

Alternate Placement Options for First-Year Writing Classes

Note: There is a reading fee for all alternate placement options.

It is important for students to begin their college educations in writing courses that best fit their levels of experience and current ability. If you believe your test score does not accurately reflect your writing skills, you may request an alternate placement evaluation. We feel that your actual writing, not just your test score, should determine your final placement in writing courses.

When considering alternate placement, keep in mind that the writing samples you provide help us place you in the class that best fits your writing abilities. It is not a way to challenge a course, and it is not the same as credit-by-exam. It only determines which writing course you take first in your college career.

There are two options for alternate placement:

Option 1: Compile a portfolio (folder) containing **three essays** that you have written in the past year, and bring or mail that portfolio to the Core Writing Program (CWP) office. Electronic submissions will not be accepted; papers must be hard copies. Portfolios will not be returned, so retain the originals yourself and send copies. Enclose a cover letter that includes the following:

- A. Your full name, return address, phone number, and an email address where you can be reached.
- B. Your R number (student ID number)
- C. A brief statement explaining which course you have been placed into on the basis of test scores, which course you wish to be considered for, and why you believe that course would be a better fit for your writing skills and experience.
- D. A short description of what the essays show about the strengths and weaknesses of your present writing.
- E. Include one of these statements to give us permission to send your results in the way that you prefer:
EMAIL: "Please send my results via email to the address listed above. By providing this information, I give permission for placement information to be sent to this address." If you choose this option, make sure the email address you provide is correct, current, and secure.
REGULAR MAIL: "Please send my results in hard copy via regular mail to the address listed above. I have provided a self-addressed, stamped envelope for this purpose."
If you do not choose one of these options or you do not include the self-addressed, stamped envelope, you will need to call the CWP office to ask about your placement results. Results are usually ready two weeks after we receive your portfolio.

Option 2: Make an appointment with the CWP office to come and write a timed placement essay. The appointment must be made during regular business hours and the writing must be done in the office. You will only need to bring payment for the reading fee with you. Your essay topic will be given to you when you arrive.

The CWP prefers Option 1 because the portfolio provides a better indication of your writing abilities.

After confirmation of your placement results, you must still formally register for a class that meets at a time that fits your schedule. If you wait too long to register, you may encounter difficulties enrolling in any class.

For further information about courses or placement, please contact the CWP office or visit our website:

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