

**Morningside College General Education**  
**Course Assignment Late Policy<sup>1</sup>**  
*(applicable to academic year courses only)*

**Late policy: the facts**

1. The cutoff for on-time submissions is **17:00** on the due date. Late days are counted in 24-hour periods. Submitting between 17:01 on the due date and 17:00 the next day is one day late, and so on.
2. You are given 2 “grace days” (self-granted extensions) which you can use to give yourself extra time without penalty.
3. Tutor-granted extensions are only considered after both grace days are used and only given in exceptional situations.
4. Late work turned in when you have run out of grace is discounted 10% per day late.

**Late policy: an explanation**

What are the goals behind this policy?

1. **Discourage lateness.** We want to provide incentives for you to balance your commitments and adapt as necessary to meet deadlines. We curtail lateness by providing only a limited amount of grace and applying a penalty for lateness beyond grace.
2. **Empower you to make your own decisions.** You decide when your situation warrants the use of a grace day.
3. **Keep things fair.** Students are allowed an equal amount of grace. Only a truly exceptional situation is granted extension beyond the grace days.

**Self-granted extensions (“grace days”)**

Grace days are “self-granted extensions”. We recognize the competing demands of a challenging course load and extracurriculars can be an unforgiving landscape and even the most careful of plans can be derailed by an unforeseen event. When the unexpected happens – you get the flu, your laptop crashes, you delete a critical file, your printer breaks, a personal situation escalates – you would usually have to request an extension from your tutor. Instead you are given the privilege to grant yourself an extension without our oversight. One grace day extends the deadline by 24 hours. **Grace days are your means to cover real problems: illness, stolen laptops, bicycle accidents, and so on. We do not intend them to cover beach trips, overcommitment, or poor planning, but you can use them as you choose and we will not check on you.** You may use both of your grace days for one assignment, distribute them across assignments, or even hoard them for a crisis that never comes.

**Tutor-granted extensions**

Grace days are extensions, no different than what would be given by the tutor (other than you have the authority to determine when one is warranted). Your first line of recourse when crisis strikes is always to grant your own extension through use of a grace day. **A request for a tutor-granted extension instead of using your own grace days will never be approved.** Only after you have exhausted all of your grace days in valid use should you request further accommodation. In those extenuating circumstances, please contact your tutor **BEFORE** the deadline.

Students often work very hard to meet deadlines – pull all-nighters, miss events they wanted to attend, work when feeling unwell, submit unpolished work, or take penalty late days as a last resort. It would

---

<sup>1</sup> This late policy is derived from a policy originally devised by Dr Julie Zelenski for a Stanford University Computer Science course.

not be respectful of their efforts to hand out extra days to students who were less committed to meeting deadlines or not as cautious in conserving grace days. If asking for a tutor-granted extension, you will be expected to make a compelling case (and provide additional documentation) for accommodation beyond the grace days everyone else receives. We use this information to find an appropriate balance between providing relief to you and maintaining fairness to others.

### **Late work with penalty**

When you are out of grace days, submitting late work will be penalized 10% per day. By this calculation, it is worth taking a penalty late day if you have significant work you can complete. If, however, you have only small details to polish, it is better to turn it in and move on.

### **Submitting late work**

Assignments submitted in hard copy: The collection box outside of the College Office will be emptied at 17:00 every day. If you miss the collection, your submission is counted as late. If you are choosing to use one of your grace days, you do not need to confirm with us; just submit your work normally and it will be time-stamped accordingly.

E-mail submissions will be automatically time-stamped. E-mails received after 17:00 on the due date will be counted as late. As with hard copy submissions, if you are choosing to use one of your grace days, you do not need to confirm with us; just submit your work normally and it will be time-stamped automatically by the e-mail system.