

Late Assignment Policy			
Revision Number	N/A	Accountability	Academic Team
Policy Number	736	Operational Responsibility	Academic Team
Date of Approval	11/06/2024	Last Reviewed	N/A
Approval Authority	Educational Council	Next Review	11/06/2026

OBJECTIVE

LaSalle College Vancouver is committed to providing high-quality education and maintaining a student-centred environment characterized by fairness and equity. The Late Assignment Policy governs how instructors and students can manage academic assessment submissions.

PURPOSE

The Late Assignment Policy establishes a formal procedure for students who cannot meet a deadline.

SCOPE

The Late Assignment Policy applies to all currently registered students at LaSalle College Vancouver.

EXCLUSIONS

The Late Assignment Policy does not apply to:

1. Students who experience extenuating circumstances, such as medical emergencies, a death in the family, academic accommodations, mental health challenges etc.
2. Late Assignment Policy does not apply to final assessments. Special permission must be granted by the Program Director for students to receive a Late Assignment extension in these cases.

LATE ASSIGNMENT POLICY

The programs at LaSalle College Vancouver aim to provide students with a comprehensive post-secondary education, as well as the professional skills needed to meet the high demands of the workplace. With this in mind, LCV strives to assist students in the development of consistent habits, project management skills, and the ability to juggle multiple deadlines as needed to be successful in the employment landscape.

In adherence to LCV's accelerated course structure, students are required to submit all assignments (academic papers, architectural models, projects, portfolios, etc.) by the deadlines set by instructors. Given the condensed nature of the programs, punctual submission is essential for completing courses within the allocated time frame.

Late assignments will receive a penalty of 10% deducted from the assignment's grade for each day of delay.

FINAL ASSESSMENTS POLICY

All course work must be completed and submitted to the instructor by the last day of classes in week 11, unless an established extension is granted under academic accommodation.

Recognizing that certain events, such as medical emergencies may be beyond a student's control and can hinder timely assignment submission, LaSalle College Vancouver has a compassionate approach. In such instances, a student should follow the standard appeals process.