

**Division Chairs Checklist:
Evaluating transfer courses for granting “W” credit at WOU**

- Has the student completed a general petition formally requesting a “W” designation for a transfer course?
- Does the course meet transfer requirements for credit at WOU in an academic area within the purview of the division chair who is evaluating whether it meets WI standards?
- Did the student pass the course in question with a grade of “C” or better?
- Does the course qualify for transfer credit at WOU?
- Does the course fulfill a different function than WR 135? (WR 135 equivalents do not qualify for WI)
- Has the petitioning student provided the Chair any combination of **at least two** documents from the following list to support the claim that this transfer course should be counted toward meeting writing-intensive requirements for graduation at WOU?
 - Course syllabus from the course in question
 - Copy from college catalogue describing writing requirements
 - Graded copies of papers written to satisfy requirements of the course
 - Letter of support from the instructor of the course in question describing course content/methods
 - Letter from the chair of a program at WOU that offers courses in the same discipline as the transfer course in question, certifying that it is the functional equivalent of a course already approved for a “W” designation
 - Letter of support from a WOU instructor who has assigned and evaluated a writing sample from the student and is willing to certify the student’s competence to write at an upper-division level in that discipline.
- Does the course meet these standard requirements for a “W” course at WOU (is it in compliance with all WI requirements listed below)?
 - Requires both informal and formal writing components
 - Requires formal citation of sources in appropriate, discipline-specific format
 - Provides students with critical feedback on interim and final drafts
 - Evaluates student competence in conventions of standard, written English
 - Evaluates student competence for discipline-specific writing
 - Requires a substantial amount of writing (roughly equivalent to 20 typed pages)

If the division chair is satisfied that the correct answer for each the above questions is “yes”, then the Faculty Senate Committee on Writing Intensive Standards expects that the registrar will accept the division chair’s finding that the transfer course in question is the functional equivalent of a “W” course offered at WOU.

Routing/signatures/approvals:

Approval for: ___ Lower Division WI Credit Number of Credits ___

 ___ Upper Division WI Credit Number of Credits ___

(at least 3 of the 6 writing-intensive credits required for graduation must be upper division)

Division Chair

Division Name

Date signed

Registrar’s Office representative

Action Taken

Date of Action