

**Late Policy for Online, Flex, and Quest Classes**

(revised Jan. 2013)

We have previously worked with a general late policy, but it is hard to apply one policy to all types of online work or even to all weeks. Therefore, the following late work policy will be applied unless the instructor adjusts it in the welcome email:

* **Regular weekly written work** (essays, projects, reflections, etc.) will be marked down 10% for every week that it is late.
* Without previous arrangements, **work submitted more than one week late will not be accepted**.
* **Quizzes** must be taken on time. After the due date and time, quizzes close. They can only be reopened if the student presents a worthy case as to why it could not be taken on time: e.g. Planned on taking the quiz two days before it was due, but was in an accident and was in the hospital.
* **Discussion forum postings** simply cannot be late. Failure to post at least one substantive post in a given week will also result in an absence.
* **At the end of week 6**, the class is over, so no additional work can be submitted. The only exception is when previous arrangements have been made with the instructor. Even then, severe late penalties may apply. Students should read the policy on "Incompletes" in the catalog to assist when issues arise that make it difficult to complete a course.