

Policy: Late Assignment Submissions

PURPOSE:

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:

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:

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

POLICY STATEMENT(S):

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:

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. Students will contact the instructor a minimum of 48 hours in advance of the scheduled due date.

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 grade will be reduced as explained above.
3. Timely submission of all BN Program praxis (pass/fail) assignments is an expectation of professional conduct. All assignments must be submitted by the specified deadline and completed satisfactorily to meet course requirements. Late submissions will be documented on the Practice Evaluation Tool and may result in the initiation of an Enhancement Plan (EP). Failure to submit and satisfactorily complete required praxis assignments may result in failure of the course.
4. Quizzes and examinations are time-sensitive assessments that must be completed within the designated assessment period. The standard 5% late penalty policy does not apply, as these assessments cannot be submitted late or rewritten at a later date. A missed quiz or examination will receive a grade of zero unless alternative arrangements have been approved in advance by the course instructor.

APPENDIX:

N/A

REFERENCES:

N/A

For the most current policy information, always refer to the official NESA BN Program Guidelines and Forms Website: <https://www.ulethbridge.ca/healthsciences/policies>

Approved by/date: NESA Joint Faculty Council; May 11, 2026