

DMS:03 – LATE ASSIGNMENT POLICY

I. PURPOSE

This Late Assignment policy is intended to promote responsible time management among Doctor of Medical Science students.

II. POLICY STATEMENT

It is highly recommended that you start assignments early to avoid unforeseen circumstances that might prevent timely submission. Due dates for all assignments are clearly indicated in the course learning management system (e.g., Canvas). Timely completion of assignments demonstrates your commitment to the course and allows for effective feedback.

III. DEFINITIONS

Valid reasons for late submissions include (but are not limited to):

- Loss of a family member/ death
- Accident or serious illness
- Emergency situations requiring immediate attention

Invalid reasons for late submissions include (but are not limited to):

- Scheduling conflicts (e.g., vacations)
- Forgetting about the assignment
- Not receiving assignment notification
- Limited internet access
- Technical difficulties

IV. AUDIENCE

This policy applies to all Doctor of Medical Science students.

V. COMPLIANCE

Assignments submitted after the designated due date will receive a grade of 0 unless you have communicated a valid reason for the lateness to the Course Director(s). The Course Director(s) will work with you to determine an appropriate course of action.

VI. ROLES AND RESPONSIBILITIES

The Doctor of Medical Science Program Director is the Responsible University Officer for revising and updating this policy.

VII. CONTACT INFORMATION

For more information regarding this policy, please contact the Doctor of Medical Science Program Director.

VIII. DOCUMENT HISTORY

Effective Date: January 2025