

Late Assignment Policy

Purpose

This policy supports timely feedback, equitable grading, and professional accountability while recognizing that post-professional learners balance coursework with clinical practice, teaching, and personal obligations.

Scope

This policy applies to all graded assignments (e.g., written work, discussion posts, projects, reflections, and case submissions). Quizzes, exams, and time-limited assessments follow the instructions in the Learning Management System (LMS) and may not be eligible for late submission unless otherwise stated. This is the general EIM standard; see each course syllabus for course-specific grading policies.

Policy

- **Due dates:** Assignment due dates and times are posted in the LMS and are based on the course time zone shown in the LMS.
- **On-time expectation:** Learners are expected to submit all work by the posted due date and time.
- **Late work with prior approval:** Extensions are encouraged whenever you anticipate being late. If you request an extension **before** the deadline, it will typically be approved when it does not disadvantage other learners or disrupt course pacing.
- **Late work without prior approval:** If you miss a deadline, submit the assignment as soon as possible and message the instructor. Late work is generally accepted within the late window below; however, assignments may be ineligible for full credit when lateness limits timely feedback, sequencing, or group work.
- **Late window and scoring:** Submissions turned in within **48 hours** after the deadline receive **no late penalty**. After 48 hours, a penalty of **5% per additional calendar day** may be applied, up to a maximum of **20%**. Work submitted more than **7 days** late may still be accepted for partial credit at the instructor's discretion, especially when it supports learning outcomes.
- **Discussion boards and collaborative work:** Timely participation matters. If you anticipate being late for a discussion or group deliverable, communicate with your

group and the instructor early. Late contributions may earn partial credit when they remain meaningful to the learning activity.

- **Grading timeline:** Late submissions may be graded after on-time work is assessed; feedback timing may be delayed and may be less detailed due to course scheduling constraints.

Extension Request Process

1. **Request when possible:** If you anticipate a problem meeting the due date, request an extension as soon as you can. Even if the deadline has passed, you should still reach out so we can plan next steps.
2. **How to request:** Use the communication method designated in the course (e.g., LMS message/email). Include: (a) the assignment name, (b) the reason for the request, (c) the date/time you can submit, and (d) any impact on group members (if applicable).
3. **Instructor response:** The instructor will reply with approval/denial and the revised due date. If you do not receive approval, the original due date remains in effect.
4. **Flexibility:** Extensions may be granted more than once when needed, especially for learners managing clinical and professional responsibilities, as long as the revised timeline is clear and course progress remains feasible.

Exceptions

- **Illness, emergency, or significant life event:** If an unexpected circumstance prevents advance notice, contact the instructor as soon as reasonably possible. Documentation may be requested when appropriate.
- **Approved accommodations:** Learners with approved disability-related accommodations will receive adjustments consistent with their accommodation plan.
- **Technical issues:** Technology problems are not automatically an excused late submission. If you experience an LMS or file-upload problem, notify the instructor immediately and include screenshots or error details when possible.
- **Clinical/organizational obligations:** Work-related travel, clinical coverage changes, or professional obligations are common for post-professional learners and should be anticipated whenever possible; request extensions in advance.

Professional Communication and Accountability

Meeting deadlines is a professional expectation, and the course also aims to be supportive of working adults. If you anticipate a late submission, communicate early, propose a realistic plan, and follow through on the revised commitment. If lateness becomes frequent, the instructor may ask to meet to identify barriers and agree on a plan for successful completion.

Appeals

If you believe a late penalty or non-acceptance decision was applied in error, contact the instructor within 5 business days of the grade posting with a brief written explanation. The instructor will review and respond, and may consult program leadership when needed.