordingly.
- If the request is accepted, the student must submit the assignment by the revised time and no penalty to a score will result.
- If the request is rejected based on the student suggested timeframe, the instructor will determine a due date.
- All new due dates determined will still follow the above-described policy.

I acknowledge receipt and understanding of this document.

Date: _____ Name: _____

Signature: _____