

Business Unit:	Academics	Policy Contact:	Dr. Ryan Poirier
Topic:	The Treatment of Late Assignments Resulting from Exceptional Circumstances	Contact Email:	ryan.poirier@strayer.edu
Effective Date:	01/07/2013	Contact Phone #:	(703)483-1124
Last Revised:	07/01/2013		

Summary:

Strayer University understands students may face illness or other exceptional circumstances that could impact their ability to attend class and complete course requirements. The University encourages faculty to approach late work from a perspective of empathy and understanding. Strayer University serves busy adult students who have many competing demands. While academic pursuits must be a top priority for our students, faculty members are encouraged to provide **reasonable** accommodations for students who request an extension. The information below provides an overview of the related policy and procedures students and faculty/staff should follow in this event.

Definitions

A. Documented & Undocumented Exceptional Circumstances

1. A documented exceptional circumstance may include, but is not limited to:
 - Student's long-term (4 days or more) illness and/or hospitalization;
 - Natural disasters (particularly those that lead to the loss of power/internet connection);
 - Military deployment;
 - Hospitalization and/or death of an immediate family member;
2. An undocumented exceptional circumstance may include, but is not limited to:
 - Short-term (3 days or less) illness of the student or student's child;
 - Unexpected circumstances related to a student's employment; and
 - Unexpected child or elder care.

Treatment of Late Assignments Due to Exceptional Circumstances

A. Late Assignment with Documented Exceptional Circumstance

1. A student may submit work after the due date and receive credit for the assignment if the student provides the documentation supporting the exceptional circumstance directly to the class professor.
2. Students with documentable exceptional circumstances provided to the class professor will not receive a deduction of points for work submitted during the exceptional circumstance timeframe agreed upon between the professor and student. Faculty should refer to the procedures section within this policy regarding the submission of the assignments.
3. Faculty members who have been provided documentation for a late assignment due to an exceptional circumstance must allow students to make up all assignments, including discussion posts during the agreed upon time period for the documented exceptional circumstance.

B. Late Assignment without Documented Exceptional Circumstance

1. A student may submit work after the due date and may receive partial credit for the assignment if the student contacts his or her professor as soon as it is known that the assignment may be late.
2. Grading for late assignments **without** documented exceptional circumstances is discussed in Section C. of "Treatment of Late Assignments Resulting from Exceptional Circumstances."

C. Grading for Late Assignments without Documented Exceptional Circumstances

1. Students who submit work after the assigned due date without exceptional circumstance can expect a reduction of points in the following manner:
 - a) Assignments submitted within 7 days after the submission deadline will receive up to a 20% deduction. The actual deduction will be determined by the professor, but cannot exceed 20%.
 - b) Assignments submitted between 8 and 14 days after the submission date will receive up to a 50% deduction. The actual deduction will be determined by the professor, but cannot exceed 50%. Assignments submitted beyond 14 days from the due date are not acceptable and the student cannot receive credit for the assignment.
 - c) Please note, assignments due during the last week of the term cannot be accepted late.
2. All past due assignments must be submitted by the last Wednesday of the academic term. Late assignments submitted after the last Wednesday of the academic term must receive a grade of zero (0), i.e. no credit awarded.
3. This late policy only pertains to the academic term when the student is enrolled.
4. Discussion boards, by definition, are not assignments that are easily made up. Because students have 11 day access to course discussions, late participation is not accepted.

D. Exceptions that require extended time (2 weeks or more)

- a. If the exception leads to an extended amount of time away (2 weeks or more) from class, the professor in conjunction with the Campus /Associate Campus Dean / Onsite Dean should consider all options available for the student to make up work that aligns with related University policies (i.e. sit-in and incomplete policy). If unsure about the best course of action, the Campus Dean/Associate Campus Dean / Onsite Dean and faculty should consult with an Associate Provost, Sr.Vice Provost, or the Office of Student Affairs.

Procedures:

The following procedures apply to both documented and undocumented late submissions.

A. Student Responsibilities

1. Contacting the Professor:
 - a) When a student misses a class (or is unable to sign in to an online class) due to illness or other exceptional circumstance, the student must contact the professor and/or his or her local campus as soon as possible. When the local campus is contacted, the information will be relayed to the professor.
 - b) If the student is unable to contact the professor and/or his or her local campus, a family member or friend of the student may inform the professor or local campus of the student's illness or other exceptional circumstance. When the local campus is contacted, the information will be relayed to the professor.
 - c) If the student becomes ill while on campus, the student may be asked by the professor or Campus Dean/Onsite Dean to go home (*please refer to the General Welfare, Safety and Security Policy in the Student Handbook*).
2. Completing Missed Assignments:
 - a) If the student meets the "late assignment with documentation" requirement and wants to complete missed assignments with no point deduction, the student must provide the professor and/or Campus Dean/Onsite Dean with documentation that supports the exceptional circumstance.
 - b) In the event the student misses more than two weeks and may not be able to successfully complete all missing assignments, he/she should work with the Campus Dean/Associate Campus Dean / Onsite Dean to discuss the appropriate available options.

All other items listed below pertain to both documented and undocumented late work.

- c) For a student taking online classes, he/she should always attempt to keep up with the online course work and assignments, if at all possible.
- d) The student will be responsible for all material missed during the period of the absence. Students should also be aware of the attendance policy that defines what constitutes attendance. The attendance policy can be found in the University Catalog.
- e) The student must also complete any missed postings to discussion threads or complete equivalent writing assignments as dictated by the professor in place of late discussion board entries for online classes. Make-up work given by the faculty member may include any combination of exams, papers, and assignments.
- f) Student and professor should agree in writing on deadlines; deduction percentages should be clearly outlined in the course guide or syllabus in advance, and all work must be completed by the end of the quarter.
- g) In the event the student may need to consider withdrawal because of an exceptional circumstance, the student should be aware that all noted policies on refunds and/or withdrawal fees described in the Catalog are applicable.

B. Professor and/or Staff Responsibilities

1. Professors will allow for reasonable extensions and accept late work as set forth in the policy described.
2. In the rare instances where a faculty member suspects that a student's documentation is fraudulent, the faculty member should **not** conduct an independent investigation. In these circumstances the faculty member should submit a case with supporting documentation attached in Strayer 360 (Category = Student Affairs; Type = Inquiry / Concern; Detail = Discipline).
3. The Office of Student Affairs may conduct an investigation after a review of the evidence and will appropriately communicate the outcome of their review with the professor. The faculty should continue to grade work submitted when he/she suspects that documentation is fraudulent.
4. Cases of suspected fraud will be handled according to the Student Code of Conduct found in the Student Handbook.
5. In the event a student becomes ill while on campus, the professor and/or staff* member may ask the student to go home (*please refer to the General Welfare, Safety and Security Policy in the Student Handbook*).

*** Staff may include the Campus Dean, Associate Campus Dean, Onsite Dean and/or Online Manager**