

# POLICIES

## LATE COURSEWORK POLICY AND EXTENSIONS

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Course assignments are expected to be submitted on time. Assignments submitted late will be subject to grading deductions. However, learners may receive full credit for an assignment if an approved Extension Request is obtained prior to the due date. Learners wanting an extension should promptly contact their instructor through the Learning Management System (LMS) inbox and complete an Extension Request form available in Learner Forms within the LMS. Extension Requests are approved at the instructor's discretion.

### Grading Deductions for Late Assignments

Assignments submitted past the due date without an approved Extension Request will receive the following grading deductions:

- A deduction of up to 10% (or 1.4% daily) for assignments submitted within one (1) week after the due date.
- A deduction of up to 20% (or 1.4% daily) for assignments submitted between one (1) and two (2) weeks after the due date.
- A grade of zero (0) for assignments submitted more than two (2) weeks after the due date.

### Assignments Ineligible for the Late Coursework and Extension Policy

Certain assignments such as Initial Discussion posts and replies, VCBC Prework, HESIs, mid-term exams, final exams, final projects, and/or portfolios will not be subject to the Late Coursework and Extension Policy.

### ADA Accommodations and Exception Requests

For medical emergencies or conditions potentially qualifying for [ADA accommodations](#), learners must contact the [504 Coordinator's Office \(504coordinator@nightingale.edu\)](#).

[Exception Requests](#) may be more appropriate when an incident may impact multiple courses and qualifies under an extenuating circumstance.