

School of Engineering and Biomedical Science Late Policy Guidelines (June, 2010)

The School of Engineering and Biomedical Science (formerly the Pueblo Technical Academy) provides a learning environment that is set up for student success while maintaining an attitude of high expectations in terms of student effort, time management, and student responsibility. In our efforts to consistently provide for student success, we have established the following late work policy. This policy has been in effect for the Pueblo Technical Academy since October, 2005, and has proven to encourage students to meet deadlines and take responsibility for managing their time.

The SEBS late policy allows for the variation in handling of late work, by the instructor, depending upon the extent of the assignment or project. The contract and/or policy mentioned in the long-term assignments section of the policy may take the form of a letter, verbal instructions, due dates posted in the PowerSchool grade book and/or a rubric that includes due dates. This policy is in effect for the School of Engineering and Biomedical Science immediately.

Short-term assignments: 1 – 3 class periods provided for completion

For short-term assignments, late work may be accepted up to two days after the due date of the assignment. Grade penalties for late work will be applied as follows: For each school day beyond the due date, a minimum deduction of 20% of the total possible points will be applied to the student's score for the assignment. Amount of credit for any assignment turned in more than two days late is at the sole discretion of the instructor.

Long-term assignments: 4 or more class periods provided for completion

Due to the amount of class time provided to students for long-term assignments and/or projects, a different late policy may apply. For each long-term assignment/project with a late policy that differs from the short-term guidelines, the instructor will provide a contract, or he or she may provide a policy that applies to all his/her projects. These guidelines will be thoroughly explained to students at the onset of the long-term assignment/project. In most cases, long-term assignment/project work will not be accepted after the established deadlines.

I have read and understand the SEBS late work policy.

Parent/Guardian Signature

Date

Student Signature

Date