

<b>University of Prince Edward Island</b>	<b>Policy Number:</b> 0006
<b>Policy Title: Assignments</b>	<b>Pages - 1</b>
<b>Authority:</b> Nursing Faculty	<b>Creation Date:</b> February 1, 2005
<b>Reference:</b>	<b>Version Date:</b> February 2015
	<b>Review Date:</b> February 2020

1. **Purpose**  
To communicate clear and consist expectations with regard to submitting assignments.
2. **Scope**  
All students enrolled in the baccalaureate nursing program (2 year program and 4 year program) and Master of Nursing program.
3. **Responsibility**  
Faculty of the School of Nursing
4. **Policy**  
**It is a program requirement that all assignments are to be completed and submitted.**

Assignments must be submitted on time. Extensions may be granted by the course co-ordinator or designate under extenuating circumstances. Late papers will be penalized 3% a day, including weekends, for a maximum of 5 days. After that date, late assignments will not be graded. However, late assignments must be submitted in order to meet course requirements.

All written assignments must be submitted in a brown manila envelope (not necessarily new) with student number, course number, professor name and date of submission written on the envelope. Faculty will designate where papers and assignments are to be left, and cannot accept responsibility for papers left in other areas.

#### Electronic Submission of Scholarly Papers and Assignments

If the course coordinator has indicated that papers or assignments may be submitted electronically, he/she will provide course specific guidelines for electronic submission of assignments. The assignment must be submitted on time. Late submissions will be penalized 3% a day, including weekends, for a maximum of 5 days. After that date, late assignments will not be graded. However, late assignments must be submitted in order to meet course requirements.

All electronic submissions are final. Students will not be permitted to submit any additional work or alternative version following the initial submission. **Only the initial submission will be graded.**

5. **Review** February 2020