

Target Due Dates & the Late Policy

I accept late work for most of the assignments in this course. You don't need to ask in advance or explain why your work is late. Just take more time when you need it, as many times as you need it. Turn your work in when you can before the grace period ends.

**I accept late work
(no questions asked)**

For group assignments, be aware that your failure to meet a deadline affects the entire group. Keep your group members informed if you won't be able to meet a due date or deadline. Groups will set procedures for such matters in their group contracts.

Key Terms at a Glance

Here's a summary of the key terms in this course's submission system to help you understand the steps and their importance.

Key Term	What It Applies To	What It Means	Why It Matters to Your Success
Target Due Date	All work in the course	The suggested date for submitting your work.	Keeps you on track and ensures time for feedback and revisions.
3-Day Grace Period	Weekly work, including Try-Its and Check-Ins	The firm deadline for submitting weekly work in the course. Lasts 3 weekdays.	Gives you time to apply work to Major Projects and make timely progress in the course.
Checkpoint Deadline	Major Projects and Self-Checks	The firm deadline for submitting early drafts for Major Projects.	Unlocks the ability to revise and resubmit during the grace period.
Final Grace Period	Major Projects and Self-Checks	The final opportunity to submit or revise work (ends on the last Friday of the semester).	Allows flexibility to submit or improve work without penalties.
One-Shot Submission	Major Projects and Self-Checks	A single attempt at submitting Major Projects after missing the Checkpoint Deadline. No revisions are allowed.	Ensures fairness while still allowing late submissions.

The system provides you with extra time that covers most situations, whether they involve religious holidays, academic conflicts, illness, family emergencies, or personal issues. If you cannot meet a Target Due Date, use the grace period.

Target Due Dates and Grace Periods, by Assignment Type

Most work in this course has a grace period, but there are exceptions. Group work must follow your group's established deadlines. The length of the grace period depends upon the kind of activity:

Assignment Type	Final Grace Period	3-Day Grace Period	No Grace Period
Assignments for the First Week of Classes		✓	
Check-In Surveys		✓	
Individual Try-Its & Other Weekly Activities		✓	
Group Try-Its, including Discussions		✓	
Self-Checks	✓*		
Major Projects	✓*		
Optional Final Exam			✓†

* Ends at 11:59 PM on Friday, May 2, 2025.

† Optional Final Exam must be submitted by 11:59 PM on Wednesday, May 14, 2025, so I can submit course grades on time. Make-ups and extensions must be approved by the Dean of Students. This deadline is especially critical for graduating seniors.

How the System Appears in Canvas

You will be able to find the due dates and deadlines for work in this course in Canvas, but you have to know where to look. I'll explain where to look for each of the dates for the different kinds of work in Canvas.

Late Indication in Canvas



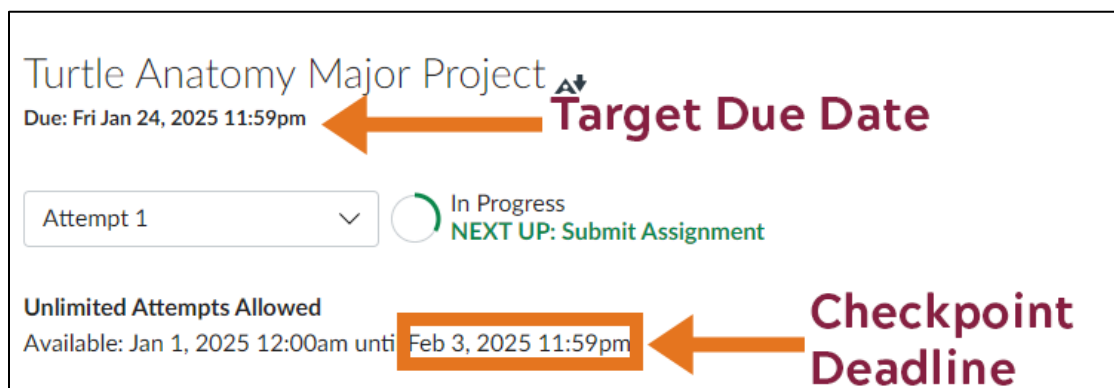
If you turn in your work any time after the Target Due Date, Canvas will mark your work as *Late*. Don't worry about this label. There is no grade penalty for work submitted after the Target Due Date.

Major Projects in Canvas

Major Projects have three dates: Target Due Dates, Checkpoint Deadlines, and the Final Grace Period.

Target Due Dates for Major Projects

- Shown as the Due Date in Canvas, with the day, date, and time. In the image below, the Target Due Date is Friday, January 24, 2025, at 11:59 PM.



Checkpoint Deadline for Major Projects

- Shown as the “available until” date in Canvas, with the date and time. In the image above, the Checkpoint Deadline is February 3, 2025, at 11:59 PM.

