

## LATE SUBMISSION OF COURSEWORK POLICY

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1. Students at the University are expected to submit all coursework on time.
2. Deadlines for submission of coursework, specified by day and time, will be provided to students by faculty in writing, either in the syllabus, on the course home page, or via email during the semester.
3. Any item of work submitted late will be subject to an automatic deduction of one increment on the letter grade scale (e.g. the grade will be reduced from B to B-, or from C- to D+) per day.
4. Any coursework submitted more than one week (seven days) after the original deadline will receive a grade of F. For a three-week course any coursework submitted more than 72 hours after the original deadline will receive a grade of F.
5. Where there are mitigating circumstances for the late submission the instructor must be informed in advance, by email, and evidence should be provided to the instructor in writing when the course work is submitted. Mitigating circumstances normally refer to documented illness or detrimental personal circumstances beyond an individual's control. Please see the [Mitigating Circumstance Guidance](#).
6. For issues of sensitive personal circumstances a student may choose to provide the information through the Student Affairs Office.
7. Students with Special Educational Needs who are entitled to special arrangements (e.g. additional time in exams) should discuss this with Registry Services or the Student Affairs Office at the start of the semester to ensure that the instructor is informed of any allowances for coursework or in classes.

