

Interpretation of General Policy on Submission to the Electronic Writing Portfolio

The language describing the Electronic Writing Portfolio outlines when students should ideally be submitting documents to the portfolio. What follows are answers to questions that have frequently been asked concerning the EWP policies.

- The number of hours when a student submits to the EWP is based on when a student *should have* completed that number of hours under typical circumstances. For example, students, who have completed nearly 30 hours, may still submit their second document to the EWP the semester they have a writing-intensive course.
- Based on placement evaluations, some students may be required to complete two or more courses before enrolling in English 1001G or 1002G. Those students should provide their first submission to the EWP from a writing-intensive course taken before they complete 30 hours and should provide a document from English 1001G or 1002G as their second submission. Registration blocks will not be placed on these students until they have completed the applicable coursework.
- Students who complete the equivalent of English 1001G and/or 1002G elsewhere will not be required to submit the first essay to their portfolio. This policy includes students who submit CLEP credit for English 1001 and/or 1002 and students who transfer credit from one or both of those courses from another institution.
- Students who transfer in hours from another institution will begin submitting to the EWP at the point appropriate to the number of hours they transfer. For example, a student transferring in 32 hours of credit would be exempt from the first submission, but would submit documents for the next three levels. All transfer students will submit the last two documents irrespective of the number of hours transferred.
- Departments will determine the appropriate level of an introductory course in that major, so some students may find that an introductory course in the major is 1000-level while other students may find it at the 2000- or 3000-level. Any writing-intensive course that is designated as introductory for the major will be accepted for the second level submission to the EWP.
- Students who take a 1000-level writing-intensive course (other than English 1001 and 1002) after they should have completed 30 hours may submit a document from that course for their second submission.

- Students who take an incomplete in a writing-centered or writing-intensive course will have until the end of the semester following that in which they complete the course to submit a document from that course.
- Students who started at Eastern under a catalog prior to 2000, but who declare the 2001 or a later catalog, will have to meet the EWP requirements as they would apply to a transfer student of the same level. These students will need to fulfill the graduation requirements of the catalog they declare. Students who have already completed a 2-hour senior seminar will need to take a 3-hour senior seminar to fulfill the general education requirements.
- Since students may take the senior seminar after they have earned 75 hours, they or anyone choosing this option may submit their document from this course the semester they are enrolled in the course. They do not have to wait until they have 90 hours to turn in this submission.
- Students who are dismissed from the institution and then re-admitted who have had their registration blocked because they failed to submit a document after an appropriate level will have that block removed so that they may register. This block will only be lifted once, and students must meet the new deadline for submission, which is the end of the first semester a re-admitted student enrolls.
- Documents written in writing-active courses do not qualify for submission to the EWP; only documents prepared for writing-centered or writing-intensive courses may be submitted.