

UBC School of Nursing Policy	Approval Date: July 2017
	Date of last revision: July 2017
Title: Submission of Undergraduate Student Assignments	
Responsible Executive: Associate Director, Undergraduate Program	

Purpose:

This policy applies to students entering and/or completing courses in the BSN Program approved by UBC Senate in February 2017.

Students must make every effort to complete all assignments on time and in accordance with the assignment requirements outlined in the course syllabus.

Scope of Application:

This policy applies to all course assignments and evaluations.

Policy:

- a. Assignment submissions are expected on the date determined by faculty. If extensions are necessary, they may be requested up to 48 hours prior to the assignment due date, and should be submitted in writing to the faculty member involved. In exceptional situations, extension requests within the 48-hour period may be considered.
- b. Late papers will have 5% of total marks for the assignment deducted for each day/partial day (including weekend days) beyond the due time. This continues until the assignment is submitted, however after 5 days the maximum mark that may be awarded for a late submission is capped at 60% (i.e. a passing grade).
- c. Papers/assignments may NOT be rewritten for a higher grade.
- d. Concerns regarding grading are to be discussed with the faculty member involved.
- e. Students are responsible to comply with instructions in the course syllabus. The School will retain a copy of all assignments submitted in electronic format in the School for future reference as per UBC policy. Electronic copies of assignments must be virus free prior to submission (students are responsible for ensuring that their virus protection is effective and current).
- f. The standard format/style used for assignments in the School is the American Psychological Association [APA] format. Faculty will advise students in their course syllabi if there is a preference for another format/style.

Processes and Procedures:

- a. Students should initially make a written request for any concessions related to assignments and evaluations to the course leader and then arrange to meet with the course leader to discuss the matter.
- b. Faculty are not required to make allowance for any missed test or incomplete work that is not satisfactorily accounted for.
- c. For essay style assignments, students are ordinarily required to submit an electronic copy and to upload assignments into the TurnItIn system.



- d. For late submission, an assignment will be graded normally, and then the late-submission penalty applied, as in the following examples:
- If a paper is worth 30 marks, the student will lose 1.5 marks per day (5% of 30) for each day it is late. So, if the student would have received a grade of 24/30 and the paper is two days late the student receives a grade of $24 - 3$ marks = 21 marks
 - If a paper is worth 40 marks, the student will lose 2 marks per day (5% of 40) for each day it is late. If the student would have received a grade of 35/40 and the paper is 5 days late the student receives a grade of $35 - 10$ marks = 25 marks
 - As in the previous example if an assignment is worth 40 marks but submitted 6 days late the maximum grade that can be awarded is 60%. If the student would have received a grade of 37/40 minus the 30% penalty (12 marks) their reduced score would have been calculated at 25/40. But as the paper is 6 days late the student will have this further reduced to 24/40 (60% of 40) as the grade is capped at 60%.
 - If a paper is worth 50 marks, the student will lose 2.5 marks per day (5% of 50) for each day it is late. If the student would have received a grade of 40/50 and the paper is 7 days late the student receives a grade of $40 - 17.5$ marks = 22.5 marks. No further reduction for being over 5 days late is necessary as this is already below 60% of the assignment grade.

Days Late Marks Deducted																				
Day	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
-%	5	10	15	20	25	30	35	40	45	50	55	60	65	70	75	80	85	90	95	100

Related Policies:

- UBC School of Nursing Policy: Plagiarism
- UBC Calendar: Discipline for Academic Misconduct
- UBC Calendar: Student Appeals on Academic Standing
- UBC Policy: TurnItIn
- UBC Policy: [Academic Concessions](#)
- UBC Policy: [Attendance](#)
- UBC Document management