



## Centralized Grading Policy (general policies followed by the central grading team for all Universities)

- Assignments are due by midnight on the due date.
- Graders will provide feedback along with your grade. If you have questions about the grade or feedback, please speak with your Instructional Staff. Graders cannot see any response you provide to their feedback.
- Late assignments will receive both a grade and an indication showing the number of days late which your Student Success Manager (SSM) and/or instructional staff may discuss with you.
- If you turn in an incomplete assignment, you will receive a grade of "0". Please discuss University resubmission policies with your instructional staff.
- For extenuating circumstances that would cause a late or incomplete homework submission, speak to your instructional staff. Graders are not authorized to give you an extension or allow you to use an incomplete submission as a placeholder.
- Suspected plagiarism will be flagged to your instructional staff and SSM.
- For university-specific requirements and policies that supersede the above policies, please see below.

## University Specific Guidelines (University policies override Central Grading Policies)

- Assignments **will not be accepted more than 24 hours after the due date** without written approval for an extension from your Instructional Staff. The Grading Team will grade late assignments and provide feedback; however, **without written approval from your Instructional Staff, the grade will be changed to 0 and not count toward graduation requirements.**
- **If you receive a 0 for an incomplete assignment** and want to complete and resubmit it, you must contact your instructional staff within 7 days of the grade posting to discuss the *possibility* of resubmission. Permission to re-submit is only granted in situations where the majority of the assignment was completed, but a minor omission caused the grade to be a 0. The instructional staff is not permitted to give more than 7 days to resubmit an assignment graded as a 0.
- **During extenuating circumstances**, you may submit a request for an extension via slack group direct message to your instructional staff prior to the due date. The instructional staff is not permitted to give more than a 7-day extension. The number of days given for an extension is on a case-by-case basis and determined by the severity of your circumstances.
- **If you miss an extension or resubmission deadline**, the assignment will be marked 0 and will not count toward graduation requirements.

### Certificate of Completion Requirements:

1. **No more than 8 missed classes**
2. No more than 2 assignments graded as 0
3. 100% meaningful participation in all group projects
4. Fulfillment of account payment option prior to the end of class