



Late Work FAQ's

Grading summary :

A = Student work demonstrates consistently excellent scholastic performance; thorough comprehension; ability to correlate the material with other ideas, to communicate and to deal effectively with course concepts and new material; exceptional reliability in attendance and attention to assignments.

B = Student work demonstrates superior scholastic performance overall, reliability in attendance, and attention to assignments; may demonstrate excellence but be less consistent than the work of an A student.

C = Student work demonstrates satisfactory performance overall, as well as reliability in attendance, and attention to assignments.

D = Student work demonstrates minimal, barely passing performance overall; limited knowledge of subject matter.

F = Student work demonstrates unsatisfactory performance and comprehension or unfulfilled requirements. The grade is failing. (Often times this student will miss many class sessions.)

What should I do if I know in advance that I will miss class?

The first thing that you need to do is contact the instructor. Secondly, make arrangements to turn in any work due that day in advance. You will know about these (taking a trip, court dates, etc.) with reasonable advance notice

What happens if I'm ill and can't make it to class?

Please always take care of your immediate health care needs.

» [Click here to view free clinics in San Francisco area.](#)

If you see a health care professional, ask for some written documentation or bring proof of your visit. If you are ill enough to miss class you are generally ill enough to see a health care professional.

What if I can not physically turn in my work by the due date?

In order to meet the deadline an email copy will be accepted under 2 conditions. First, the email and attachment must arrive prior to the beginning of class (these are time stamped). If class starts at 1:00 pm anything after 1:00 pm is late. Second, you will not receive a letter grade for your work until the hard copy is received; based on if it is an excused or a not excused absence.

What qualifies for an excused absence?

Most absences with written documentation; without written documentation absences are unexcused. For example court dates and medical appointments are considered excused absences. You will know about these with reasonable advance notice and have some sort of evidence of the event.

» NOTE* : There are no official excused absences at the Art Institute of California-San Francisco. Attendance points are only available by attending class, regardless of the nature of your absence.

Excused absences do NOT include documentation written by students or their guardians.

What choices do I have if my work is not complete for critique or the due date?

Attend class! Bring what you have completed to class and participate. The critique is invaluable and will never be recreated outside of the educational environment. It is a vital part of why you are attending school. If you attend the critique with incomplete work you will be able to turn in your assignment at the beginning of the following class and benefit from the critique. The penalty is that since you have extra time to complete your work, your assignment grade drops one whole letter. Approximate 10% grade drop.

Excused Absence*

I'm ill, have missed class and have seen a doctor. I have the proper documentation. Bring documentation and a copy for the instructor to turn your assignment in at the beginning of the following class. The penalty is that since you have missed the deadline, your assignment grade drops one whole letter. Approximate 10% grade drop.

Unexcused Absence

Oops! My dog ate my homework. I have NOT seen a doctor and missed the critique. Your assignment will only be accepted at the beginning of the next class with a 25% grade drop. Note that when calculating an overall grade, any grade is better than a zero. Zeros will kill your overall grade, really.

Is x-tra credit available in my class?

No.