**Late Work Policy & Make-up Procedures for Missed Assignments and Work Portion of Syllabus Examples**

Example 1:

Late Work Policy & Make-up Procedures for Missed Assignments and Work: Work may not be turned in late for any reason, and there will be no make-ups for any missed assignments or exams. However, the lowest grade in each grade category will be dropped at the end of the semester.

Example 2:

**Late Work Policy & Make-up Procedures for Missed Assignments and Work:**

Papers lose 5 points from the total grade for each business day they are late.

Read the assigned readings before you come to class the day they are due. **Expect a quiz.**

In-class work (groups, peer review, quizzes, etc.) cannot be made up. See Extra Credit for options.

Example 3:

Late Work Policy & Make-up Procedures for Missed Assignments and Work: Lab activities and exams cannot be made up and an absence will result in a zero for that day’s lab activity. Make-ups will not be allowed for quizzes, labs, in-class work, lecture exams, and the final exam. Late work is not accepted. If an assignment is due at the beginning of class and a student is late to class, that student may not turn in the work, as it is now late. Students may drop the lowest lecture test grade and the two lowest quiz grades of the semester. This is to help students who need to miss class due to an emergency.

Example 4:

# Late Work Policy & Make-up Procedures for Missed Assignments and Work:

It is the responsibility of the student to make up any work or assignments missed. Students are urged to contact the instructor about makeup work as soon as possible, preferably beforereturning to campus after an absence.

Missed Lectures: Students will be responsible for all material covered in class during an absence. Students who are absent from a lecture should ask a classmate for lecture notes. The power point slides do not cover everything discussed in class.

Missed Assignments: Contact instructor to check about missed assignments. Students are responsible for completing, on time, assignments made during their absence. Assignments handed in late will be penalized 15% of the total point value for each class day late.

Missed Quizzes: Quizzes will usually be given during the first 10 minutes of class. There will be no makeups for missed quizzes.

Missed Labs: In-class portions of the labs cannot be made up. An absence will result in a 0 for that day’s lab activity. The lowest lab grade will be dropped. When students are asked to finish a lab at home, labs handed in late will be penalized 15% of the total point value for each class day late.

Missed Lab Practicals, Lecture Tests, and Midterm Exam: These will be given at the instructor’s discretion. Since lab practicals require classroom space and instructor time, makeups will be given only for extreme emergencies. When granted, makeups for both Lecture Tests, Lab Practicals and the Midterm Exam re subject to the following policies.

* Make-ups may require a documented absence. Examples of acceptable documentation are described in the Attendance Policy.
* A student wishing to take a makeup test MUST contact the instructor within 24 hours from the time that the test is given in class.
* The instructor may refuse to allow a makeup if too much time has elapsed since the in-class test.
* Make up Lecture Tests and Midterm Exam may be given in the testing center or in the instructor’s office. Make up Lab Practicals will be given in a classroom.
* Each student will be allowed to makeup at most two in class assessments (includes laboratory practicals, lecture tests, and the midterm exam).

Example 5:

## Assignment Policy

All assignments are due on the date/time specified. Make-up work will not be available and late work will not be accepted. There are no exceptions to this policy.

Example 6:

## Late Work Policy & Make-up Procedures for Missed Assignments and Work:

Points will be deducted for assignments turned in late. Any assignment is late if not turned in by the due date listed on the course schedule. Any assignment submitted to the D2L drop box, or after the instructor collects the assignments (if applicable) will be treated as late work. Ten percent (10% of the total points for the assignment) will be deducted for an assignment not turned in on the due date. An additional 10% will be deducted for the second week the assignment is late. No assignments will be accepted more than two weeks late, and no assignments will be accepted beyond the last class meeting. It is the student’s responsibility to make sure the instructor receives the assignment if it is turned in late.

Example 7:

**Late Work Policy & Make-up Procedures for Missed Assignments and Work:**

All assignments/homework will be due at the start of each class period. Late assignments/homework will be accepted the first class meeting after the assignment is due with a penalty of a drop in one letter grade. Assignments/homework delivered to the instructor via e-mail after class has begun are late.

Speeches and Tests can only be made up in extenuating circumstances and with permission from the instructor.

Any special circumstances falling outside these guidelines will require talking with the instructor to discuss excuses. If a student is absent from class, it is his/her responsibility to contact the instructor for the assignment and class work missed. The student is expected to be prepared with any assigned work (chapter readings, etc.) from the missed class period on the day they return to class.