Late Policy

In the Canvas Gradebook, a Late Policy can be set to automatically deduct a percentage of students’ grades if their assignment is late. It is applied once an assignment has been graded.

A Late Policy is set and applied globally within the course Gradebook. Therefore, a Late Policy will affect all assignments and cannot be applied to an individual assignment.

As it is applied globally, setting or changing a Late Policy will affect all past and future graded assignments. As a best practice, a Late Policy should be set at the beginning of the term before any assignments are graded.

How to set a Late Policy

1. Click on the **Settings** icon in the upper right corner of the Gradebook.

2. Under the **Late policies tab (1)**, check the box by **Automatically apply deduction to late submissions (2).**

3. Set the deduction value by **percentage and day or hour (3).** Note: The deduction from the Late Policy can only be applied as a percentage; it is not possible to select the deduction value as points per hour/day.
4. You can also set a lowest possible grade, which will apply late penalties until the specified
lowest grade has been reached. To set the lowest grade, type a percentage into the box (2)
beneath “Lowest possible grade percent” (1).

5. When finished, select Update and the late policy will be set.

How to Override a Late Policy

As Late Policies are applied globally, assignments affected by the Late Policy will need to be manually
overridden. Some override options are to:

1. Manually change the Assignment Status in the Grade Detail Tray to None (1) for an individual
   student.
2. Set the interval (Day/Hour) to zero (2) for a student submission in the Grade Detail Tray.

3. Provide an Until Date for assignments, leaving the Due Date blank. While this will prevent
   students from submitting after the Until Date, it will not allow the late policy to take effect.
   More information on this process is available in the Canvas Assignment documentation.