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 undergraduate students seeking a degree at Eastern Illinois University will submit to the EWP. Graduate students have met this requirement. Refer to your undergraduate catalog regarding your requirements towards graduation.

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

**A –** All students at Eastern Illinois University, including transfer students, will submit a total of three documents to theElectronic Writing Portfolio. Refer to the Requirements for the Bachelor’s Degree section in the undergraduate catalog regarding your requirements towards graduation.

# 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 (minus title page and works cited page) and written in Standard English. Papers such as lists, outlines, lesson plans, poems, short stories, plays, group assignments, compilation assignments, 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 –** All submissions will be completed on-line at <https://www.eiu.edu/assess/ewpmain.php>. You may find instructions by going to our website and clicking on “Step-by-step submission instructions” under the “Student Submission Information” heading. To submit a paper, enter your login and password (same as email login and password). If you have trouble logging in, call a staff member at 217-581-8384 or email at ewp@eiu.edu.

# 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. 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.

If you did not complete an appropriate writing assignment for the current semester, you will have to wait, until your next opportunity. Discuss and plan your coursework with your advisor to ensure you have courses in which to submit.

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

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