Final Grace Period for Major Projects

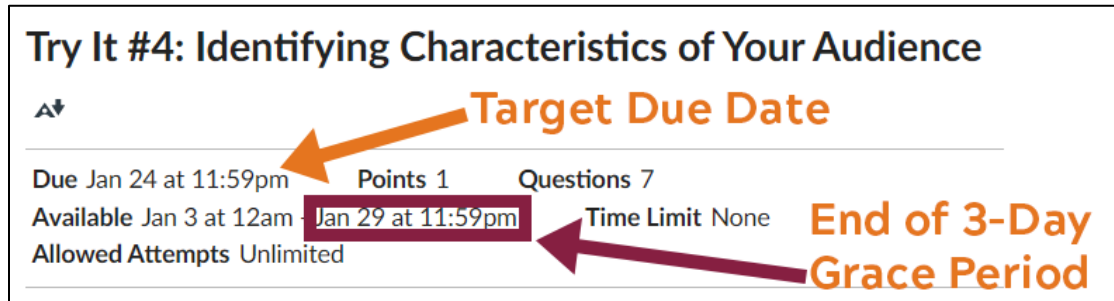
- Is Friday, May 2, 2025, at 11:59 PM for all Major Projects.
- Appears **after the** Checkpoint Deadline passes and submissions are checked.
- Is updated manually, so allow time for the update to appear in Canvas.
- Will show as the “available until” date in Canvas, with the date and time.

Try-Its and Check-In Surveys in Canvas

Try-Its and Check-In Surveys have two dates: Target Due Dates and a 3-Day Grace Period.

Target Due Dates for Try-Its and Check-In Surveys

- Shown as the Due Date in Canvas, with the date and time. In the image below, the Target Due Date is January 24 at 11:59 PM (marked with the orange arrow).



3-Day Grace Period for Try-Its and Check-In Survey

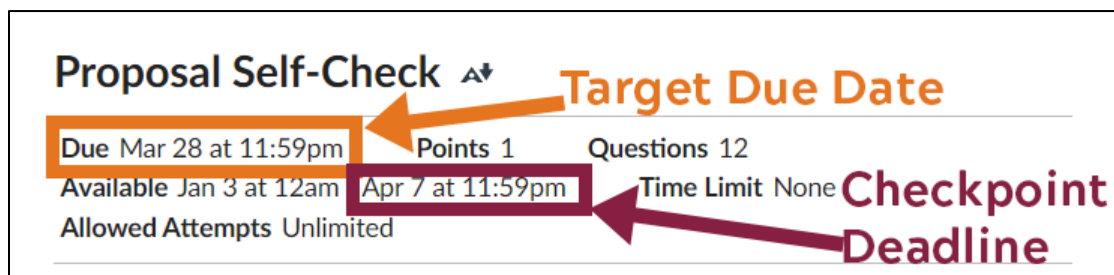
- Shown as the “available until” date in Canvas, with the date and time. In the image above, the 3-Day Grace Period ends on January 29 at 11:59 PM (marked by the maroon arrow).

Self-Checks in Canvas

Self-Checks have three dates: Target Due Dates, Checkpoint Deadlines, and the Final Grace Period.

Target Due Dates for Self-Checks

- Shown as the Due Date in Canvas, with the date and time. In the image below, the Target Due Date is March 28 at 11:59 PM (marked with the orange arrow).



Checkpoint Deadline for Self-Checks

- Shown as the “available until” date in Canvas, with the date and time. In the image above, the Checkpoint Deadline is April 7 at 11:59 PM. (marked by the maroon arrow).

Final Grace Period for Self-Checks

- Is Friday, May 2, 2025, at 11:59 PM for all Self-Checks.
- Appears **after the** Checkpoint Deadline passes and submissions are checked.
- Is updated manually, so allow time for the update to appear in Canvas.
- Will show as the “available until” date in Canvas, with the date and time.

FAQ for Target Due Dates, Checkpoint Deadlines, and Grace Periods

This FAQ answers your questions about how the system for due dates and deadlines works. If you have a question that is not answered here, ask in the [General Q&A Discussion Board in Canvas](#) or send me a private message with the [Canvas Inbox](#).

How can I be sure that I can revise my work and resubmit it before the end of the Final Grace Period?

You need to do two things:

1. Submit your work by the Target Due Date or the Checkpoint Deadline.
2. Turn in a draft that shows a full effort at the project. It should include at least an attempt at all the required sections listed in the assignment and related criteria. The draft does not have to be polished, but it must show substantial effort.

What happens if I miss the Target Due Date?

Nothing significant. You can still submit your work. Aim to turn it in by the Checkpoint Deadline. The only change to note is that Canvas will mark your work as Late when you do submit it, but the label is meaningless in this system.

Why should I submit my work by the Checkpoint Deadline?

If you submit your work by the Checkpoint Deadline, you can revise and resubmit your work later in the term.

What happens if I miss the Checkpoint Deadline?

Your submission will be treated as a One-Shot Submission (graded as-is, no revisions allowed).

What happens if I miss both the Checkpoint Deadline and the end of the Final Grace Period?

You can no longer submit your work once the Final Grace Period passes. You will receive a 0 for the assignment.

What is the grade penalty for submitting late work?

There is no grade penalty for submitting late work by the Final Grace Period.

Is work submitted by the Checkpoint Deadline assessed differently?

No, it is graded as if it was turned in by the Target Due Date.

Do I need to tell you if I'm submitting work after the Target Due Date?

Nope. Just take advantage of the flexibility whenever you need to. You don't need to let me know or give me a reason that you're taking some extra time.

Interruptions in Course Progress

In the case of extenuating circumstances, let me know **immediately**. I understand that things happen. As long as you're honest and timely in letting me know, we can try to work something out.

Incomplete Policy

My department's policy states, "Incompletes are for students who did their work during the semester but could not complete course requirements because of a problem or emergency at the end of the term." As a result, I cannot offer Incompletes for anyone who failed to keep up during the term. If you find you have an impossible amount of work to complete by the end of the term, withdrawing from the course is likely the best solution.