

Extensions

Students who are unable to submit their written work by the deadline date must request an extension in advance by submitting a request to the Assistant Dean, Graduate Program at judith.mccormack@utoronto.ca. Requests for modest extensions of time are normally granted without penalty in cases of **serious illness or compelling personal circumstances**. Written documentation (e.g. a doctor's note) will be required.

Late Penalties

If a student has not obtained an extension prior to the deadline and hands in an assignment late, grade penalties will normally apply as follows:

1. For late papers and other written assignments, a deduction of one grade level every four days, beginning immediately after the deadline (e.g. a paper handed in one, two, three or four days late will be deducted by one grade level and so on);
2. For late take-home exams, a deduction of one grade level every two days, beginning immediately after the deadline (e.g. a take-home exam handed in one or two days late will be deducted by one grade level and so on).

For purposes of clarification, a one grade level deduction means a deduction from an A+ to an A, an A to an A-, an A- to a B+, a B+ to a B, and a B to a B-.

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