



Drury Dual Credit Late Work Policy: Effective Summer 2023 term

Objective:

The Drury University Dual Credit Late Work Policy aims to provide guidelines and expectations regarding the submission of assignments in a dual credit college course. It encourages students to complete their work on time while still allowing for reasonable flexibility in exceptional circumstances.

Timely Submission:

1. All assignments must be submitted by the specified deadline mentioned in the course syllabus or as communicated by the instructor.

Communication and Transparency:

1. The instructor will ensure clear communication of the late work policy at the beginning of the course, in the course syllabus, and through additional reminders as necessary.
2. Any updates or changes to the late work policy will be communicated to the students promptly.

Instructor Discretion:

1. The instructor reserves the right to modify or waive the late work policy in exceptional cases or due to extenuating circumstances.
2. The instructor will exercise professional judgment while considering the best interests of the students and the overall learning outcomes of the course.

Late Work: Late submissions will be subject to a penalty, as outlined below.

1. Assignments submitted after the deadline will be considered late, regardless of the reasons for missing the original deadline.

Late Work Penalty:

1. Submission of assignments after the deadline and within a 24-hour window, a deduction of 50% will be applied to the overall grade of the assignment.
2. Assignments not submitted after 24 hours will be marked as zero.

Excused Late Work:

1. In exceptional circumstances, such as personal illness, family emergencies, or other valid reasons, students may request an extension for the assignment.
2. To qualify for an excused late submission, students must notify the instructor via Canvas or the instructor's Drury email as soon as possible and before the assignment deadline.
3. The instructor will review each request on a case-by-case basis and determine whether an extension is granted.
4. Excused late work will not incur any penalties if the extension is approved.