

NORTHWOOD TECHNICAL COLLEGE  
HEALTH INFORMATION TECHNOLOGY  
STUDENT POLICIES

## LATE WORK

To ensure consistency in all core health information technology (HIT) and Medical Coding Specialist (MCS) courses, this late work policy will be implemented in all core HIT and MCS courses.

Late work will be accepted up to two days after the due date, for partial credit.

- A 25% deduction from the earned points will be applied to assignments submitted one day after the due date.
- A 50% deduction from the earned points will be applied to assignments submitted two days after the due date.
- Assignments will not be accepted for credit when submitted more than two days after the due date.
- The final exam (or final project), however, is an exception to this policy. The final exam (or final project) will not be accepted after the due date/time.

This policy applies to all learning activities (assignments, quizzes, discussions, etc.), with the exception of the final exam. The final exam (or final project) must be completed before the due date/time.

Example:

Lesson Outline			
Task	Points	Due Date	Due Time
Required Reading	0	8/20	11:59 PM
Course Information Quiz	5	8/20	11:59 PM
Introduction Discussion	5	8/20	11:59 PM
Virtual Lab Test Log In	5	8/20	11:59 PM
Health Information Review Quiz	35	8/20	11:59 PM
<b>Total Points</b>	50		

The Health Information Review Quiz is due on 8/20 at 11:59 PM.

- If the quiz is completed and submitted prior to that date and time, 100% of the earned points will be applied to the grade.
- If the Quiz is submitted between 8/21 at 12:00 AM and 8/21 at 11:59 PM (up to one day late), 75% of the earned points will be applied to the grade.
- If the quiz is submitted between 8/22 at 12:00 AM and 8/22 at 11:59 PM (up to two days late), 50% of the earned points will be applied to the grade.
- If the quiz is completed and submitted any time after 8/22 at 11:59 PM, 0 points will be applied to the grade.

Last updated: May 2016  
Effective: August 2015