

Assignment Policy

1. Assignments are due one week after they are assigned, unless specified otherwise.
2. Late assignments may be accepted for grading with a valid excuse, with extenuating circumstances handled on a case by case basis. No assignment will be accepted later than one week after its due date, and no later than the last day of class. You may be asked to provide evidence, like a doctor's note, to support the validity of your case.
3. Assignments must be submitted in the prescribed format and manner. Assignments received for grading that are not in the prescribed format will receive a 50% deduction.
4. You cannot submit someone else's assignment for grading, including the alteration of computer files from another student or any instructor. Refer to the *Student Code of Conduct* published in the Palo Alto College Student Handbook for specific directions.
5. Assignments will not be accepted via email unless prior arrangements have been made. Assignments sent via email remain subject to the items specified above. Do not assume an emailed assignment will automatically be received, or received in a timely manner. Always assume your emailed assignment was not received, until you receive an acknowledgement stating otherwise.
6. Some assignments, like a semester report or project, are required elements of the course and must be completed and submitted for grading by the due date. Your failure to do so will result in a semester grade of incomplete (I) or failure (F) being recorded.