**Deadlines**

**Deadline are important. They are critical in newsrooms, providing structure in the news gathering process and maintaining a reliable publication.**

**Staff members are required to follow and meet deadline requirements for each assigned story.**

* Missed deadlines will result in a failing grade for that assignment.
* If a staff member is unable to meet a deadline, they should immediately contact an editor to explain any challenges. Waiting until the deadline date to express issues is not acceptable.
* Students are required to keep an open line of communication through the news gathering process.
* If unforeseen issues surface, the adviser will review the grade for a missed deadline.

*\*Deadlines for each story may vary depending on the timing of the news event.*