

SA.12 POLICY ~ LATE ASSIGNMENTS

APPROVED BY	ACADEMIC BOARD	VERSION	2020
REVIEW STAKEHOLDERS	▪ TE TAIURUNGI, PRINCIPAL	Last reviewed	2017 S
	▪ ACADEMIC DEAN	Published	Feb 2021
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PURPOSE	This policy applies where a student perceives that they will not be able to submit an assignment by the due date, or when a student submits a late assignment without exemption.		

PLEASE NOTE THIS POLICY IS EFFECTIVE FOR STUDENTS IN COURSES LEVELS 5-8.

RATIONALE

An important quality of professional practice is personal integrity and the ability to develop good personal management skills. The submission of assignments on time is viewed as one aspect of these character traits. However, it is also recognised that situations arise where it is difficult to meet deadlines set for assignments. 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.

PURPOSE

This policy applies where a student perceives that they will not be able to submit an assignment by the due date, or when a student submits a late assignment without exemption.

This policy is designed to explain 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 also takes into consideration exceptional circumstances that may arise during study, giving some discretion to course coordinators in providing extensions. The policy also looks to provide a means of identifying students who might benefit from pastoral care involvement or further assistance in time management skills.

POLICY

REQUIREMENTS TO PASS ANY COURSE

To pass any course, all attendance and assignment requirements must be completed (as per General Academic Regulations).

The emphasis on the outworking of this policy is on students taking responsibility for their own work and planning.

EXTENSION NEGOTIATION

- If a student cannot complete work by the assignment deadline they are to fill out an extension form (available from BTIOOnline) and take it to their Course Coordinator (or equivalent) to be signed. Extensions must be applied for three (3) working days before the published due date. In **extreme** circumstances this guideline may be waived.
- When appropriate the educator/Course Coordinator will confer with cohort mentor/Ngā Maunga Āwhina prior to approving and assigning a new due date (which would normally be no longer than one week). If the extension is not approved, the educator / Course Coordinator informs the student.
- If an extension is approved, the educator/Course Coordinator emails the completed Assignment Extension form to the student and cohort mentor/Ngā Maunga Āwhina where it is uploaded to the shared file. The cohort mentor/Ngā Maunga Āwhina collates extension applications and monitors their use.

- d) An extension may be possible in exceptional circumstances such as, but not limited to, illness, family illness or bereavement, accident or other such personal misfortune. Poor planning is not an exceptional circumstance.
- e) Concerns that arise from the process may lead to a review of the student's learning programme and consideration of general wellbeing. Cohort Mentors/Ngā Maunga Āwhina have the discretion to approve further extensions in exceptional circumstances (on a case-by-case basis).
- f) Students submit Assignment Extension Application forms with their assignment.

LATE SUBMISSION OF ASSIGNMENTS

Assignments submitted after the due date will be penalised according to the following chart:

Original Grade	Within the first week	One to two weeks
A+ A A-	A A- B+	A- B+ B
B+ B B-	B B- C+	B- C+ C
C+ C	C C-	C- D+

NB: The assignment will drop one grade - 5% (5 marks out of 100) per week if it is late.

NB: If the assignment is more than two weeks overdue, it will receive a Did Not Complete (DNC)

All students who regularly fail to submit assignments by the due date may be contacted by their Cohort Mentor (School of Teacher Education) or Ngā Maunga Āwhina (School of Social Practice) for further discussion.

- a) Where student's work is of a passing grade but due to lateness is awarded a failing grade this does not constitute a failing grade and therefore there is no option for the student to resubmit the work. If the assignment had been submitted on time it would have passed, and therefore the penalty affects the mark received but does not alter it as a passing assignment.
- b) Where course terms require passing grades – this assignment grade passes.
- c) This assignment is not required to be moderated as a failing grade.

ASSIGNMENT EXTENSION APPLICATION

STUDENT TO COMPLETE THIS SECTION

Student Name:

Student Number:

Programme:

Having read the policy on late assignments ([linked here](#)), I wish to apply for an extension:

Course Name:

Course Coordinator/Educator:

Assignment Number:

Assignment Name:

Due Date:

Reason:

Is this your first assignment extension (for any course) this semester? Yes/No

Student Signature:

What to do next:

- 1. E-mail or hand this form to the course coordinator/educator, who will confer with your cohort mentor/student support team when appropriate (see policy procedures) before approving and returning to you.*
- 2. Attach any supporting evidence to this application.*
- 3. If approved, attach the signed copy to your assignment when submitting.*

COURSE COORDINATOR TO COMPLETE THIS SECTION

Course Coordinator / Educator Signature:

New Due Date:

Return this form to student, and cohort mentor/student support as per policy procedures.

Assignment Extension Process

