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## ***EXCELLENCE IS THE STANDARD***

All work submitted for grading must be typed and double-spaced using a computer or typewriter. Individuals who do not own or have access to these tools are expected to make arrangements to use them. DLU will consider waiving this policy for hardship cases.

Application for this waiver should be made in writing before starting course work. In such cases, course work must be written legibly in black or blue ink. Handwriting will be considered during the grading process.

It's very likely that some of you have not been in school for a long time. As a result, you may not remember how to study. Your question may be, "Will I be able to do this?" This is a very common question in adult education. While taking this training course you will be expected to write on a college level. The teaching ministry will do what they can to assist you in your development; however, the real responsibility rest on you.