



DUAL ENROLLMENT

LATE WORK POLICY

Student success in an online learning environment requires keeping pace with the assignments. A pacing guide is provided for each course. The pacing guide serves as a road map for due dates throughout the term.

The courses are divided into Units, with a test at the end of each Unit. Some unit tests are proctored (require teacher supervision) and others are taken independently via computer. Students should pay close attention to the Unit due dates so that Unit tests are taken on schedule. **All work for a given Unit should be submitted prior to taking the Unit test.** There is a one-week window after the posted Unit test due date for submitting any late Unit work. After that, the Unit closes and any missing assignments will receive a score of zero. Teachers may assess a 20% late-work penalty for work submitted during the late-work window.

EXCEPTION: For the last Unit prior to the semester exam, NO work will be accepted after the due date for that Unit's exam. In other words, because semester grades are due shortly following the semester exams, no late work can be accepted.

Students with special circumstances should contact their on-site Mentor, who should contact the instructor if an extension is warranted **prior** to the Unit test due date.

AUTOMATIC DROP POLICY

2-week Drops: Students who have not submitted any assignments during the first two weeks of a non-AP course will automatically be dropped from the course. For Advanced Placement courses, which tend to have a longer orientation window, time spent online will be used to determine adequate progress for remaining in the course.

4-week Drops: Students who have not shown adequate progress in the course will automatically be dropped. "Adequate progress" will be measured by a combination of factors, including time spent online, assignments completed, and grade-to-date percentage.

Students with special circumstances should contact their counselor **prior** to the drop date. The counselor will determine if an extension request is warranted and contact iHigh.