

Frequently Asked Questions

Am I required to submit a Writing Portfolio?

Yes. This applies to all undergraduate students, including transfer, Honors, and branch campus students. The only students not required to complete the Writing Portfolio are post-baccalaureate students.

Why do I have to do this?

The Writing Portfolio identifies students who demonstrate a need for structured writing support with upper-division writing requirements. In addition, the evaluation recognizes those students whose writing is proficient or excellent for upper-division undergraduate work. The Writing Portfolio is a junior-level university requirement because writing skills can make the difference between success and failure in the professional world. WSU wants to prepare graduates for success.

What if I have a physical or learning disability?

Contact the Access Center on your campus, and they will arrange accommodations for the Timed Writing session.

What kinds of writing can I put in my Writing Portfolio?

You can submit any piece written for any college level course if the instructor who gave the assignment or the TA who graded the assignment signs off on it as, in their judgment, "Acceptable" or "Exceptional" writing. This includes lab reports, essays, case studies, group projects, in-class writing, creative writing, technical writing, and so on. If you are submitting group work you must mark or highlight the sections you wrote as only those sections will be evaluated. The minimum length requirement on any piece of writing is 1.5 double spaced pages.

What if I don't have enough papers?

You can ask instructors to assign a paper, or you may re-write a short piece into something suitable for a Writing Portfolio submission. Avoid this problem by saving the writing you do for all your courses.

When do I have to submit a Writing Portfolio?

Upon reaching 60 credits, you will receive a registration hold on your account indicating that it is time to begin the two-part Writing Portfolio. You must complete one of the two options in order to get the hold removed: complete the Timed Write or submit the Portfolio Packet. The following semester a second hold will be placed on your account, at which point you must complete the remaining portion of the University Writing Portfolio.

What if the instructor is not available to sign the cover sheet?

Whenever you can, have your instructor sign off on your paper while the course is in progress. If the instructor is unavailable to sign the cover sheet (i.e. an instructor from another school), an acceptable alternative would be to submit an email from the instructor. The email should include verification that the paper is your work and a rating of "Acceptable" or "Exceptional." Only in select cases will the Writing Assessment Office approve a submission with no instructor signature or email.

How will I be notified about my Writing Portfolio Result?

A notice will be sent to your myWSU account once you have completed the timed write and turned in the portfolio packet, and the entire writing portfolio has been evaluated by our panel of faculty members.

What if I disagree with my Writing Portfolio Result?

If you feel the rating you have received does not reflect your writing abilities, you may choose to appeal the decision within 120 days of receiving your result notice. To appeal the decision you may write a letter of appeal or resubmit a new writing portfolio. Detailed appeal instructions are available on our webpage at writingprogram.wsu.edu.

What happens if my Writing Portfolio earns an "In Progress" rating?

You will have to take additional coursework, in the form of a one-credit writing tutorial, or a three-credit writing course. You will need to pass this required coursework to satisfy your Writing Portfolio requirement, at which point, the Writing Program will record that your Writing Portfolio requirement for graduation has been satisfied.

What is the one-credit writing tutorial?

The one-credit writing tutorial is a small group writing collaborative designed to support students with their writing, especially in their Writing in the Major [M] courses and other upper-division writing-intensive courses.

Can I get my Writing Portfolio Papers back?

Yes, after you have received your Writing Portfolio results, you may fill out a Writing Portfolio Request for Records, or come to the Writing Assessment Office to have your essays returned.