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**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 NESA BN Programs.

**POLICY STATEMENT(S):**

1. Deadlines are determined, to create an opportunity for students to receive timely feedback on assignment submissions, intended to enhance learning.
2. 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/completed by the stated due date and time. The following apply:
   1. At the course instructor’s discretion, an alternate due date may be negotiated between the instructor and student. Students must notify the instructor at minimum, 48 hours in advance of the scheduled due date.
   2. As stipulated by the course instructor, assignments may be submitted in paper and/or electronic format.
2. A late (date and/or time) assignment will be assessed and graded with a five percent (5%) decrement for each day it is late, 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. Similarly, all NESA 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.
3. In general, a missed quiz 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:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

N/A

**RELATED POLICIES/ASSOCIATED GUIDELINES:**

N/A

**REFERENCES:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

N/A

***\*NOTE: NESA 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 NESA policies are found to differ from such policies and agreements, it is important to note that such policies/agreements will take precedence over NESA program policies.***

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| **Revised By/Date:** | **Approved by/date:** |
| Policy Review Committee: March, 2012 | NESA Joint Faculty Council: April 2012 |
| Policy Review Committee: February 2013 | Not Required: editorial and formatting |
| Policy Review Committee: February 2014 | NESA Joint Faculty Council: May 14, 2014 |
| 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 |