

COLLEGE OF ARTS AND SCIENCES

Proposal to Satisfy Intensive Writing with a Course Taken at Another IU Campus/Another Institution

Only in exceptional circumstances when students can demonstrate compelling reasons why they are unable to enroll in an appropriate course on the Bloomington campus will the College consider granting Intensive Writing (IW) credit for a course completed on another IU campus or at another institution. This is a multi-step process that the student must initiate *prior to enrolling in the course* (please read the criteria on the back of this form).

- 1) Identify a course at the 300 level or higher which meets the IW guidelines on the back of this form. Submit this completed form along with the course description and a copy of the syllabus to the College of Arts and Sciences for preliminary approval. You will normally receive notification of preliminary approval within ten working days of our receiving all required materials.
- 2) If the course receives preliminary approval for IW credit, you must complete the course with a grade of C or better.
- 3) After you have completed the course, submit all of your assignments (originals), including assignment drafts, along with the faculty member's comments and grades for a portfolio review. **Final approval for a course to count for IW credit will only be granted if the College determines that the amount and quality of the writing in the portfolio meets minimum IW standards.** Submit your portfolio to:

College of Arts and Sciences Undergraduate Academic Affairs Office
coasaado@indiana.edu, 812-855-1647

Note: If the course is taken at another institution you must also request that an official transcript be sent to the Indiana University Office of Admissions.

This form and all materials submitted in support of this form are covered by the [Code of Student Rights, Responsibilities and Conduct](#). Dishonest conduct, including providing information to a University official known to be false, is considered personal misconduct and will be reported to the Dean of Students.

Student Name: _____ IUID Number: _____

Email: _____ Phone Number: _____

Campus/Institution at which course will be taken: _____ Semester: _____

Department: _____ Course: _____ Class #: _____ Credit Hours: _____

1. Briefly explain the compelling reasons for which you wish to take an IW course elsewhere.
2. List the writing projects assigned in the proposed course for all students in the course (number of papers and approximate lengths).
3. List additional writing assignments that will be submitted in order to bring the amount of writing into conformity with the College guidelines for Intensive Writing.
4. If the writing consists primarily of one long paper, will the paper be written in parts and reviewed by the instructor before being submitted in final form?
5. Which of the projects will be subject to revision after receiving commentary from the instructor?

By signing below, I certify that the information provided above is true and accurate.

Student signature: _____ Date: _____

College of Arts and Sciences Preliminary Approval:

Dean's Signature

Approved: ____ Denied: ____

Date

College of Arts and Sciences Portfolio Review:

Dean's Signature

Approved: ____ Denied: ____

Date

**Satisfying the Intensive Writing Requirement with a Course Taken at
Another IU Campus/Another Institution**

The purpose of the Intensive Writing (IW) requirement is to provide students with practice in writing, preferably in their major field, under the criticism of a faculty member well-acquainted with the standards of good writing in that discipline. IW courses focus on the interconnected activities of writing and reading, especially the kinds of responding, analyzing, and evaluating that characterize work in many fields in the university. In order to be approved for IW credit, the course must meet a few general criteria, including the following:

- The course must be taught by a regular member of the faculty (Assistant Professor, Associate Professor, or Professor) where the course is taken. Courses taught by visiting faculty members, lecturers, associate instructors, etc., will not be approved for IW credit.
- Classes approved for IW credit must be at the 300 level or above, and preferably limited to 25 students.
- To qualify for IW credit, students must:
 - write at least 5,000 words, not counting revisions (and excluding essay examinations and informal writing [e.g., journals, response statements, reflection papers, blogs, forum postings, annotated bibliographies, etc.]). Course assignments must demonstrate analytical and argumentative writing; assignments that constitute “business writing” are not considered for IW credit. Additionally, IW credit is not awarded for Creative Writing courses.
 - receive periodic evaluations of their writing
 - redraft one or more papers in light of the faculty member’s commentary. The faculty member must provide criticism (usually in the form of marginal notes on papers) on aspects of the actual writing (style, organization, presentation, etc.), as well as on the substance of the papers.
- The course must be conducted in English, and all assignments must be written in English.

Ordinarily students will write a series of papers over the course of a semester, not one long term paper. A single long paper can be acceptable, provided it is drafted in sections that are reviewed during the semester, and if the entire paper is revised at least once before the course ends.

Please note the following conditions:

- **Only College of Arts and Sciences students may request this review, as Intensive Writing is a College of Arts and Sciences requirement.**
- **Only courses belonging to disciplines inside the College of Arts and Sciences can be considered for Intensive Writing credit. Thus, no courses from another school (BUS, EDUC, SPH, SPEA, etc.) can be considered to fulfill the IW requirement.**
- **The College of Arts and Sciences reserves the right to deny requests for IW credit when the amount and quality of the writing in the portfolio does not meet minimum standards.**