



# Late Submission of Coursework Policy

University Secretariat

Academic Council 13 October 2005

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## 1. Introduction

The greater use of coursework as a form of learning and assessment requires a policy on the late submission of such work. A policy that enforces submission deadlines is desirable, in the sense that it develops the important skill of planning work and completing it to a deadline. It is necessary on grounds of equity, in that it is unfair for students to gain advantage by choosing to submit their work late. The student mobility within the university arising from the implementation of modularisation requires that this policy be uniform across the University.

## 2. Current Practice

Where explicit policies exist within UCD, the norm is that, for assignments marked out of 100, 10 marks are deducted if the work is up to one week late and 20 marks are deducted if the work is up to two weeks late. The practice for work submitted more than two weeks late varies, with reductions in marks of 30 to 50 being applied.

There is variation across Schools with regard to how penalties are applied. There are some Schools who apply an additional penalty for each day the submission is late, while others distinguish work up to one week late, work between one and two weeks, and work more than two weeks late.

The latter practice with regard to coursework submitted up to two weeks late is compatible with that in many UK universities, but most do not accept work submitted more than 2 weeks late.

The proposed policy is based on a sliding scale for work submitted up to two weeks late, distinguishing two penalties, one for work up to one week late, and a greater penalty for work more than one but up to two weeks late. Work submitted more than two weeks late will not be graded.

## 3. Policy

- 3.1. The due date for each item of coursework must be clearly indicated to students.
- 3.2. Coursework must be delivered by hand to the School Office (or other location designated by the School) or submitted electronically via an approved system, no later than 3 p.m. on the due date. Coursework may of course be submitted in advance of the due date. Coursework should not be submitted directly to individual members staff, placed directly in staff post-boxes, or delivered to or deposited in any location other than that designated by the School.
- 3.3. Schools should establish a mechanism to confirm submission of coursework, such as a procedure where the student signs in the work, or is issued with a receipt.
- 3.4. Coursework received at any time within two weeks of the due date will be graded, but a penalty will apply.

- 3.5. Coursework submitted at any time up to one week after the due date will have the grade awarded reduced by two grade points (for example, from B- to C) or, for assessment marked as a percentage, the mark reduced by 10 (for example, from 87% to 77%).
- 3.6. Coursework submitted more than one week but up to two weeks after the due date will have the grade reduced by four grade points (for example, from B- to D+) or, for assessment marked as a percentage, the mark reduced by 20 (for example, from 87% to 67%).
- 3.7. Where a student finds they have missed a deadline for submission, they should be advised that they may use the remainder of the week to improve their submission without additional penalty.
- 3.8. Coursework received more than two weeks after the due date will not be accepted.
- 3.9. Where a School grades work and offers feedback to students within two weeks of submission, the School may decide not to accept work submitted after the feedback date, provided this is made clear to all students well in advance of the submission date.
- 3.10. Submission dates may be extended in exceptional circumstances; students must apply for an extension in writing to the School using the standard University pro-forma and stating the reasons for seeking the extension.
- 3.11. Where coursework is submitted late due to unanticipated exceptional or extenuating circumstances, students must present an explanation to the School, using the standard University pro-forma. The School may, at their discretion, retrospectively award an extension in such cases.

\* Please note there are separate guidelines, procedures and pro-forma for extenuating circumstance.



## Application Form for Late Submission of Coursework

Requests for extensions of deadlines should be sought in advance of submission dates

This form should be submitted where a student knows that for good reason a deadline cannot be met **IN ADVANCE** – it is expected that such requests will normally be the exception rather than the rule. The circumstances under which such a request would be considered are likely to be on the basis of a known extended period of absence from the University for serious personal and/or family reasons or where a student is representing their country or UCD. *Students must ensure that they are aware of the UCD Policy on Late Submission of Coursework* <http://www.ucd.ie/registry/academicsecretariat/latesub.htm>

### STUDENTS MUST COMPLETE SECTIONS A & B

#### SECTION A

<b>Student Name</b> <i>(please print name)</i>	
<b>Student Number</b>	
<b>Assessment component</b> <b>Type/Title</b> <i>(e.g. essay/title)</i>	
<b>Student contact information</b> <i>(phone number / email address)</i>	
<b>Module Code</b>	
<b>Module Title</b>	
<b>Module Co-ordinator</b>	
<b>Tutor (if applicable)</b>	
<b>Due Date of Submission</b>	

#### SECTION B

<b>Requested new date for submission:</b>
<b>State reason for extension request</b>
<b>Student Signature:</b> <b>Signed:</b> ..... <b>Date:</b> .....

### MODULE CO-ORDINATORS MUST COMPLETE SECTION C

#### SECTION C

<p><b>Permission granted</b></p> <p><input type="checkbox"/> YES <input type="checkbox"/> NO</p>
<p><b>Penalty?</b> (please tick one, if yes state penalty to be applied. See paragraph 4 of Policy on Late Submission of Coursework)</p> <p><input type="checkbox"/> YES <input type="checkbox"/> NO</p>
<p><b>Agreed new submission date:</b></p>
<p><b>Reason for decision/Comments, give details</b></p>
<p><b>Module Co-ordinator Signature:</b></p> <p><b>Signed:</b>..... <b>Date:</b>.....</p>

### Procedures

Forms may be obtained from the School Office / Academic Secretariat Website

Students must complete Sections A & B. (NB: It is the student's responsibility to ask Module Coordinators to complete Section C). The Module Coordinator should return the form to the student. *Students should notify the School Office of the new submission date.* Students should attach the original, completed form to their coursework before submission. (NB this form should be submitted **in addition to** the coursework submission form/School cover sheet, which contains a declaration of authorship).

**Module coordinators** may, on receipt of a student request for an extension to a submission deadline decide to:

- Refuse permission for extension, giving reasons; or
- Grant permission for extension with no penalty; or
- Grant permission for extension with a penalty, as guided by the Policy for late submission.