Assignment Submission Standards

Policy No. ACAS-1-01
Type of Policy: Academic
Effective Date: January 2019
Last Revised: October 2020

Policy Owner: Academic/Student Services
Policy Contact: Rev. Dr. Gary Empey, Dean, info@globaluniversity.ca

1. Reason for Policy

This policy is designed to ensure that all students comply with course assignment submission standards.

2. Policy Statement

Students are responsible to submit to the University their assignments in a standard manner. This policy outlines the specific standards for course assignment submissions to the University. Under no circumstances are assignments or request to be sent to the U.S. website (.edu). The U.S. will not process anything sent to them from Canada.

3. Scope

All Global University in Canada students are covered by this policy.

4. Procedures

The following procedures will outline how you will meet the assignments submission standards.

5.1 Upload Facility	
Account Creation	1) You must create an account on the Global University in Canada Upload Facility. 2) The link to the facility is on your dashboard (blue button marked "Assignments"). 3) The username that you will create will be in this format: lastname_first initial (i.e. Smith_J) 4) An activation link and unique password will be emailed to you. 5) You must click the activation link in that email to activate your account before you can login. 6) You will use the same account for each course that requires uploading assignments. Keep your password handy.

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Allowed File Formats	1) The Upload Facility allows only the following file extensions a. Document: .pdf b. Audio: .mp3 c. Video: .mp4 and .flv
Browser	1) Use Google Chrome as your browser.
Uploading Files	1) Only upload the final version of assignment. 2) Sub Folders are not necessary to be created at Upload Facility. 3) Single and multiple files can simply be dragged and dropped while uploading. 4) You will not receive a confirmation email once you have uploaded the files. If you see them in your upload folder then we have received them. 5) Under no circumstances are you to email your assignments. 6) Do not email a notification that you have uploaded.

5.2 Naming Files	
Assignment Names	Assignment file names must be in these exact example formats: 1) SMITH JOHN-BIB3013-PRO-20JAN19.pdf 2) SMITH JOHN-BIB3013-PRO-20JAN19.mp3 3) SMITH JOHN-BIB3013-CRA-20JAN19.pdf 4) SMITH JOHN-BIB3013-SLR-20JAN19.pdf
Exam Request Names	Exam request file names must be in these exact example formats: 1) SMITH JOHN-BIB3013-RTFE-20JAN19.pdf 2) SMITH JOHN-BIB3013-RTME-20JAN19.pdf
Punctuation	1) No other punctuation is allowed in the file name other that what is shown in the above examples.

5.3 Uploading Assignments and Requests	
Mid-Term Course Exam	1) No assignments are required to be submitted before writing the mid-term exam. 2) Download the RTME form from the Forms Section below. 3) Print the RTME form, fill it out, and scan it as .pdf. 4) Upload through the Upload Facility. 5) Allow 2-3 days for processing.
Final Course Exam	1) All assignments: Project: PRO, Collateral Reading Assignment: CRA, Service Learning Requirement: SLR and the Request to Take Final Exam: RTFE must be uploaded to the Upload Facility at the same time. 2) Changes to assignments after submitted are not allowed. 3) Download the RTFE form from the Forms Section below. 4) Allow 2-3 days for processing. 5) Allow yourself ample time to write your exam before the course

	end date. 6) Remember to send a screen capture of your exam results to info@globaluniversity.ca. Be sure to include your name student number and the course code in the email with the screen capture.
Exam Supervisor	1) If you have not registered your exam supervisor use the Exam Supervisor Application from the forms section below.

5. Forms

Links to the required forms related to this policy.

Title	Link
RTME- Request to Take Mid-Term Exam	http://www.globaluniversity.ca/assets/resources/documents/undergrad/Students-Request-to-Take-Mid-Term-Examination.pdf
RTFE- Request to Take Final Exam	http://www.globaluniversity.ca/assets/resources/documents/undergrad/Students-Request-to-Take-Final-Examination.pdf
Exam Supervisor Application	http://globaluniversity.ca/assets/resources/documents/undergrad/Exam-Supervisor-Application-Canada.pdf

6. Enforcement

All assignments shall be uploaded according to this policy and its procedures and shall be written at the university level as far as grammar, style and structure are concerned. Grades will be lowered in proportion to level of deficiency.

7. Policy History

Revision Date	Author	Description
05-27-2019	Academic/Student Services	Formalize
10-20-2020	Academic/Student Services	Amendment – Uploading Files