# Target Due Dates & the Late Policy

**I accept late work**

**(no questions asked)**

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.

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 three 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 |  | **Yes** |  |
| Check-In Surveys |  | **Yes** |  |
| Individual Try-Its & Other Weekly Activities |  | **Yes** |  |
| Group Try-Its, including Discussions |  | **Yes** |  |
| Self-Checks | **Yes\*** |  |  |
| Major Projects | **Yes\*** |  |  |
| Optional Final Exam |  |  | **Yes†** |

\* 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.