



Alabama Course of Study

615 Main Avenue SW Cullman, AL 35055 Walter R. Cash, Director 256-747-3329 cashdepost@aol.com

2017-2018 Precourse Work Policies

We all have deadlines that govern our lives. It is crucial that you take seriously your commitment to complete the pre-work assignments by the deadline. Extensions are granted only for extenuating circumstances. Normal pastoral duties do not constitute extenuating circumstances. Late work will be penalized. Any extension must be granted by the instructor of the class. For your protection, please keep copies of your pre-work assignments.

- All precourse work must be submitted to the professor on the Friday of the first weekend or by the date indicated on the assignment sheet.
- Late precourse work will be accepted for two weeks following the due date (but not beyond) with the following penalties:
 1. Precourse work submitted within one week of the due date will receive a **one letter grade deduction**
 2. Precourse work submitted after one week of the due date but within two weeks will receive a **two letter grade deduction**
 3. **No precourse** assignments will be accepted after two weeks from the due date and a grade of “F” will be given in the course.
 4. **In cases where the student has registered late the same precourse policy applies.**
- All midcourse work must be submitted to the professor on the Friday of the second weekend or by the date indicated by the professor.
- Late midcourse work will be accepted for two weeks following the due date (but not beyond) with the following penalties:
 1. Midcourse work submitted within one week of the due date will receive a **one letter grade deduction.**
 2. Midcourse work submitted after one week of the due date but within two weeks will receive a **two letter grade deduction.**
 3. **No midcourse** assignments will be accepted after two weeks from the due date and a grade of “F” will be given in the course.