

## Essay Revision Guidelines

Some of your graded essays may be revised for a higher grade during the semester.

However, the following guidelines must be observed in order for a revision to be accepted:

- 1) A student who wishes to revise an essay must first obtain the instructor's approval.

Revisions submitted without the instructor's approval will not be accepted.

The instructor will give the student advice and specific objectives for the revision, as well as a firm due date.

- 2) The revised essay must be submitted with the original, graded essay (and the original evaluation sheet).

Revisions submitted without the original essay will not qualify for a higher grade.

Be sure to label the revision clearly.

- 3) The revision must be submitted directly to the instructor in printed form.

Emailed or electronic submissions will not be accepted.

- 4) The revision must be submitted on or before the given due date. Late submissions will not be accepted.

### Grading Policies

Revised essays will receive a new grade, but not necessarily a higher grade.

The revised essay must show genuine improvement or the original grade will remain the same.

In other words, simply submitting a revision does not guarantee a higher grade.

### Help and Guidance

In addition to the guidance that you receive from your instructor, you also may obtain help from the University Writing Center (located on the ground floor of the library).