LATE SUBMISSION OF COURSEWORK POLICY

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. Instructors may grant, at their discretion, a short informal extension, provided that the student asks before the deadline, and provides a clear rationale.

4. Any item of work submitted late (outside of an individually-approved short extension) 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.

5. Any coursework submitted more than one week (seven days) after the original deadline will receive a failing grade. For a three-week course any coursework submitted more than 72 hours after the original deadline will receive a failing grade.

6. 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.

7. For issues of sensitive personal circumstances a student may choose to provide the information through the Student Affairs Office.

8. 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.

VERSION MANAGEMENT

Responsible Department: Registry Services			
Approving body: Academic Board			
Version no.	Key Changes	Date of approval	Date of effect
001		24 July 2018	28 August 2018
002	Removed references to F grades.	May 2020	30 August 2020
003	Added reference to short informal instructor-approved extensions	May 2022	01 September 2022
		Restricted access? *Tick as appropriate* ☐ **Yes** ☒ **No**	