Late Assignments  
(Effective Feb. 8, 2016 for Undergraduate)  
(Effective Mar. 7, 2016 for Graduate)  

Southern New Hampshire University  
College of Online and Continuing Education  

• Students must submit discussion board postings during the time frame indicated in the assignment rubric. Discussion board submissions will not be accepted for credit after the deadline.  

• Students needing extra time may submit assignments, excluding discussion board postings, up to one week after the assignment due date. Students who submit work up to one week late will receive a penalty of 10 percent applied to the grade achieved on the late assignment regardless of the day of the week on which the work is submitted. *Students who submit assignments more than one week late will receive a grade of zero on the assignment unless they have made prior arrangements with the instructor.*  

• Instructors will accept assignments more than one week late if students have made prior arrangements with the instructor and the instructor agrees to an extension. Students who submit work late receive a penalty of 10 percent applied to the grade achieved on the late assignment. Students must meet the deadline agreed upon in advance with the instructor. *Students who do not meet the agreed-upon deadline will receive a grade of zero on the assignment.*  

• Instructors will accept late work without prior arrangement in the case of extenuating circumstances (such as hospitalization, childbirth, major accident, injury or bereavement). Students who suffer such a circumstance must notify the instructor as soon as possible of the extenuating circumstance that prevented them from submitting work on time and determine a deadline with the instructor for submitting the work. In these instances the instructor will waive the late penalty. *Students who do not meet the deadline arranged with the instructor will receive a grade of zero on the assignment.*  

• Students must submit the final assignment no later than the last day of the term. No assignments are accepted after the last day of the term.