

Students must comply with the following requirements when submitting online assignments and competency evaluations. Assignments or competency evaluations that do not follow this protocol may be deemed not submitted and may receive a grade of Competency Not Yet Demonstrated.

### **Formatting Requirements**

1. Use a minimum 11-point font.
2. Use 1.5 line spacing.
3. Make all four margins at least one inch.
4. Number the pages.
5. Do not exceed the maximum number of pages set for the assignment or competency evaluation.
6. Put citations in the text of the assignment or competency evaluation, not in a footnote or endnote.

### **Saving and Naming Requirements**

7. Save your assignment or competency evaluation in Word or Rich Text Format.
8. Use the following file-naming protocol:

Last Name First Name Assignment (Competency Evaluation) Number

Examples:

Smith\_Jane\_Assignment\_M2U1

Smith\_Jane\_CE\_2

### **Submitting Requirements**

9. Comply with CPLED's Professional Integrity Policy.
10. Submit the assignment or competency evaluation before the deadline.
11. Submit the assignment or competency evaluation to the Assignment Drop box.