

## W.I. Course Sanction Procedures

1. Ideally consult with your Department Chair about W.I. course offerings in your field. Your department chair might then ask you to create a new W.I. course in curriculum central, adopt an existing W.I. course “e.g. ‘gifting’ the course.” At K.C.C., the individual course sanction is ONLY given to the faculty involved rather than to the course itself, since the ideal situation for W.I. faculty is to attend the biennial W.A.C. Writing Across the Curriculum Summer Institute; some W.I. faculty have noted that their W.I. pedagogy and course design is much stronger for having attended the Institute.
2. Once you are ready to submit the application, go to the W.I. W.A.C. website found at <https://sites.google.com/site/wacatkcc/>
3. Once on the site, you should find a link to the [proposal form.](#)
4. Prior to filling out the proposal form, it is ideal that you become fully conversant with the Systemwide [W.I. Course Guidelines](#) and [Systemwide Hallmarks](#).
5. Fill out the form in either .rtf or .doc format, paying careful attention to how you intend on ‘scaffolding’ the course, how much writing counts to the overall grade (should be 40 %) and how many pages total your W.I. course requires (should be 16 pages total).
6. Attach and email the proposal to the W.I. Coordinator. Feel free to invite the Coordinator to your office hours, email back and forth, or ask questions in the hallway regarding how to fill out the form.
7. Ensure that you attach 1) syllabus for the W.I. course; 2) 3 major assignments for the W.I. course (in .doc format or in hyperlinks directly within the main proposal.
8. Should the document require clarification or editing, or, if the proposal and assignments could merit some help, consider attending the W.A.C. Summer Institute, which has an express unit dedicated to careful and judicious scaffolding of each assignment for a given semester, revision processes and policies, assessment, and grading.
9. If the W.I. Coordinator approves, the .doc or .rtf shall be sent to the V.C.A.A. for the campus, who is tasked with Curricular sanctions.
10. The V.C.A.A. shall inform the person in charge of Class Availability and Scheduling that the course has received sanction, and that the course requires a W.I. designation next to it in the left hand column of the site that depicts what Hallmarks (HAP, Sustainability, FW, FH, etc. ) the course meets.
11. Welcome to the W.A.C. ‘ohana.  
\* During re-certification or certification times, a W.I. Instructor may lose their course sanction if they are unable to complete the requisite tasks by set deadlines or adhere to given W.I. Hallmarks within course designs.