



## UNIVERSITY POLICY ON LATE ASSIGNMENTS

Peace Multicultural University is committed to maintaining academic integrity and fairness, the following policy applies to all coursework submissions:

1. **Late Submission Penalty:** Assignments submitted after the deadline will incur a deduction of **5 points per day** (including weekends and holidays) from the total possible score.
2. **Maximum Late Period:** Assignments will not be accepted more than **seven (7) days** after the original due date. After this period, a grade of zero (0) will be assigned.
3. **Extension Policy:** Each student is allowed **one (1) extension per course per semester**. The extension request must be made in writing to the instructor **at least 24 hours before** the deadline and is subject to approval. Extensions will typically be granted only for valid reasons such as medical emergencies, documented personal hardships, or university-sanctioned activities.
4. **Exceptional Circumstances:** In cases of severe illness, family emergencies, or death of an immediate family member, additional accommodations may be considered at the discretion of the instructor. Proper documentation will be required.

This policy ensures consistency across courses while allowing some flexibility for unforeseen circumstances. Students are encouraged to plan accordingly and communicate promptly with their instructors if issues arise.

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### Policy Review and Updates

This policy will be reviewed annually to ensure compliance with applicable federal, state, and local laws, and to reflect best practices in diversity, equity, and inclusion. Any updates or changes will be communicated promptly to the university community.

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By adhering to this policy, Peace Multicultural University reaffirms its commitment to promoting an environment of equality, respect, and opportunity for all.