

WISCONSIN INDIANHEAD TECHNICAL COLLEGE
PHLEBOTOMY
STUDENT HANDBOOK

LATE ASSIGNMENT POLICY

The Phlebotomy program places an emphasis on professionalism. The health care arena expects that an employee is timely with documentation and professional responsibilities. Because this is expected in the workplace, the Phlebotomy program believes strongly in developing timeliness with all assignments.

In all Phlebotomy course work students are expected to have assignments **ready on the assigned due date at the beginning of the class/lab** or the following consequences will occur:

- Assignments turned in on the same day as they are due, but after the start of class/lab will be lowered one-half letter grade.
- Assignments turned in after the day they are due, will be lowered one full letter grade for each day the assignment is late. The grade will be lowered if the student calls in sick that day.
- After 5 days, a zero will be given.
- Saturday and Sunday each count as a day in determining the grade.

The lowering of the letter grade and one half grade occurs after the assignment has been graded using the criteria of the assignment.

Work with your Instructor regarding extenuating circumstances.

What happens if?

A student turns in an assignment at 1 p.m. on Tuesday when the assignment was due at the beginning of class (8:30 a.m.) on Tuesday.

The instructor grades the assignment according to the established criteria and if the student's grade is a 90/100 (B), the lateness causes this grade to be lowered to a (B-).

Please discuss any concerns with the Phlebotomy Program Instructor.

I have read and understand the assignment component of the Phlebotomy program.

STUDENT SIGNATURE _____

DATE _____