



LBC Global Late Assignment Policy

Meeting assigned due dates is critical for demonstrating progress and ensuring appropriate time for Global Faculty feedback on assignments. Students are expected to submit their assignments on or before the due date. Students needing extra time may submit assignments, excluding discussions and group projects, up to fourteen (14) days after the stated due date and before the end date of the course. Late assignments that exceed the end date of a course must be approved for a course extension and incomplete grade (See the *Incomplete Grades Policy*).

For each day, including part of a day, that a submission is late, a penalty of 2% will be deducted from the earned grade. Discussion board postings and group projects will not be accepted for credit after the originally stated deadline in the assignment. Other assignment types will not be accepted more than 14 days after the stated due date. Any late assignment submitted outside of these parameters will receive a grade of a zero. Some exceptions may apply if students have made prior arrangements with their instructor or have experienced qualified extenuating circumstances.

Global Faculty may accept late work, including discussion board posts, with or without prior arrangement in the case of extenuating circumstances that are serious and unforeseen, such as, but not limited to, unexpected extended hospitalization, death of an immediate family member, or natural disaster. Technical issues are not valid excuses for late work unless the problem stems from LBC servers.

Students should not assume that they will be allowed to submit an assignment after the due date. A student who has experienced an extenuating circumstance that prevented him/her from submitting work on time must notify the faculty member in writing as soon as possible to arrange new deadlines. In instances where the faculty agrees to make an exception, the late penalty will be waived.

If a student is experiencing, or knows that he/she will be experiencing a circumstance that is protected under the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, or Title IX, including pregnancy, he/she is encouraged to contact the Ally Center as soon as possible to explore what reasonable accommodations might be offered.

If a student believes that a grade was issued in error or in an unfair manner, he or she may appeal a final course grade in accordance with the *Grade Appeal Policy*.

Syllabus Statement

Late Assignment Policy: Meeting assigned due dates is critical for demonstrating progress and ensuring appropriate time for Global Faculty feedback on assignments. Students are expected to submit their assignments on or before the due date. Students who submit work up fourteen (14) days late will receive a daily penalty of two (2) percent. Assignments will not be accepted after fourteen (14) days or after the end date of the course unless there are verified extenuating circumstances documented in writing. Discussion board postings and group projects will not be accepted for credit after the originally stated deadline in the assignment. Review the full late assignment policy ([Hyperlink to LBC Global Handbook](#)).