

**Ohio Valley University
Writing-Enhanced Course Application**

Procedure for designating courses as writing-enhanced (WE):

- All writing-enhanced courses must conform to the Guidelines for Writing-Enhanced Courses.
- Instructors must fill out the application form. If the instructor changes or if the writing element of the course changes significantly, a new application should be made.
- Please attach a course syllabus to the application.
- The completed application with appropriate signatures should be returned to Carolyn Sturm, director of writing programs.

Name _____ Program _____ Date _____

Course Prefix, Number, and Title _____ Expected Enrollment _____

Please describe the writing assignments for this course and give the length, the way they will be assessed (completed, content, content and mechanics, etc), and the approximate percentage of the final grade.

Please briefly explain the role of these elements in the course:

1. Revision

2. Informal writing

3. Formal writing

4. Discipline-specific writing characteristics/ style sheet

Signatures:

Instructor _____ Date _____

College Dean _____ Date _____

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For Committee Use Only

Dates:

Application Received _____ Syllabus Received _____

Reviewed by _____

Action: ___ Approved ___ Denied Date _____

Comments: