



## Late Work Policy

The *Web Design & Development* and *Mobile Development* programs embrace the Global Professionalism Standards set forth here at Full Sail University. Whether pursuing a degree online or on campus, students are expected to plan ahead and effectively manage their time. On-time delivery of work is a cornerstone of any professional industry, and a requirement in any workplace.

Both programs recognize that some times life gets in the way of school. No one can plan for every eventuality, but proactive work and study habits can reduce or eliminate unexpected repercussions. We have adopted a policy for late work that we believe is fair and reasonable.

### Late Work: A Definition

Late work is any submission of material after the announced deadline. This can be days late or minutes late, but late is late.

### Late Work: Repercussions

There are two repercussions to late work: Activity grade and Professionalism grade. Both penalties apply for each infraction of this policy, not just one or the other. Applying both Activity and Professionalism penalties allows students who plan ahead and do not procrastinate to differentiate themselves from students who can also meet the objectives of each activity, but lack preparedness.

The Activity penalty is a 25% deduction from the activity grade for each 24hrs past the due date. This penalty is applied in addition to any other deductions to the activity. For example, an activity that scored a 97% according to its rubric would be reduced to 72% if turned in up to 24hrs late, reduced to 47% between 24hrs and 48hrs late, and so on. After 96hrs, the work may be submitted to prove the student can complete the objectives, but will not receive a grade higher than 0%.

The Professionalism penalty for late work is a 3% deduction from the course's 10% Professionalism grade. This deduction is applied for each infraction of the late work policy. That is, one late assignment drops the Professionalism grade from 10% to 7%. A second late assignment drops the Professionalism grade to 4%, then to 1% after a third late assignment. Four or more late assignments eliminate all 10% of the Professionalism grade, but the grade cannot be negative. This late work penalty is applied in addition to any other Professionalism deductions for any other reason.

### Late Work: Exceptions

An instructor may choose to waive the Professionalism deduction if the student notifies the instructor of impending late work more than 24hrs before the assignment is due. The validity of the excuse will be determined by the instructor, who may require documentation and/or more than the minimum 24hrs notice.