

## COURSEWORK RESUBMISSION POLICY

The [Coursework Resubmission Policy](#) supports the University [Student Conduct Honor Code](#). Resubmitting and repurposing prior work within a course or from other courses may only be done with prior written permission from the instructor of the current course. Reworking prior work from one module course to another module course may only be done with prior written permission from the instructor of the current module course. See the definitions and conditions for each type of reuse below.

When resubmitting or repurposing an assignment, you must cite the original date of submission of the work itself. It is your responsibility to ensure that the previously submitted course materials meet current course requirements. Assignments will be graded according to the current rubric.

### DEFINITIONS

**Resubmit:** Resubmission occurs when you submit an assignment from a prior failed attempt in the same traditional or module course.

**Repurpose:** Repurposing occurs when you submit a portion of an assignment previously submitted in a different traditional or module course.

**Rework (Module Courses Only):** Reworking occurs when you revise an unsuccessful competency assessment in a module course based on feedback from the instructor and resubmit the revised assignment to attempt a passing grade in the same module course. Rework also includes reworking ideas from an assignment or part of an assignment from one module course to another module course in the same class. You must receive permission from your instructor before reworking an assignment from one module course to another module course.

**Recycle:** Recycling occurs when you submit a previously submitted paper or other work for a course or a different parent course as though it were new work. Recycling constitutes self-plagiarism.

### RESUBMITTING ASSIGNMENTS: FACTS

During the course of an academic career, a student may retake a previously failed Purdue Global course or module course. A student is allowed to resubmit or reuse previously submitted assignments in their entirety when retaking a previously attempted

Purdue Global course or module course. Resubmission is not allowed any other time. The following facts apply to the Coursework Resubmission Policy:

1. Students must receive prior written permission from the instructor of the current course.
2. Proper notification of the prior submission must be included on the resubmitted assignment. This can be included in the Author Note section of the title page. Place the author note in the bottom half of the title page, below the title, byline, and affiliation.  
Example:

#### Author Note

This assignment was originally submitted on [Give the date] for [Give the course and the instructor].

3. The resubmitted assignment is graded like an original submission.
4. The student is responsible for ensuring the reused assignment meets current course grading criteria and outcomes. Assignments will be graded according to the current course rubric.
5. All other aspects of the work should adhere to the [Code of Student Conduct](#).

### REPURPOSING ASSIGNMENTS: FACTS

Students may be asked to write on similar topics throughout their major coursework, and there may be times when it is appropriate to build on previous coursework. In these cases, it is important to follow proper procedures to ensure proper citation and acknowledgements. When repurposing an assignment, the following facts apply:

1. The student must first request and obtain written permission from the current instructor if the student wishes to use any part of previously submitted coursework for a current course or any part of a previously submitted competency assessment from a module course belonging to a different parent course from the current one. Permission is not needed if any part of a previously submitted competency assessment is repurposed for a subsequent module course belonging to the same parent course.
2. Once permission is granted, the student is responsible for revising and refining the coursework as necessary to fit current course or module course requirements. These revisions should be substantial and will likely contain new research and other significant refinements.
3. The student may also be required to submit the previous assignment for comparison purposes.
4. The student should also be sure to adhere to the [Self-Citation Policy](#). The [Self-Citation Resource](#) explains the idea of repurposing assignments and the proper way to cite them.

## REWORKING ASSIGNMENTS (MODULE COURSES ONLY): FACTS

Students taking module courses have unlimited attempts in a term to rework and resubmit competency assessments after unsuccessful attempts in an effort to achieve a passing grade.

1. If a competency assessment does not meet Minimum Submission Requirements, it will be returned to a student without feedback. If that happens, a student must review the Minimum Submission Requirements for the module and make sure each item is addressed.
2. Reworking usually takes place after an assessment has been graded, and instructor feedback has been provided.
3. Reworking requires significant reconsideration of the assessment content based on the feedback received. It often requires re-evaluating ideas and expressing them in a new way or developing them more to demonstrate understanding of a competency outcome. Just changing a few words around is considered editing rather than reworking and may result in assessments being returned to students without new feedback. For more information on reworking, see the Purdue Global Writing Center resource, [Editing and Revising](#).
4. There are times when a student will be asked to convert an assignment to another type of text, like converting an essay to a PowerPoint presentation. For these types of exercises, a student may use the same ideas, but the student will need to rewrite the ideas to fit the new context and adhere to the [Self-Citation Policy](#).

## RECYCLING ASSIGNMENTS: FACTS

Students are expected to produce original course work for each course taken at Purdue Global per the [Code of Student Conduct](#).

1. A student who uses previously submitted coursework or other work as though it were new or original work for the current class is committing self-plagiarism.
2. Students who violate the Code of Student Conduct will be subject to the stated sanctions of that policy.