**Late Policy**

**The Project & Portfolio IV course utilizes the official CS late policy.**

**Official Computer Science Late Policy:**

1. The assignment/lab/discussion due dates are listed in FSO. Always check FSO for the current due date.
2. No assignment/lab/discussion will be accepted after the last day of class without prior written approval from your instructor.
3. To avoid the late penalty, you must notify your instructor in writing before the due date listed in FSO if you need an extension for any reason.
4. If an extension is NOT requested prior to the due date, a late penalty of 10% will be applied to the assignment/lab/discussion for the first 72 hours.
5. You will have up to 72 hours from the due date in FSO to submit the assignment/lab/discussion.
6. After 72 hours, the assignment/lab/discussion can be submitted for feedback but you will receive a zero grade, unless otherwise agreed to by instructor.
7. These may not apply to you if you have accommodations letter from Student Services, please contact your instructor if this is the case and you feel it’s necessary for them to know.

**Important Details:**

1. Extension requests should be placed in the Feedback area on FSO of the specific assignment you need an extension for.
2. Assignments due on the last day of class will not have extensions available. As noted in the official policy above, no work can be submitted after the last day of class. (Including extended)