

LATE POLICY

Aquinas Writing Advantage

So that all students have an equitable experience here at Aquinas Writing Advantage, the following policy applies to all writing program courses and students for all assignments and quizzes.

If you have any questions, feel free to reach out to the Senior Director, Aubrey Heki, at aheki@homeschoolconnections.com.

A. Due Dates

1. Follow Posted Dates

- a. Unless otherwise noted on an assignment's instructions (or changed by the instructor in a LIVE class), all assignments and quizzes are due **before the next class begins**.
- b. For example, Class 1's assignments are due before Class 2 begins; Class 2's assignments are due before Class 3 begins; and so on.

- 2. Plan Ahead:** To avoid confusion and lost points, turn your assignments in on time!

B. Points Deducted for Late Assignments

- 1. Grade Penalties:** A full grade point will be deducted for each Class (week) that an assignment is late—for up to **two** weeks past the due date.

- a. For example, if a Class 1 assignment is submitted after Class 2 begins (and before Class 3 begins), the assignment is one week late—and a full grade point is deducted.
 - i. If the assignment was originally going to be a score of 88/100 (B+) and the assignment is one week late, then the score is lowered to a new score of 78/100 (C+, or one full grade point less);
 - ii. If the assignment was originally going to be a score of 80/100 (B-) and the assignment is one week late, then the score is lowered to a new score of 70/100 (C-, or one full grade point less); and so on.

- b. If a Class 1 assignment is submitted after Class 3 (and before Class 4), it is considered two weeks late, and two (2) full grade points are deducted.
- 2. **Cutoff Date:** Beyond the **second** week past an assignment's due date, no late assignments will be accepted for grading.
 - a. Class submissions are closed **two (2)** weeks after the original due date, and after **two (2)** weeks, the student receives a zero (0) on the assignment.
 - b. For example, at the start of Class 3, a Class 1 assignment will no longer be able to be submitted for credit; after **two** weeks of not turning the assignment in, the assignment automatically receives a zero (0).
- 3. **Follow Course Deadlines:** So keep up with your work! Stay away from deducted points! Turn your assignments in on time!

C. Quiz Completion Deadline

- 1. **Quizzes are Automatically Graded:** Quizzes are automatically graded by the Caravel system. Students should take the quiz during the week that it is posted.
 - a. Missed Quiz: If you missed a quiz, you can still take a quiz for one (1) week following the week the quiz was posted.
 - b. However, after the second week and beyond the original due date, the quiz will be closed—and students will not be able to access quizzes for any reason except as noted in point 6, below.
 - c. Beyond one week, the student who does not take the quiz will receive a zero (0) on the quiz.
- 2. **Follow Course Deadlines:** So, take your quizzes on time!

D. Submitting Incorrect Documents

- 1. **Use Microsoft Word:** All of your assignments must be submitted in Microsoft WORD documents. No other file types are accepted.
 - a. Incorrect documents: If you submit an incorrect document file type (other than WORD), a blank document, an incomplete document with missing parts of the assignment, a document in a format other than Microsoft WORD (including PDF, Pages, or any other file type), or any document that can't be opened, then your document will need to be submitted in the correct file type for points.
 - b. Because the incorrect upload may be discovered after the assignment's due date, the submission is considered late. **If the document is not submitted in Word for three (3) consecutive weeks, a score of (0) will be given for the assignment's grade.**

2. **Questions:** If you have questions or are confused about uploading assignments, we're here to help! Contact info@homeschoolconnections.com for assistance.
3. **Responsibility:** All students are responsible for knowing how to submit documents!

E. Acceptable Reasons for Late Assignments

1. **Life happens:** If you're in a tough spot and it affects your ability to complete your work, reach out to the instructor by email or Caravel message.

- a. We want to be sensitive to your life and help where we can, so that you don't lose points on late submissions.
- b. However, it's important to know that not all reasons for turning in late work are accepted.

2. **The following reasons are acceptable for receiving an extension on an assignment's due date:** illness; the week of a move to a new home; an "act of God" emergency such as flood, earthquake, tornado, mudslide, etc.; a fire or other physical tragedy in the home; a personal family tragedy such as death of a family member; and power outages extending more than 24 hours. If you're experiencing any of the above, please contact your instructor via email, and we'll be happy to arrange an extension to your assignment's due date.

3. **Unacceptable reasons for a due date extension:** Extensions are not granted for any other reasons. Reasons for late assignments such as being busy, attending a sports competition, family trips, or having extra homework from another class will receive "late submission" point deductions.

4. **Finish on time:** Manage your time well and finish your homework on time!

F. Final Submissions

1. **Deadline:** Unless an alternate deadline has been arranged between the parent and instructor, all assignments and quizzes must be submitted for grading within one (1) week of the final class session to receive credit. Unless arranged in writing with the instructor, no assignments are accepted more than one (1) week after the final class.
2. **Assignments:** Keep up on your assignments—and reach out to your instructor if you need help!

G. Emailing Your Instructor for Help

1. **Questions:** Grades are not assigned; they are earned! You are in charge of your grade! All questions on assignments are welcome.
2. **Email:** Simply email your instructor for help. Your instructor's email is found within Caravel, in the description at the top of your course, or you may use Caravel messaging to contact your instructor.
 - a. **Formatting email:** When you email, be sure to include your full name, the name of your class, the day and time of your class, the week (class number) of the assignment in question, the full name of the assignment, and a clear description of your question.
 - b. **Use your best writing:** Write with respect and sign your email.
3. **We're happy to help!** Reach out to your instructor if you have questions.

H. Final Grades

1. **Curriculum provider:** Homeschool Connections is a curriculum provider—not a school—so your parent(s)/home teacher are/is ultimately in charge of your final grade.
2. **Grades:** At the end of your course, your instructor will assign a final grade based on your work (the grade that you earned). If you and your parent(s)/home teacher is/are not happy with the grade, your parent(s)/home teacher can have you rework assignments at home, or assignments can be added at home, to increase your grade.
3. **Extra work:** Adding work to increase a final grade is completely up to your parent(s)/home teacher. Do your best to learn the most and get the best grade possible!

I. Plan ahead! Ask timely questions! Then submit on time!

1. **Assignments:** Always start working on your assignments sooner rather than later; don't wait until one or two days before an assignment is due.
2. **Questions:** If you have any questions, be sure to email the instructor right away. You can expect your instructor to respond to emails within a 24-hour business day (instructors are not required to respond on holidays, Holy Days, or weekends).
3. **Remember:** We're here to help!

Questions? Email info@homeschoolconnections.com for answers. We'll see you in class!