WESTERN WASHINGTON UNIVERSITY

**GUIDELINES FOR ARRANGING AN ALTERNATIVE WRITING PROFICIENCY (WP) COURSE**

Before initiating an alternative WP course agreement, consult the list of WP courses in the online [Timetable of Classes](https://admin.wwu.edu/pls/wwis/wwskcfnd.TimeTable). NOTE: Only courses *taken at WWU* count toward the WP requirement. If an alternative arrangement is needed, then follow the steps below.

1. The student will complete an “**Alternative Writing Proficiency Course Agreement”** form in consultation with the instructor who agrees to teach the alternative WP course, including both the student’s and the instructor’s signatures.
2. The student will then submit the signed agreement form via email to LearningCommons@wwu.edu Whenever possible, submit the agreement request before the end of the second week of the quarter in which the course is to be taken. The WIS director will make a determination on the request and forward it to the student, professor, and to the Registrar’s Office for follow-up.
3. If the alternative course is to be an *independent study* course, the student must submit **both** the signed alternative WP course agreement form to the WIS Director **and** the completed independent study registration card, including the department chair’s signature, to the Registrar’s Office at the time of registration.

Note: The syllabus for the alternative course needs to demonstrate that the **course** **meets the following university guidelines for WP courses**:

* Students have opportunities for receiving feedback,
* Instructors provide expectations for revision, and
* Instructors assign course grades based on writing (see grid below):

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

* ***Students need to complete a minimum of 3 WP points to satisfy the WP requirement.***

If you have questions, please address them to LearningCommons@wwu.edu

WESTERN WASHINGTON UNIVERSITY

**ALTERNATIVE WRITING PROFICIENCY (WP) COURSE AGREEMENT**

* See “Guidelines for Arranging an Alternative Writing Proficiency (WP) Course” before you complete this form.
* Alternative WP courses must be pre-approved by the course instructor and director of the Writing Instruction Support program preferably before the end of the second week of the quarterin which the alternative WP course is to be taken.
* No writing course previously taken at another institution is eligible.
* Required: A minimum of three approved writing proficiency points at WWU with a minimum grade

 of C-.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Student Name  |  | Student Number |  |  |
| Address |  |  |
| Telephone  |  |  Email Address |  |  |
| Instructor |  |  |
| Course number & title of proposed WP course |  |  |
| # of credits |  |  | WP points  |   1 🞏 2 🞏 3 🞏 |  |
|  |  |  |  |  |
| Quarter & Year \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**CHECKLIST** Please read and check all fields below as completed before handing in this form. **\_\_\_ ALL STUDENT AND COURSE INFORMATION BLANKS ABOVE HAVE BEEN FILLED IN.****\_\_\_ RATIONALE:** answer below. Why should this alternative course be approved in place of a regularly scheduled WP course? Please refer to the “university guidelines for WP courses” (p.1) in writing this statement. ***Make sure to explain how the supporting materials demonstrate that this course satisfies all three guidelines.*** You may use the back of this form or an additional page if necessary. |  |
| **\_\_\_ SUPPORTING MATERIALS:** Attach a copy of the syllabus for the proposed course if available. If the syllabus is unavailable or does not demonstrate that the three WP guidelines will be met by this course, please provide additional supporting materials to make your case.  |  |
| **\_\_\_ AGREEMENT AND SIGNATURES:** The student and instructor agree to conduct the course according to the WP course guidelines. |  |
| Student |  | Date |  |  |
| Instructor |  | Date |  |  |