



SUBMISSION OF GRADUATE STUDENT ASSIGNMENTS

Faculty will advise students of any particular format/style requirements in their course syllabi (e.g. preference for use of American Psychological Association [APA] format); submission to the TurnItIn system. Students are accountable for the maintenance of time management that enables submission of coursework in an appropriate manner.

For essay style assignments (i.e. those requiring reference to published authorities), students are ordinarily required to submit an electronic copy and to upload assignments into the TurnItIn system normally through each course's Connect e-Learning Course Shell site. 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. Students must also retain a copy of all submitted assignments. Electronic copies of assignments must be virus free prior to submission (students are responsible for ensuring that their virus protection is effective and current).

Assignment submissions are expected on the date determined by the course professor. In unforeseen circumstances, a request for an extension may be considered by the course professor involved (normally at least 48 hours in advance of the due date).

- The total possible grade of an assignment will be reduced by 10% for each day/partial day (including weekend days) the assignment is handed in beyond the due time or beyond a negotiated extension date.
- Example: If an assignment is worth 40 marks, the student will lose 4 marks for each day it is late. So, if the student would have received a grade of 36/40 and the paper is one day late, the student receives a grade of $36 - 4 = 32$ marks, if 2 days late $36 - 8 = 28$ marks.
- Papers/assignments may NOT be rewritten for a higher grade.

Concerns regarding grading are to be discussed with the faculty member involved.

- Students wishing to appeal an assigned grade may do so upon the completion of the course. See [UBC Calendar: Senate Appeals on Academic Standing](#).
- Students are reminded that plagiarism constitutes a serious offence. See the [UBC Calendar: Academic Regulations, Student Conduct & Discipline](#) and the [UBC Faculty of Graduate & Postdoctoral Studies policy on Student Plagiarism](#).

Related Policies:

- [UBC Faculty of Graduate & Postdoctoral Studies on Plagiarism](#)
- [UBC Calendar: Discipline for Academic Misconduct](#)
- [UBC Calendar: Senate Appeals on Academic Standing](#)
- [UBC Policy: TurnItIn](#)