

Joseph F. McCloskey School of Nursing

700 Schuylkill Manor Road, Pottsville, PA 17901 | Phone 570-621-5035 | Fax 570-621-5066

Date: 8/2026	Late Assignment #211	Pages: 1 of 2
Reviewed: 8/2026	 Tina VanBuren, DNP, MSN, RN, CNS Director, School of Nursing	Student Affairs Committee

PURPOSE

The purpose of the Late Assignment Policy is to establish clear, consistent, and equitable expectations regarding the submission of coursework after published deadlines. The policy promotes student accountability and time management; ensures fairness and consistency in evaluating student work; supports academic rigor and the timely progression of learning outcomes; provides reasonable flexibility for students experiencing unforeseen circumstances while maintaining course standards; and establishes transparent procedures for requesting extensions and submitting late work.

SCOPE

This policy applies to all students enrolled in credit-bearing courses offered by JFMSON, unless a course syllabus, program accreditation requirement, or departmental guideline specifies otherwise.

This policy covers homework assignments, essays and writing projects, discussion board posts, research papers, evidence-based practice (EBP) projects, individual and group projects, online learning activities, clinical assignments, and other graded coursework as determined by faculty. It applies to assignments that contribute to the numerical calculation of the course grade.

This policy does not generally apply to final examinations, examinations or quizzes, or cases involving approved accommodation through Policy #204 or other institutional processes, which will be addressed in accordance with applicable JFMSON policies and legal requirements.

Faculty may implement course-specific late submission procedures that align with this policy and are clearly stated in the course syllabus. Students are responsible for understanding and adhering to both the institutional policy and course-specific requirements.

DEFINITIONS

Business Days- Any day Monday through Friday on which JFMSON is officially open for normal operations, excluding weekends, federally recognized holidays, and any day JFMSON is closed per the official academic calendar (including semester breaks and inclement weather closures). For purposes of calculating response and review timeframes under this policy, counting begins on the business day following receipt of the request; a request received after normal business hours or on a non-business day is treated as received on the next business day.

POLICY

Students are expected to submit assignments by the due date and time. Assignments submitted after the due date and time will receive a 10% deduction of the total points possible for that assignment for each calendar day the assignment is late. Assignments will be accepted, with the penalty

described above, up to a maximum of three days late, after which a zero-point grade will be recorded for the assignment.

Late assignments will not be accepted beyond the last day of the course. Any assignment received after the conclusion of the course will result in a zero recorded for the assignment, unless prior arrangements are made with faculty.

If an emergency prevents timely submission of an assignment, students may petition their faculty for a waiver of the late-submission grade reduction. Faculty members will review the student's rationale and decide based on the merits of the appeal. The student's total course performance to date will be a contributing factor. Students should continue to attend class, actively participate, and complete other assignments while the appeal is pending.

PROCEDURE

Submit a request before the due date when possible. Students anticipating difficulty meeting an assignment deadline should contact their faculty via email as soon as possible and before the assignment due date whenever circumstances allow. Requests should include the course name and section, assignment title, original due date, reason for the request, and proposed submission date. Acceptable circumstances may include illness or medical emergency, family emergency, military obligations, jury duty or other legal obligations, significant technology failures beyond the student's control, and other extenuating circumstances determined by the instructor.

Faculty review. Faculty will review and respond to the request within two (2) business days of receipt. No late penalty will accrue while a timely request is pending a response. Faculty will determine whether to grant an extension, apply a late penalty, make alternative arrangements, or deny the request. The decision will be based on the circumstances presented, course requirements, academic standards, and equity considerations.

Notification of decision. Students will receive notification of the decision through JFMSON's communication channels (email or Populi), including approval or denial, any revised due date, and applicable grading penalties.

Submission of approved late work. Assignments approved for late submission must be submitted by the revised deadline established by faculty. Failure to meet the revised deadline may result in additional penalties or a grade of zero, at the faculty's discretion.

Documentation requirements. JFMSON may require supporting documentation for extensions related to significant or prolonged circumstances, such as medical documentation, court notices, or military orders. JFMSON will maintain confidentiality of documentation in accordance with applicable privacy laws and institutional policies.

Appeals. Students who believe a late assignment request was denied or managed inconsistently with JFMSON policy may appeal through the Academic Grievance Policy.

REVIEW and APPROVAL

This policy is reviewed annually by the Student Affairs Committee.