



Submission Policy

Where a student has informed an instructor of a COVID-19-related matter affecting the submission of an assessment, along with evidence of this, the instructor should provide a liberal allowance of extra time to complete the assessment. This amount of time for an extension should take into account the severity and duration of the COVID-19-related matter that the student has provided.

Grading Policy

In response to COVID-19 and until further notice, students:

- are responsible for submitting all required academic work;
- who are absent for one class or one week of classes will be given an extension of one additional week to submit the required work for the missing week;
- who are absent for more than one week of classes will be given an appropriate extension for the missing work by the course instructor as long as valid documentation of the illness or emergency has been submitted to the office of student life and retention; and
- must make up quizzes and exams will be arranged with the course instructor.