ETSU College of Business and Technology  
Written Error Elimination Policy (WEEP)

It is important for students in the College of Business and Technology to adhere to professional standards in preparing written assignments. These standards address spelling, punctuation, format, and basic grammar. Errors in spelling, punctuation, format, and grammar detract from the overall presentation of written work. To this end, all outside written assignments (i.e., not in class tests or assignments) must meet minimal standards to be acceptable. Errors of the following varieties will be noted according to this policy:

(1) MS = Misspelled word  
(2) R = Run-on/fragment  
(3) CO = Comma error  
(4) CP = Capitalization error  
(5) P = Punctuation error  
(6) A = Agreement error  
(7) CI = Citation error  
(8) PR = Preposition error  
(9) WC = Word choice  
(10) SS = Sentence structure  
(11) F = Formatting  
(12) O = Other grammatical error

For written assignments under five pages in length, work will be considered unacceptable if any page has four or more errors. For written assignments in excess of five pages, assignments with more than four errors marked by the instructor on a single page or more than 40 errors in the entire document will be considered unacceptable under this policy.

If either the per page limit or the total error limit is exceeded, the instructor will stop reading and grading. The paper will be returned to the student without a grade. The student will then have one calendar week to revise the paper, correct the errors, and return it to the instructor. Grades on all assignments returned for such errors will automatically be docked 10% of the total value of the assignment (i.e., one letter grade). An assignment will be returned to the student for revision only once. A paper that, despite revision, is resubmitted to the instructor and still contains such errors after resubmission will receive a grade no higher than a "D". A student will have no more than two different assignments returned for such errors and revision during a course. And then, future assignments suffering from fatal errors will not be returned for revision and will be subject to a grade no higher than a “D”.

Students are encouraged to seek help before the initial submission of assignments if given permission by the instructor to do so. Students given such permission are encouraged to utilize such resources as the Writing and Communication Center located in Room 409 of Warf Pickel Hall (439-8202), the College of Business and Technology's Blackboard site for the Written Assignment Policy (to be developed by Fall 2005), and the College of Business and Technology’s writing manual.

Individual instructors may choose not to implement the error policy in their courses and should note in their syllabi that the policy will not be in effect. Individual instructors may also choose to implement the policy for only certain assignments (such as final drafts of papers) and not to enforce the policy for other assignments (such as rough drafts). In this case, the instructor should note in his/her syllabus the assignments for which the policy will be enforced.