

ASSIGNMENT POLICY (SEMINARY)

This policy is the responsibility of the Registrar. It was updated on May 22, 2014, was updated by the Seminary Team on June 10, 2022, and is reviewed annually.

POLICY OVERVIEW

This policy outlines the process involved for graduate student assignment submissions, late assignments, extensions, and the return of graded assignments.

PRINCIPLES

This policy is guided by the principles of integrity and transparency.

SCOPE

The policy applies to all graduate course assignments.

POLICY STATEMENT

Assignment Submission

All assignments must be submitted no later than eight weeks after the last day of class as stated in the syllabus. The correct due dates will be clearly noted in the syllabus and each faculty member will state in their syllabus how assignments should be submitted.

Late Assignment Policy

Time management is a necessary ingredient in the development of a disciplined life. Students are encouraged to begin their assignments well in advance of the due date. Though individual faculty members may disallow late assignments at their discretion, the following is a statement of policy concerning late assignments:

- All assignments must be submitted as stated in the course syllabus.
- Late assignments will be accepted for one week from the original due date with a penalty of 10 per cent deducted from the assignment value. All late assignments must be submitted within one week of the due date.
- Assignments submitted more than a week after the original due date will not be accepted and will receive a "0".

Extensions

Individual faculty members may grant extensions up to two weeks past the syllabus due date, but rarely and only in unusually extenuating circumstances. Please note that school, family, ministry commitments or busyness do not qualify as extenuating circumstances for an extension.

If a faculty member has denied an extension request, or if a student would like to request an extension longer than two weeks past the syllabus due date, the student can submit an academic appeal through Academic Services. The student's request will be decided according to the Academic Appeals Process.

PROCEDURES*Return of Graded Assignments*

Professors are expected to return graded assignments within six weeks of the due date. If they fail to do so, students may submit an inquiry to the [Seminary](#). If an extension is granted, the professor is no longer obligated to meet this deadline.

APPENDIX A

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| Related Forms/Policies | |
| Where is this policy published | Seminary Academic Calendar (http://www.briercrest.ca/seminary/academics/seminary-calendar/) |
| Contact Information | Registrar |