

Aspen University-Late Work Deduction Table

Discussion Questions

If a student does not submit an **initial discussion** by the date that it is due, it is as if the student did not attend class that week, and a zero on the initial posting should be given after midnight Pacific Time on that date. If a zero is awarded for a late initial posting, partial point consideration may still be given for timely submission of reply or replies that week if they are submitted by midnight Pacific Time on the due date. **Note: To submit follow-up replies to peers, the student would still need to submit an initial post in order to unlock the forum so that follow-up replies can be submitted.** However, if no work is submitted by the end of the course week, a zero is awarded and no later postings need to be graded. Faculty will not return to a discussion forum after the end of the week to look for work submitted after the work is due for that course week. However, if the student has an exceptional reason why the discussion posting could not be submitted by the due date (e. g. death of a family member, military orders, jury duty, personal illness, or local disaster), the student can petition to the instructor for an exception to the late penalty. Proof of circumstances must also be submitted (such as military orders, jury notice, a note from a medical provider, news records of disaster, or obituary that shows student relationship to deceased, e.g., student's name is listed in the obituary) with the petition. For cases of these exceptional circumstances, the faculty member can use their judgment about this late penalty. Petitions for exceptions may be tracked by the Dean of the school in which the student is enrolled, and students may be counseled for over-use of exceptions.

Weekly Assignment

All weekly assignments (including, but not limited to: assignments, quizzes, exams, and signature assignments) must be submitted no later than the due date unless prior alternate approval* is established with the instructor. If a student submits an assignment after the due date without having first communicated with the faculty and received alternate approval, a late penalty will be deducted for each week, or part thereof, that the assignment is late according to the Late Deduction table below. The faculty member should place a 'zero' score in the gradebook until the late assignment is submitted. However, late assignments may be submitted at any time until the end of the course.

*The only exception would be if the student communicates with the instructor and requests permission to submit an assignment late because of a mitigating circumstance (e. g. military or jury duty, student's hospitalization/incapacitation, disaster, or death of a close

family member). Proof of circumstances must also be submitted (such as military orders, jury notice, a note from a medical provider, news records of disaster, or obituary) with the petition. In this case, the faculty member can use their discretion about the late penalty. When possible, students should communicate with their faculty prior to the assignment due date if they are not able to meet the assignment deadline and provide evidence of extenuating circumstances.

Late Deduction table:

Assignment point value	Late point deduction per week late
50	5
80	8
100	10
150	15
200	20
300	30
400	40
500	50

It may be appropriate for a student to submit during Week 9 when grading is still occurring, as long as the faculty member has not already posted all final grades and closed out the class and the student has requested permission to submit late prior to the faculty closing grades. If an assignment is submitted during the final grading week, faculty should accept and apply a late penalty like any other assignment. This is only an option if the faculty has not already submitted final grades for the whole class. It is the student's responsibility to communicate with faculty in advance to get permission to submit late, assuming the faculty has not already submitted final grades for the course.

The above class policy on late work pertains to an in-class exception on a weekly due date. If the student needs a course extension, that is a different matter.