

## COURSE ASSIGNMENT POLICY (COLLEGE)

Responsibility of	Registrar
Review by	Academic Planning Committee in consultation with the Teaching & Learning Committee
Approved by	Faculty Senate May 1, 2015
Revision history	May 1, 2025
Next Review	2029

### POLICY OVERVIEW

This policy details the typical practices for faculty granting assignment extensions and applying late penalties on student assignments.

### PRINCIPLES

This policy is guided by the principles of integrity and transparency.

### SCOPE

This policy applies to all students of Briercrest College.

### POLICY STATEMENT

#### *Assignment Extension*

Individual faculty members may grant extensions, but rarely and only in unusually extenuating circumstances. They will not grant extensions due to other assignments or co-curricular involvement.

Faculty members do not have the authority to grant extensions beyond 5:00 p.m. of the last day of classes in the semester.

### *Late Assignments*

Time management is a necessary ingredient in the development of a disciplined life. We encourage students to begin their assignments well in advance of the due date. Though individual faculty members may disallow late assignments at their discretion, the following is a statement of policy concerning late assignments:

- Typically, late assignments will receive a penalty of five per cent per weekday to a maximum of 25 per cent deducted from the total assignment mark. After five weekdays, no late assignments will be accepted, and the grade for that assignment will be zero.
- Individual faculty members may articulate a modification of this policy, provided it is both approved by the dean of the faculty in which the course is located and stated clearly in the course syllabus.

### *Modular Courses*

Due to the compressed nature of a modular course, instructors may modify the policy above, provided it is both approved by the dean of the faculty in which the course is located and stated clearly in the course syllabus. However, all assignments must be submitted no later than the final day of classes for the current college term or six weeks after the final class day of the modular.

## **APPENDIX A**

Related Forms/Policies	
Where is this policy published	College Academic Calendar ( <a href="https://www.briercrestcollege.ca/academics/calendar/">https://www.briercrestcollege.ca/academics/calendar/</a> )
Contact Information	Registrar