

# LATE WORK POLICY

The American Women's College aims to strike a balance in its academic policies between supporting student success and recognizing that the realities of students' non-academic responsibilities require flexibility in the completion of academic work. We have identified that starting a course behind in our accelerated sessions often leads to non-completion. It is very important that you proactively communicate with your instructor about your assignments.

- No late work will be accepted in Week 1, in compliance with federal regulations and University policy. There are no exceptions for Week 1 coursework.
- Instructors may accept a late assignment during Weeks 2 through 5, up until 11:59 PM EST of the Wednesday following the assignment due date.
  - *Prior to the due date*, students are required to communicate with their instructor via Canvas message or Bay Path University email that an assignment will be late.
  - In some cases an exception may be warranted; please work with your instructor to discuss.
- KnowledgePath (KP) activities should be submitted by the set due date
  - They may be revised to improve your learning and score throughout the duration of the course.
    - Revision to improve does not apply to classes utilizing KP quizzes, also sometimes called KP assessments, which include select math and other courses
- Discussions are designed to demonstrate active engagement with the course material.
  - If an initial discussion post is submitted late, no credit will be awarded, however; students can still earn partial credit if their peer responses are submitted/occur on time (as pertains to the given course modality, such as online or hybrid).
- The policy related to quizzes and exams varies by course. Please carefully review the information provided within your individual course.
- Time-sensitive lab experiments (such as those that require coordination on a specific day/time) cannot be made up.
- Any acceptable late assignments (defined as anything other than discussions, labs, and quizzes/exams) will suffer a 30% deduction taken prior to other possible deductions. For example, in an assignment of 100 points, it would automatically start at a grade of 70 if the 30% late deduction is applied, and any additional deductions based on the rubric reduce the grade further.
- No late work will be accepted in Week 6 as the course ends on the final Saturday at 11:59 PM EST. Please refer to the Incomplete Grade policy (<https://catalog.baypath.edu/american-womens-college/academic-policies-procedures/late-work-policy/>) The American Women's College aims to strike a balance in its academic policies between supporting student success and recognizing that the realities of students' non-academic responsibilities require flexibility in the completion of academic work. We have identified that starting a course behind in our accelerated sessions often leads to non-completion. It is very important that you proactively communicate with your instructor about your assignments. No late work will be accepted in Week 1, in compliance with federal regulations and University policy. There are no exceptions for Week 1 coursework. Instructors may accept a late assignment during Weeks 2 through 5, up until 11:59 PM EST of the Wednesday following the assignment due date. Prior to the due date, students are required to communicate with their instructor via Canvas message or Bay Path University email that an assignment will be late. In some cases an exception may be warranted; please work with your instructor to discuss. KnowledgePath (KP) activities should be submitted by the set due date They may be revised to improve your learning and score throughout the duration of the course. Revision to improve does not apply to classes utilizing KP quizzes, also sometimes called KP assessments, which include select math and other courses Discussions are designed to demonstrate active engagement with the course material. If an initial discussion post is submitted late, no credit will be awarded, however; students can still earn partial credit if their peer responses are submitted/occur on time (as pertains to the given course modality, such as online or hybrid). The policy related to quizzes and exams varies by course. Please carefully review the information provided within your individual course. Time-sensitive lab experiments (such as those that require coordination on a specific day/time) cannot be made up. Any acceptable late assignments (defined as anything other than discussions, labs, and quizzes/exams) will suffer a 30% deduction taken prior to other possible deductions. For example, in an assignment of 100 points, it would automatically start at a grade of 70 if the 30% late deduction is applied, and any additional deductions based on the rubric reduce the grade further. No late work will be accepted in Week 6 as the course ends on the final Saturday at 11:59 PM EST. Please refer to the Incomplete Grade policy for additional information. Exceptions (except for week 1, week 6, initial discussion posts, or time-sensitive labs) are at the instructor's discretion in consultation with the program director.html) for additional information.
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