

Title	Graduate Program Late Paper Policy and Accommodation for Extenuating Personal or Medical Circumstances
Date	December 2, 2024
Applies to	<b>Master of Science in Nursing</b> <b>PhD in Nursing</b> <b>Master of Nursing</b> <i>MN – Primary Health Care Nurse Practitioner (MN-PHCNP)</i> <i>MN – Leadership in Professional Nursing Practice (MN-LPNP)</i> <b>Graduate Diploma</b> <i>Primary Health Care Nurse Practitioner – Graduate Diploma Program (PHCNP) Graduate Diploma in Professional Practice, Clinical Leadership and Education</i>

## 1. Late Papers

To ensure adequate fairness and structure in the delivery of our graduate courses, we recognize the need to balance flexibility with clear timelines to ensure student success and progress.

### Process:

- 1.1 Should students require an extension, one 2-day (i.e. 48 hours) extension (per assignment) will be granted so long as the student notifies the instructor within a 2-day period in advance of the original assignment deadline as indicated on the course syllabus. Without communication with the instructor 2 days in advance of the original assignment deadline, a late deduction of 5% per day (including weekends) will be applied.
- 1.2 Beyond one 2-day extension per assignment, additional extensions will not be granted unless the student is facing extenuating personal or medical circumstances (see below).
- 1.3 Please note that the use of several extensions (i.e. more than 1) within a course, or students who fail to submit an assignment beyond the 2-day extension will be identified and communicated to the graduate program lead (i.e. PHCNP lead, leadership stream lead, or graduate program chair for thesis-based students as applicable). This information will also be monitored across all courses to ensure consistency and address any broader concerns.
- 1.4 Students should be aware that assignments submitted outside of the academic calendar dates, or later than 2 days from the original deadline as indicated on the course syllabus may experience a delay in having their assignment(s) graded. These delays may affect the student's progression in the program. For example, certain courses may be prerequisites or co-requisites for enrolment in other courses. Therefore, delay in submissions (and subsequent grading) may affect student's eligibility for progression in other courses and in their program.
- 1.5 Instructors are required to provide feedback on course standing for all students by the last day of the second month of the semester of instruction (e.g. October 31<sup>st</sup> in the fall term, February 28<sup>th</sup> in the winter term, June 30<sup>th</sup> for the summer term). Therefore, students who have not submitted any assignments by this time will be approached, and their standing will be communicated to graduate coordinators.

## 2. Accommodation for Extenuating Personal or Medical Circumstances

We recognize that students may face medical emergencies or personal challenges outside of their control which may limit ones' ability to keep to original timelines. The following policies are in place to grant students necessary support and facilitate academic integrity

**Process:**

- 2.1 In the case of personal/medical challenges, an initial extension of up to 2 weeks following the original assignment deadline as indicated on the course syllabus may be granted so long as the request is made in writing to the course instructor. The request should still be made as soon as possible and no later than 2 days after the original assignment deadline. Requests may require further documentation as per the discretion of the instructor or graduate program lead. Graduate program leads will be notified about any extensions beyond 2 days, and may request further documentation from the student.
- 2.2 Any extensions longer than 2 weeks will only be granted in consultation with the graduate program lead and instructor. Students will be required to meet with the graduate chair or program lead (e.g. NP or leadership stream) who will review potential options to ensure academic progression as necessary.
- 2.3 Students should be aware that assignments submitted outside of the academic calendar dates for a specific course offering may experience further delays in having assignments graded which could affect their progression or completion of the program. Students should be aware of this risk if they choose to submit assignments later than 2 days after the original assignment deadline as indicated on the course syllabus.

**Table Summary of Extension Options, Communication Requirements, Parameters and Considerations**

Extension & length	Communication	Parameters	Considerations
2-day extension (non-medical/personal reason) from the original assignment deadline.	Notify instructor 2 days in advance of assignment deadline.	Available to all students ONE time for EACH assignment.	Student does not need to provide a reason for an extension. No additional extensions will be offered outside of medical/personal challenges (see below).
Extension of up to 2 weeks from the original assignment deadline. Related to medical/personal challenges.	Notify instructor as soon as possible, and no later than 2 days after the original assignment deadline.	Offered to students facing medical/personal challenges.	Can be longer if agreed upon by instructor and student. Graduate program lead will be notified of extension. Student's progression in the program may be affected.
Extensions longer than 2 weeks from the original assignment deadline. Related to medical/personal challenges.	Must be granted in consultation with the graduate lead	Offered to students facing medical/personal challenges	Graduate leads will be made aware of extension and will follow up with the student as necessary. Student's progression in the program may be affected.

**Faculty and University/College Policies and Documents**

- [Faculty of Health Sciences Policies and Procedures](#)
- [University Policies](#)
- [Senate Policies and Procedures and SGPS Regulations](#)
- [School of Nursing Graduate Policies](#)