



THE WRITING PROGRAM
 MUHLENBERG COLLEGE

NAME	CLASS YEAR
MAJOR	DATE
COURSE NAME AND NUMBER	
SEMESTER OF COURSE ENROLLMENT	
NUMBER OF STUDENTS IN CLASS	

Application for a Special Writing Intensive (W) designation

Special W designations are only approved when the student can demonstrate that it would be a hardship to meet the requirement with Muhlenberg courses already designated as Writing Intensive (W), and that the course proposed for special W designation clearly meets all the requirements for W courses. If the student is seeking a W designation for a course taken at another institution, please see the *Application for Writing Intensive (W) Designation for Transfer Courses*.

The student seeking *pre-approval* of a course for special W designation (i.e. the course has not yet been taken) should submit the following to WPC@muhlenberg.edu the semester prior to enrolling in the course:

- This form
- A letter of support from the course instructor indicating how the professor will make special provision for the student to satisfy W requirements: an enrollment cap of twenty students, at least fifteen pages of analytical writing broken into a minimum of three assignments, and attention to revision. The letter can be sent directly to WPC@muhlenberg.edu.

In the rare instance that a student is seeking special W designation for a course that has already been completed, the student should submit the following to WPC@muhlenberg.edu (electronic copies) or the Writing Center (Trexler Library, 1st floor) for hard copies:

- This form
- A minimum of three pieces of analytical writing, totaling at least 15 pages
 - Graded work with instructor comments is preferred.
 - NOTE: 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

In addition, the course being considered for special W designation must have an **enrollment cap of 20 students**. 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: When the course being considered for special W designation is an Independent Study, in addition to the procedures described above, the student must petition the Curriculum Committee (CC) for a waiver of the rule that an independent study cannot satisfy a general academic requirement. Students should submit the CC petition to the Office of the Dean of Academic Life, where it will be held until the separate request for special W designation has been approved, at which point the Dean will bring the petition to the CC. (CC petition forms are available at the offices of this Dean or the Registrar.)

Approved

Provisionally Approved

Not Approved

