

## Policy: Late Assignment Submissions

### PURPOSE:

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The purpose of this policy is to outline the requirements and expectations related to the late submission of papers and other assignments. This policy also articulates the expectations around missed quizzes and exams.

### DEFINITIONS:

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**Late papers and assignments** are those which are not submitted on or before the assigned due date as stated in the course outline/syllabus and/or specified by the instructor.

**Quizzes/exams** take a variety of forms, but in general are defined as structured evaluations conducted within a course within a specific time frame.

### POLICY SCOPE:

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This policy pertains to all papers, quizzes, and other assignments students are required to complete for course related evaluative purposes throughout the NESA BN Programs.

### POLICY STATEMENT(S):

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1. Deadlines are determined for students to receive timely feedback on assignment submissions and intended to enhance learning.
2. Non-adherence to deadlines has implications for others, including instructors who are responsible for meeting deadlines for grade submission, as well as other students who deserve to receive equitable treatment in the learning environment.

### SPECIFICS OF THE POLICY:

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1. All required assignments must be submitted by the stated due date and time. The following apply:
  - a. At the course instructor's discretion, an alternate due date may be negotiated between the instructor and student. Ideally students should contact the instructor a minimum of 48 hours in advance of the scheduled due date.

- b. As stipulated by the course instructor, assignments may be submitted in paper and/or electronic format.
- 2. A late assignment will be assessed and graded with a five percent (5%) decrement for every 24 hours from the date and/or time it was due, including holidays and weekends, up to a maximum of 14 calendar days, after which a grade of zero will be assigned. All assigned work will be initially graded according to the assignment's original marking guideline, and then the mark will be reduced as explained above.
- 3. All NESAs praxis (pass/fail) assignments must be submitted by the required deadline as a matter of professional conduct. As such, late assignments will be documented on the Practice Evaluation Tool and may result in the initiation of a Practice Enhancement Plan.
- 4. A missed quiz/exam will receive a zero grade unless prior arrangements have been made with the course instructor. Exceptions to this may be granted for unforeseeable events or circumstances, at the discretion of the instructor (refer to point 1. a. above).

**APPENDIX:**

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N/A

**REFERENCES:**

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N/A

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***\*NOTE: NESAs Policies exist within organizational frameworks of policy for Lethbridge College and the University of Lethbridge, and within agreements established with practice partner organizations. If and when NESAs policies are found to differ from such policies and agreements, it is important to note that such policies/agreements will take precedence over NESAs program policies.***

<b>Revised By/Date:</b>	<b>Approved by/date:</b>
Policy Review Committee: February 2015	Not Required: no change
Policy Review Committee: December 2015	Not Required: no change
Policy Review Committee: March 2017	NESA Joint Faculty Council: May 2017
Policy Review Committee: January 2018	Not Required: no change
Policy Review Committee: January 2019	Not Required: no change
Policy Review Committee: April 2020	Not Required: editorial change (title)
Policy Review Committee: April 2021	Not Required: editorial changes
Policy Review Committee: February 2022	Not Required: editorial changes