**Standard File Format**

At Rochester Christian University, essays and papers should always be completed in Microsoft Word, Google docs or compatible software and uploaded into the LMS as “.docx” or “.pdf.” Some teachers may request the conversion of Word documents to .pdf before uploading.

Assignments submitted in an incorrect format, such as .wps, .odt, Keynote, etc. may not be graded and are considered missing. These filed should be saved as PDF or your instructor’s specified format.

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 available with your RCU email address at [office.com](https://www.office.com/). Use Office 365 from any Internet-enabled device and save your work online in OneDrive for later access.

If you do not own a computer, you may compose your coursework on a campus computer or that of a local library. Saving your coursework in OneDrive or Google Drive will make it available to you from anywhere that you can log into those accounts.