COMMITTEE ON ACADEMIC POLICY
GUIDELINES FOR WRITING-INTENSIVE COURSES

1. Normally, there will be no fewer than four writing assignments. The minimum number of
writing assignments may include laboratory reports or, to accommodate longer assignments in
upper level courses, sections of a larger paper, but they may not include revisions of an earlier
assignment.

2. Evaluations of a student's grasp of the course content will be based substantially on these
writing assignments.

3. Writing assignments will be distributed over the term, rather than being concentrated only in
part of it. Students should have the opportunity to benefit from the comments on an earlier
assignment when completing the next assignment.

4. The instructor will make extensive commentary on each of the writing assignments, with
attention to problems of style, grammar, and structure, in addition to content. Faculty may wish
to refer students to instructional materials, including the College style guide adopted by the
faculty, available at the Writing Center and on-line at www.hamilton.edu/writing.

5. The instructor will provide opportunity for revision. For example, students could submit a
preliminary draft of a writing assignment, have a conference with the instructor, and submit a
subsequent version. A preliminary draft could receive peer review, either in class or at the
Writing Center, before being revised and submitted to the instructor. Students could be
permitted to rewrite and submit an assignment that has been graded.

6. Enrollments for each writing-intensive course or section will be limited to 20 students unless
the Committee on Academic Policy agrees to waive the limit.

If a department or program believes a course to be writing-intensive even though it does not meet
all of the guidelines above, the department or program may submit copies of syllabi and other
materials to the Committee with the request that the course be designated writing-intensive.

Normally, all of the required writing-intensive courses must be taken from those listed in the
College Catalogue as writing-intensive. In exceptional circumstances the Committee on Academic
Standing may approve a course of independent study to substitute for one of the required writing-
intensive courses.

Revised by Committee on Academic Policy February 28, 2008