**Standard File Format**

At Rochester University, essays and papers should always be completed in Microsoft Word or compatible software and uploaded into the LMS. MS Word-compatible documents only have the file extensions “.docx” and “.doc.” Additionally, some teachers may request the conversion of Word documents to .pdf before uploading.

 Assignments accidentally submitted in an incorrect format, such as .wps, .txt, or .odt, may not be graded as they are considered missing.

As responsible online students, please take a proactive approach with your coursework and submit files in the correct format. For reasons of academic rigor and fairness to all students, teachers may reject other file types.

If you do not own Microsoft software, use **Google Docs** and “Download as” Microsoft Word .docx or PDF. **Office 365**is alsoavailable with your RU email address at [office.com](https://www.office.com/). Use Office 365 from any Internet-enabled device and save your work online in One Drive for later access.

If you do not own a computer, please compose your coursework on a campus computer or a local library device.