

Writing Portfolio Appeal Process

If you feel that the progress rating you have received does not reflect your writing abilities, then you may appeal the decision within **120 days** of receiving your results by choosing one of the following two options:

Resubmit a new Writing Portfolio

You may resubmit a new Writing Portfolio if you are unsatisfied with your evaluation and feel that you can better represent your writing abilities by submitting an entirely new Writing Portfolio.

To resubmit the Writing Portfolio, you must follow the same steps you took to complete your original Writing Portfolio. You must turn in a new portfolio packet and complete a new timed writing exam prior to the end of your 120 day appeal period.

Your portfolio packet must include three different papers, along with their corresponding cover sheets. You may not resubmit course papers from the original packet.

Your student account will be charged another Writing Portfolio fee to cover the costs of evaluating this second Writing Portfolio.

Your resubmission will go through the same evaluation process as your original Writing Portfolio and you will be notified of your new results through a notice on your my.wsu account.

Submit a Letter of Appeal

You may submit a formal letter of appeal asking the Writing Portfolio Appeals Committee to review your portfolio packet and timed writing if you feel that an error was made in the evaluation of your Writing Portfolio.

Your letter of appeal should address the following:

- ▶ How the writing submitted in your Writing Portfolio demonstrates competent writing abilities to manage upper-division writing requirements at WSU, and
- ▶ How the problematic areas identified by the Writing Portfolio raters in the original evaluation are not severe enough to warrant additional structured writing assistance.

The letter should include your WSU ID number, be 1-2 pages in length, properly formatted, professional, and proofread.

The Appeals Committee will review your letter and the entire contents of your Writing Portfolio. You will be notified of your new results through your wsu email and a notice on your my.wsu account.

Please send or bring your letter to the Writing Assessment Office, Washington State University, CUE 305, PO Box 644530, Pullman, WA 99164.

All Appeal Results are Final.

Additional questions?

Contact the Writing Assessment Office in CUE 305
or call us at (509) 335-7959;
or visit our website at writingprogram.wsu.edu