

WASHINGTON STATE UNIVERSITY WRITING PORTFOLIO  
EVALUATION AND APPEAL PROCESS

I. Writing Portfolio Evaluation Process

The Washington State University Writing Portfolio is a junior-level diagnostic procedure designed to determine if your writing skills will satisfy the writing demands of upper-division courses in your major.

The evaluation process of the WSU Writing Portfolio is based on a two-tiered system; each portfolio that receives a needs work rating has been read by at least two different faculty evaluators. Those who read and evaluate the portfolios are faculty from across disciplines who teach upper-division courses. These evaluators have undergone extensive training to recognize the level of writing needed to be a successful writer in the upper-division writing courses of your major, as well as recognize the standard of writing expected of all WSU graduates.

Students who receive a needs work rating have been identified by the evaluators as having weakness in two or more of the following criteria in their timed writing exam and in their three course papers: conception of assigned task, focus, organization, support and integration, fluency and idiom, and/or mechanics.

Evaluation of the Writing Portfolio is not based on any of the following: grades received in previous courses, writing you might have done in other courses but did not submit in your Writing Portfolio, your progress to degree, how close you are to graduation, your personal feelings about the Writing Portfolio, or any other extenuating circumstances related to your Writing Portfolio.

The Writing Portfolio evaluation, and any subsequent re-evaluation requested through a resubmission or letter of appeal, is based solely on whether or not the writing submitted demonstrates competent writing for an undergraduate proceeding into Writing in the Major courses.

II. Writing Portfolio Appeal Process

If you feel that the needs work rating you have received does not reflect your writing abilities, then you may appeal the decision within 120 days of receiving the needs work rating by choosing one of the following two options:

1. Resubmit a new Writing Portfolio

The option to resubmit a new Writing Portfolio is open to students who are not satisfied with the original rating of their Writing Portfolio and feel that they can better represent their writing abilities by submitting an entirely new Writing Portfolio.

To resubmit the Writing Portfolio, you must follow the same steps you took to complete your original Writing Portfolio. Turn in a new Packet and complete a new Timed Writing exam. Include three different papers, along with their corresponding cover sheets. You may not resubmit course papers from the original Packet. Your student account will be charged the current Writing Portfolio fee to cover the costs of evaluating this second Writing Portfolio.

Your resubmission will go through the same evaluation process as your original Writing Portfolio and must be made within 120 days after receiving the needs work rating.

2. Submit a letter of appeal

You may submit a letter of appeal contesting the original rating of your Writing Portfolio if you feel that an error was made in its evaluation. To appeal the needs work decision, you must write a formal letter requesting the WSU Writing Portfolio Appeals Committee review your Packet and Timed Writing exam. In your letter, explain the reasons the needs work rating does not accurately reflect your current writing abilities.

Your letter of appeal should address the following:

- How the writing submitted in your WSU Writing Portfolio demonstrates competent writing abilities to manage upper-division writing requirements at WSU;

AND

- How the problematic areas identified by the Writing Portfolio raters in the original evaluation (conception of assigned task, focus, organization, support, fluency and idiom, mechanics, etc.) are not severe enough to warrant additional structured writing assistance.

Please include a current phone number and address. The letter should be 1-2 pages in length, properly formatted, professional, and proofread. The appeals committee will review your letter and the entire contents of your Writing Portfolio. You will be notified in writing of the decision.

Please send or bring your letter to the Writing Assessment Office, Washington State University, CUE 305, PO Box 644530, Pullman, WA 99164-4530.

A letter of appeal must be submitted within 120 days after you receive the needs work rating.

The Appeal Committee's decision is final.

Additional questions? Contact the Writing Assessment Program at 509-335-7959 or [juniorportfolio@wsu.edu](mailto:juniorportfolio@wsu.edu).