

COMMITTEE ON ACADEMIC POLICY GUIDELINES FOR WRITING-INTENSIVE COURSES

1. Normally, there will be no fewer than four writing assignments. The minimum number of writing assignments may include laboratory reports or, to accommodate longer assignments in upper level courses, sections of a larger paper, but they may not include revisions of an earlier assignment.
2. Evaluations of a student's grasp of the course content will be based substantially on these writing assignments.
3. Writing assignments will be distributed over the term, rather than being concentrated only in part of it. Students should have the opportunity to benefit from the comments on an earlier assignment when completing the next assignment.
4. The instructor will make extensive commentary on each of the writing assignments, with attention to problems of style, grammar, and structure, in addition to content. Faculty may wish to refer students to instructional materials, including the College style guide adopted by the faculty, available at the Writing Center and on-line at www.hamilton.edu/writing.
5. The instructor will provide opportunity for revision. For example, students could submit a preliminary draft of a writing assignment, have a conference with the instructor, and submit a subsequent version. A preliminary draft could receive peer review, either in class or at the Writing Center, before being revised and submitted to the instructor. Students could be permitted to rewrite and submit an assignment that has been graded.
6. Enrollments for each writing-intensive course or section will be limited to 20 students unless the Committee on Academic Policy agrees to waive the limit.

If a department or program believes a course to be writing-intensive even though it does not meet all of the guidelines above, the department or program may submit copies of syllabi and other materials to the Committee with the request that the course be designated writing-intensive.

Normally, all of the required writing-intensive courses must be taken from those listed in the College Catalogue as writing-intensive. In exceptional circumstances the Committee on Academic Standing may approve a course of independent study to substitute for one of the required writing-intensive courses.