

Policy Number:	SA.12	Version Number:	2013 v.1
Policy Name:	LATE ASSIGNMENTS		
Approved by:	Academic Board		
Last Reviewed:	2013	Review Period:	3 years

RATIONALE

An important quality of professional practice is personal integrity and the ability to develop good personal management skills. The handing in of assignments on time is viewed as one aspect of these character traits. It is also recognised that situations arise where it is difficult to meet the deadlines set for assignments but it is considered to be the responsibility of the student firstly to manage their time and plan their workload, and secondly to respond appropriately and with integrity to unexpected situations that occur.

Accepting late assignments without legitimate extensions and marking them alongside assignments completed in the allocated time would encourage inequity and tardiness in the meeting of deadlines. A policy is necessary to standardise the response of educators throughout the Institute.

It is noted that on occasions a small number of students abuse the extension system by asking for an extension in situations that arise as a result of poor planning.

PURPOSE

This policy is to cover the situation where a student perceives that he/she will not be able to submit an assignment on the due date.

This policy is designed to explain the use of vouchers for the granting of assignment extensions so as to facilitate the responsible planning of workload by students, being mindful of the need in professional circles to meet deadlines. It is also designed to provide a means of identifying students who might benefit from pastoral care involvement or further assistance in time management skills.

POLICY

1. To pass any course, all assignments, tests, projects and exams must be completed (as per the GAR).
2. The emphasis on the outworking of this policy is on students taking responsibility for their own work and planning.
3. If a student feels they cannot complete work by the assignment deadline they are to negotiate an extension with the educator concerned **before** the due date and as soon as they are aware that they will not complete the work on time and on the official voucher provided. An extension may be possible in such situations as, but not limited to, illness, family illness or bereavement, accident or other such personal misfortune. Final approval of an extension and the length of the extension is at the discretion of the educator.

4. Each student will be issued with only one voucher per semester, to be used in exceptional circumstances as described above, and at the discretion of the educator.
5. The educator will sign and pass the voucher on to the appropriate Cohort Mentor/Year Group Coordinator who will collect and retain all vouchers. It will be the responsibility of the Cohort Mentor/Year Group Coordinator to monitor the use of the vouchers and to follow up any concerns that arise from the process.
6. It may be that a significant situation or crisis arises after a student has used their voucher. In this situation the student should first communicate with the relevant Cohort Mentor/Year Group Coordinator who will approach the appropriate educator(s). The Cohort Mentor/Year Group Coordinator will then have the discretion to allow or disallow further extensions.
7. Any assignment submitted up to one week after the due date without an approved extension will lose ten percent (e.g. an A grade drops to a B+). educator Note that an extension [does/does not] effectively shift the due date by a specified number of days: this means that the week within which a late assignment loses 10% [does/does not] start at the date of the extension rather than the original due date.
8. Any assignment of a passing standard submitted more than one week after the due date without an approved extension will receive a grade of F (29% or below). The educator and / or Cohort Mentor/Year Group Coordinator will contact the student to discuss the serious issue of not meeting a deadline and not negotiating an extension.
9. Appeals against a grade and resubmission of assignments are outlined further in the General Academic Regulations.