

## Sample: Late Work Policy

### NOTE

This is only an example. Be sure to follow any rules or policy your school may have concerning late work.



To be regarded on time, work must be completed by the beginning of the period on the day it is due.



Homework, minor self-check assignments, will be stamped "ON TIME" only at the beginning of the class period. You should copy answers while we check homework to save as a review, but you will not get credit for having done your homework. If the homework is collected without answers being given in class, you may turn it in the following day with a late penalty. Unfinished homework is not accepted.



Graded assignments may be turned in late with a one grade penalty for each day late. They will not be accepted after the fourth day they are due. You may not work on late homework instead of the day's assignment. Attempts to do so will result in a zero for the late work.



In case of excused absences, you have two extra days for each excused absence not counting the day of your return. Since your assignment will have to be changed to a comparable assignment if graded assignments are returned before yours is turned in, you should ask the instructor if you need to get an alternate assignment so you do not have to do two instead of one. Work due on the day of an unexcused absence receives a grade of zero.



Long term assignments (assignments made at least two weeks in advance) are due the day you return from an excused absence. If you are in school but excused from the class, you must turn in long term assignments between classes in order to avoid late penalties.