



KENTUCKY STATE UNIVERSITY POLICIES AND PROCEDURES

POLICY TITLE:

KYSU Online Late Work Policy

VOLUME, SECTION & NUMBER:

1.3.2

ENTITIES AFFECTED:

Faculty

Students

ADMINISTRATIVE AUTHORITY:

Office of the Provost/Vice President for Academic Affairs

Office of Online Education

APPROVED BY:

The Office of Online Education

The Kentucky State University Board of Regents

EFFECTIVE DATE:

7/1/2024

PURPOSE:

The KYSU Online Late Work Policy establishes requirements and procedures for assignment deadlines and late work. It standardizes elements of the grace period and the penalties for late work in online courses.

POLICY STATEMENT:

All assignments must be completed by their deadlines as specified in the course schedule. Assignment deadlines typically coincide with the end of each module. Modules usually begin on a Monday and end on the following Sunday. Therefore, assignment deadlines generally are 11:59 PM on Sunday (except Module 8, which typically ends on a Friday).

Students who do not meet the deadline may submit their work late without requesting approval from the course instructor. Late work will be penalized with a *standard grade reduction* on the assignment. The standard penalty is a reduction of one (1) letter grade or ten percent (10%) of the assignment's possible points per week after the deadline.



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- Assignments submitted within one (1) week of the deadline are penalized one (1) letter grade; assignments submitted within two (2) weeks of the deadline are penalized two (2) letter grades; assignments submitted within three (3) weeks of the deadline are penalized three (3) letter grades.
- Students must request approval from the course instructor to submit an assignment later than three (3) weeks after the deadline.
- Group assignments with shared grades are not eligible for late submissions.
- Additionally, discussion boards cannot be submitted late without the instructor's approval and sufficient documentation.
- Note that the late work deadline only applies to Module 1 through Module 7. In Module 8, all work must be submitted by the *on-time deadline*.

Exceptions to the late work penalties

The purpose of defining the *standard grade reduction* is to establish a maximum severity level for penalizing late work. Students may request an exception to the *standard grade reduction* by communicating with their instructor about their circumstances and providing documentation. Exceptions to the *standard grade reduction* depend on the instructor's professional judgment after considering the relevant facts and circumstances. Thus, each instructor reserves the right to be less severe in penalizing students when warranted. Moreover, an instructor reserves the right to remove a penalty when additional information becomes available through documentation provided by the student.

Students may appeal their instructor's decisions by providing additional documentation for the instructor to consider. If the instructor had previously denied the student's request for an exception, additional documentation might lead the instructor to approve the student's request. However, students are advised that appealing an instructor's request does not guarantee a different decision. Further appeals to the instructor's decision should follow the process outlined in the information on the website.¹

Military students sometimes require additional flexibility and special accommodations when the duties of their military service arise unexpectedly or on short notice. For example, military students might receive orders that impact their ability to meet assignment deadlines. Military students who receive Temporary Duty (TDY) orders or other service orders should communicate with their instructor about the circumstances as soon as possible. When these circumstances arise, instructors will collaborate with military students to develop a plan for submitting assignments in a reasonable amount of time with extended deadlines. If TDY orders require a student to be away for more than two weeks, the instructor will coordinate with KYSU Online administrators to determine the best solution that meets the student's needs.

¹ <https://www.kysu.edu/academics/registrar/appeal-procedures-and-deadlines.php>



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- One possible solution, when justified, is to extend the deadlines of affected assignments beyond the end date of the course. This involves posting a grade of “Incomplete” at the end of the course and establishing a post-course deadline for the outstanding assignments. Once the student’s work is submitted and completed, the “Incomplete” grade is updated to the student’s actual grade earned.
- Another possible solution, when an “Incomplete” does not accommodate the TDY orders, might involve the instructor and administrators approving a withdrawal from the course with arrangements for the student to take it in a subsequent term. In this case, the withdrawal would be due to exceptional circumstances.

RELATED PROCEDURES:

The syllabus of each KYSU Online course should notify students of this policy. The appeals described in this policy are related to the process to appeal late penalties within the course. The Registrar posts information about the Academic Appeal Procedures and Deadlines, which describes the procedures students must follow to request academic appeals beyond the scope of this policy.²

DEFINITIONS:

Standard grade reduction: This is a penalty applied to work submitted after the deadline. The penalty is a reduction of one (1) letter grade or ten percent (10%) of the student’s grade on the assignment per week past the deadline, up to three weeks past the deadline.

RELATED POLICIES/DOCUMENTS:

Academic Appeals Procedures and Deadlines³

1.2.2 Appeals to Academic Status

K-Book (Student Handbook)

STATUTORY OR REGULATORY REFERENCES:

N/A

POLICY OWNER/INTERPRETING AUTHORITY:

The Office of Online Education

DOCUMENT DATE AND VERSION:

5/25/2024 – 2024.05.25_KYSU_Online Late Work Policy_v5.docx

² <https://www.kysu.edu/academics/registrar/appeal-procedures-and-deadlines.php>

³ <https://www.kysu.edu/academics/registrar/appeal-procedures-and-deadlines.php>