



**NEWBOLD  
COLLEGE**  
OF HIGHER EDUCATION

# **LATE SUBMISSION POLICY**

*American Programmes*

**Policy Owner:** Academic Registrar

**Amended:** August 2017

**Approved by:** Academic Board

**Ratified by:** Board of Governors

**Next Review Date:** September 2018

## 1 INTRODUCTION

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This document specifies the College's policy on the deadlines for submission of assessed work, the penalties for late submission, and the mitigation of such penalties.

The Department of Business and Humanities (DBH) must explain clearly to students the arrangements for submission of work assessment and the deadlines by which submission is required.

If a student thinks they have a problem in submitting work on time it is ALWAYS better to discuss the issue with the relevant lecturer or the Head of the department BEFORE the deadline. **Work submitted late will receive 0%** and will not be accepted unless extenuating circumstances prevail.

## 2 EXTENUATING CIRCUMSTANCES

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Extenuating circumstances refer to immobilising ill health during the assessment period, bereavement of a close relative or friend during the assessment period, or other similarly profound experiences or difficulties outside the control or assumed risk of the student. Normally, illnesses of a few days will not be seen as a reason for extension. All claims for extenuating circumstances should be submitted to the Academic Registrar as soon as possible and must be received by the Academic Registrar no more than **15 working days** after the original date for submission of an assessment or the scheduled date of an examination. Requests submitted outside this timeframe will not be considered unless there is independent evidence to show compelling reasons as to why the request was not submitted in a timely manner.

### 2.1 EXTENUATING CIRCUMSTANCES PROCEDURES

- 2.1.1 Students are encouraged to discuss any issue that will lead to a late submission with the relevant lecturer
- 2.1.2 If the lecturer is willing to support an extension due to extenuating circumstances, students should fill an 'Extenuating Circumstances Form'. The form can be collected from the Academic Registrar, the Admissions and Records officers, or on the College's website.
- 2.1.3 Return the completed 'Extenuating Circumstances Form' to the Academic Registrar. Please note that students must provide verifiable evidence in support of all claims for extenuating circumstances, such as medical certificate, death certificate, birth certificate etc.
- 2.1.4 An ad hoc Extenuating Circumstances Panel<sup>i</sup> will consider each claim and decide whether or not to uphold the request on the basis of the appropriateness of the evidence provided. In the event that a claim is upheld, appropriate action will be taken, that is the opportunity to be re-assessed without incurring a penalty, or the mark being capped at a minimum pass mark (40%).
- 2.1.5 The Academic Registrar will inform the student, the Head of the department, and the relevant lecturer of the extenuating circumstances decision normally within 5 working days of the decision being made.

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<sup>i</sup> Membership of the Extenuating Circumstances Panel is comprised of Academic Registrar, Head of DBH, a lecturer from DBH