

## Students' Frequently Asked Questions about the EWP:

**Q: Why do I need to submit to the EWP?**

**A** – Effective writing is a goal of Eastern's undergraduate program, and the EWP allows the University to assure that its students are effective writers. Completing the EWP is a graduation requirement of all undergraduate students.

**Q: Who submits to the EWP?**

**A** - All students choosing the 2001 –2002 catalog and later must submit to the EWP. Students in earlier catalogs should see their advisor or consult their catalog's graduation requirements for information on which students need to submit to the EWP.

**Q. How many papers do I have to submit?**

**A** – Beginning in the Fall 2008 semester, new native and transfer students will submit a total of three documents to the EWP. Continuing native students who attended prior to Fall 2008 will submit a total of three documents to fulfill their EWP requirement. Continuing transfer students who attended Eastern prior to Fall 2008 will submit according to their transfer hours. Students who have transferred in with 1-59 credit hours will submit a total of three documents and those with 60 credit hours or more will submit a total of two documents.

**Q: How will I know which essay to submit?**

**A** – You may choose a paper from a writing intensive course or any other undergraduate course in which you have completed an appropriate writing assignment. Your essay must be at least 750 words in length and written in Standard English. Papers such as lists, lesson plans, poems, short stories, plays, or written in a foreign language will not be accepted. It is a good idea to discuss your plan to submit with your instructor.

**Q: How do I submit to the EWP?**

**A** – Starting in the Fall 2008 semester, all submissions will be completed on-line. You may find instructions by going to our website at <http://www.eiu.edu~assess> and clicking on "Student Login" under the EWP heading. Enter your login and password (same as email login and password). If you have trouble logging in, call the help desk at 581-HELP (581-4357).

**Q. How will I know if my essay has been rated by my instructor?**

**A** – To check your rating, access the EWP Student Main Menu page and click on "View Ratings".

**Q: What are the deadlines for submitting to the EWP?**

**A** – All papers must be submitted the semester you are enrolled in the course. To avoid a hold being placed on your record, two papers are due by the time you have earned 60 credit hours, and the final paper is due by

105 credit hours. All submissions are due by the semester end date; unless an earlier date was set by your instructor.

**Q: What if I am a Macintosh user and have a problem submitting?**

**A** – You may call the help desk at 581-HELP (581-4357) for any problems you may encounter.

**Q. What if I'm having a problem uploading my document?**

**A** – Check to make sure you have saved your document in the correct format; documents in word (.doc), plain text (.txt), rich text (.rtf), or PDF (.pdf) will be acceptable. If you have problems converting your file to one of these formats, please contact the EIU help desk at 581-HELP (581-4357).

**Q: Will I be notified if there is a problem with my submission?**

**A** - Students will be notified by email through their Eastern (eiu.edu) account. Any problems with your submission will be directed to this account. It is your responsibility to check this account on a regular basis. You may forward your Eastern account to another account if you wish.

**Q. Will I be notified when my submission is approved?**

**A** - Students will only be notified by their Eastern email address if there is a problem with their submission. All approved submissions will be posted to the student's record. To check your status of all approved submissions, you may run a degree audit through your PAWS account.

**Q: What if I did not write a paper in a course?**

**A** – You may submit from a writing intensive course or any undergraduate course for which you have completed an appropriate assignment. For a complete list of writing intensive courses, go to <http://www.eiu.edu/~assess> or check your catalog. Documents can only be submitted the semester you are enrolled. It is a good idea to discuss courses that may have appropriate assignments with your advisor. Students who take ENG 1001G or 1002G at Eastern may submit one paper from one of those courses. Students may also choose to submit from their senior seminar, which is a required course.

**Q: Where can I get more information on the EWP?**

**A** – You may contact your advisor, a staff member at CASA (581-8384), or the assessment website at <http://www.eiu.edu/~assess>.