



Distance Education Unit

DEU Writing Centre Submission Form

Complete the following for our records

Name

Address

City or Town

Province

Country

Phone

Fax (if you would like your assignment returned by fax)

Your U of S email address, **must be formatted as "abc123@mail.usask.ca"**

Off-Campus site (if applicable)

Class Name

Section Number

Class Location

Instructor's Name

Return this form with your submission

Assignments accepted and returned 7 days a week

485 Williams Building, 221 Cumberland Avenue North
Saskatoon, SK S7N 1M3
Fax: 306.966.5245
Email: distance.writing@usask.ca

DEU Writing Centre Hours

Mon., Wed. & Fri. 1:00–4:00 pm
Telephone: 306.966.4594

If you call outside of office hours, please leave a message.

Assignments accepted and returned 7 days a week

The DEU Writing Centre needs a minimum of 48 to 72 hours (except holiday weekends) before the assignment due date to ensure a response.

We will try to accommodate assignments submitted outside the timeline; however, we may not be able to return it before the assignment due date.

Mandatory Requirements for Submission:

- A copy of this submission form.
- A copy of your submission (must be a Word document), and indicate the number of pages in the space below.
- A copy of the topic assigned. It allows us to assess whether or not you have met the objectives of the assignment.

Today's Date

Due Date

Number of Pages Submitted

Comments/Notes



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