Muhlenberg College Writing Program Committee
Application for “W” Designation for Transfer Courses

In order for a course to be accepted as writing-intensive “W” course at Muhlenberg, it must meet the criteria for a “W” course taught at Muhlenberg. A student who wants to apply for a “W” designation for a course taken at another institution must submit the following to WPC@muhlenberg.edu:

- □ A minimum of three pieces of analytical writing, totaling at least 15 pages.
  - ▪ A single term paper handed in at the end of the semester does not meet the W requirement
- □ An example of revised work
  - ▪ There are various kinds of revisions: a longer paper that grows out of shorter papers; multiple writing tasks that come at the same problem in different ways, the expansion of a previous draft to include more material; rewriting in response to faculty comments, faculty-student conferences, and/or peer review.
- □ The course syllabus
- □ This form
  - ▪ Submit this completed form and any electronic copies of relevant work to WPC@muhlenberg.edu
  - ▪ If electronic copies are not available, hard copies of student work and syllabi can be submitted to the Writing Center (Trexler Library, 1st floor)

In addition, the proposed transfer course must have an enrollment cap of 15 students in First-Year Seminars and 20 students in other W courses. These smaller student to faculty ratios allow for a more intense writing experience and provide sufficient opportunity for feedback and revision to take place.

**PLEASE NOTE:** Creative writing courses do not normally receive a W designation. “English Composition” courses at other institutions do not necessarily meet the criteria for a W course at Muhlenberg.

Please address the following questions about the course you would like to receive the “W” designation:

1. How does the proposed transfer W course meet the requirement of three pieces of analytical writing totaling at least 15 pages?

2. Which assignments were revised? How did the instructor provide feedback to guide your revisions?