

WESTERN WASHINGTON UNIVERSITY

GUIDELINES FOR ARRANGING AN ALTERNATIVE WRITING PROFICIENCY (WP) COURSE

1. The student will submit an alternative course agreement to Credit Evaluation, Registrar’s Office, OM 230, **before the beginning of the quarter in which the course is to be taken.**
2. The instructor who will teach the alternative course must endorse the student’s **written proposal** and attach a syllabus demonstrating that the **course follows the following university guidelines** approved by the Academic Coordinating Commission, Winter 2008.
 - Students write multiple drafts of assigned papers
 - Instructors provide suggestions for revision of drafts, and
 - Instructors assign course grades based on revised versions of assigned writings and according to the table below

**Writing Proficiency Points Fulfilling the Writing Proficiency Requirement
(Minimum 3 points required)**

	Credit Hours Of Course	% of Grade Based on Writing Assignments
WP1	1 credit	75%
	2 credits	50%
	3 credits	25%
	4 credits	20% (18.75%)
	5 credits	15%
WP2	2 credits	75%
	3 credits	50%
	4 credits	40% (37.5%)
	5 credits	30%
	WP3	3 credits
4 credits		55%
5 credits		45%

Upper-division writing proficiency courses emphasize research and writing. In writing proficiency courses, students learn the writing style and conventions of their disciplines, as well as the techniques for integrating evidence into scholarly papers. Writing proficiency courses are listed in the online *Timetable of Classes*.

3. The student’s academic advisor or department chair must endorse the student’s **written proposal** that an alternative WP course be substituted for a WP course regularly designated in the timetable.
4. If the alternative course is to be an independent study course, the student must submit the signed “Alternative WP Course Agreement” form with the completed independent study registration card to the Registrar’s Office at the time of registration.

If you have further questions, please address them to crediteval@wwu.edu or phone 360-650-3985.

Remember that requests must be approved before the beginning of the quarter in which the alternative WP course is to be taken.

WESTERN WASHINGTON UNIVERSITY

ALTERNATIVE WRITING PROFICIENCY (WP) COURSE AGREEMENT

- NOTE:**
- WP course must be pre-approved.
 - No course previously taken will be eligible.
 - A minimum of three writing proficiency points in approved writing proficiency courses at WWU with a minimum grade of C- is required.

Student _____ Student Number _____

Address _____

Telephone _____ E-mail Address _____

Instructor _____

Course number and title of proposed WP course _____

of credits _____ WP points 1 2 3

RATIONALE: (Why should the student be allowed to satisfy the WP requirement other than by taking a regularly scheduled WP course?)

COURSE SYLLABUS: Attach a copy of the syllabus for the proposed course to this form. It should illustrate the adherence of the course to the guidelines for WP courses.

AGREEMENT: The instructor agrees to conduct the course according to the WP course guidelines and the syllabus attached to this form.

The Registrar agrees that upon successful completion of this course, the earned WP points will be posted to the student's academic record.

Student _____ Date _____

Instructor _____ Date _____

Advisor/Chair _____ Date _____