



**VERA Z. DWYER COLLEGE
OF HEALTH SCIENCES**

INDIANA UNIVERSITY SOUTH BEND

**TITLE: Division of Dental
Education Late Student Work
Policy**

POLICY NO: IUSB-CHS-DE.012

EFFECTIVE DATE: January 1,
2018

TARGET GROUP: Division of
Dental Education Students

SECTION: Division of Dental
Education Student Policy

**REVISION DATE: December
15, 2017**

Purpose:

The purpose of this policy is to define late work, and evaluation policies specific to missing a submission deadline.

Policy:

All assignments and quizzes must be submitted according to the established due dates and time, and according to specified criteria.

If a student is experiencing extenuating circumstances requiring an assignment extension, he/she must contact the course instructor immediately. Faculty will decide if an extension is appropriate. It is the student's responsibility to initiate communication with the instructor promptly. Computer system, network, and other technology issues are not considered extenuating circumstances.

Late work grading: A penalty of a 10% total grade deduction **per day is standard** for late assignments, and/or quizzes that have not received approval for an extension. The first 10% day deduction goes into effect as soon as the submission deadline has passed, even if the student submits the work on the same calendar day as the due date.