

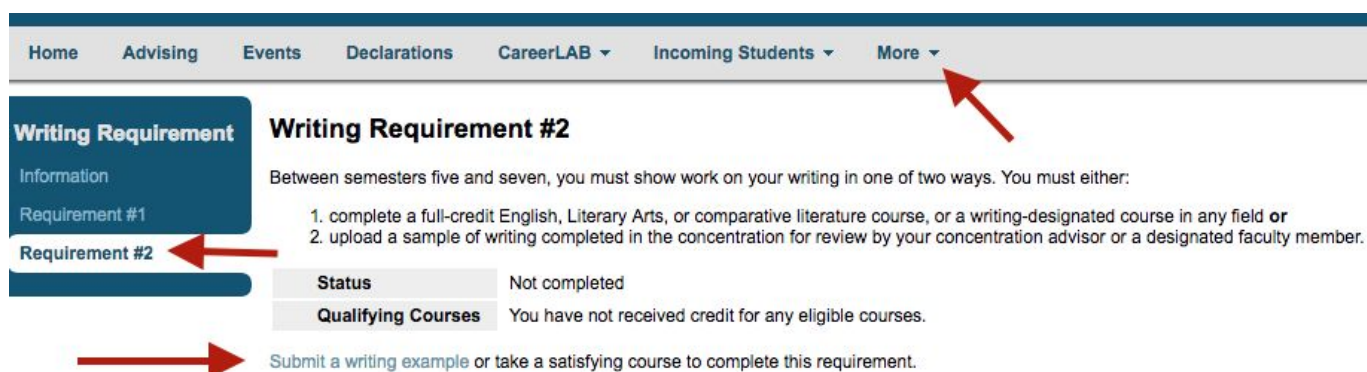


ASK USER GUIDE FOR WRITING IN THE DISCIPLINES UPLOAD OPTION TO SATISFY Writing Requirement II (for [Applied Math](#), [Bio](#), and [German](#) concentrations)

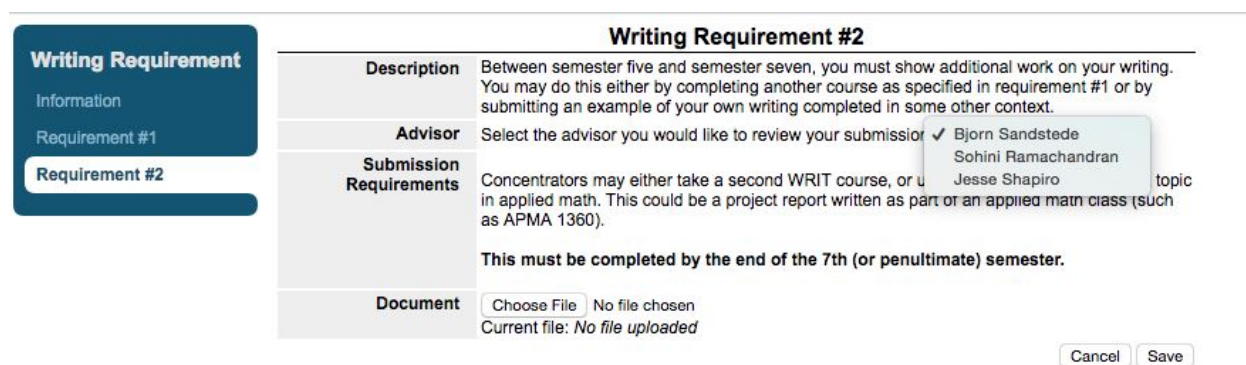
Student Instructions for semesters 5-7

WRITING REQUIREMENT POLICY: Students in '18 and beyond must complete at least **1 approved course in semesters 1-4**, and a **2nd approved course in semesters 5-7**. Students concentrating in [Applied Math](#), [Bio](#), and [German](#) can also choose the **WRITING IN THE DISCIPLINES OPTION**: they can submit a sample of writing that meets the concentration's guidelines in lieu of a 2nd course. Your advisor or a faculty member designated by your advisor will review and approve the writing.

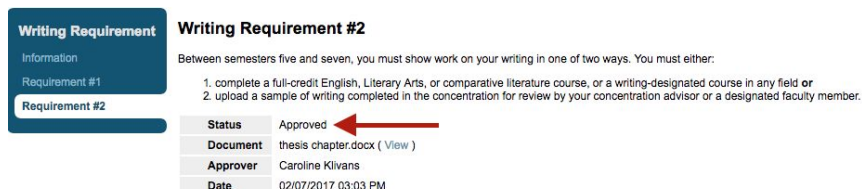
Step 1: Log onto <http://ask.brown.edu>. On the top navigation bar, click **"More > Writing Requirement"** then select **"Requirement #2."** If your concentration allows it and you are in semesters 5-7, you'll see the option to **"Submit a writing sample."**



Step 2: Review your department's requirements carefully. You may have the option to choose an advisor to review your writing sample. **Upload a file and save.**



Step 3: Confirm approval. You'll receive email confirmation upon submission, and again once your advisor has approved your writing. You'll also see the status on the Writing Requirement screen in ASK.

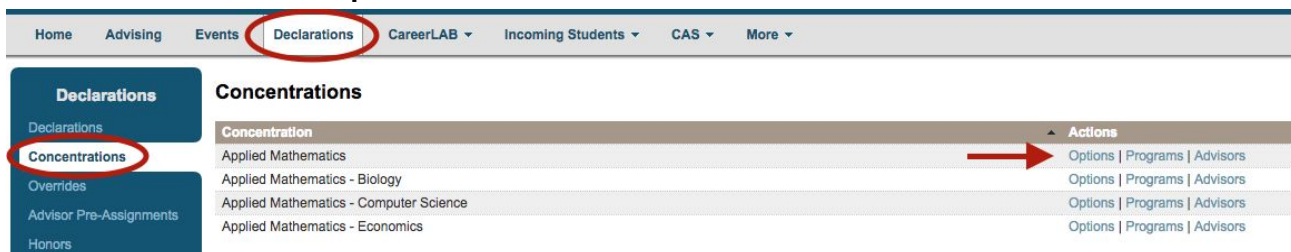




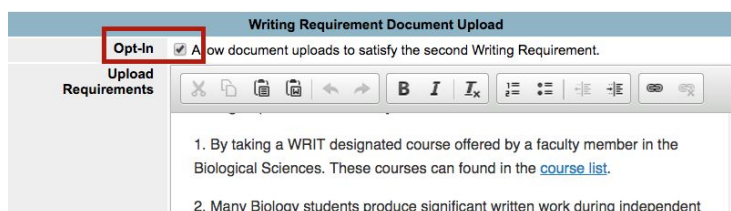
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Concentration Advisor Instructions

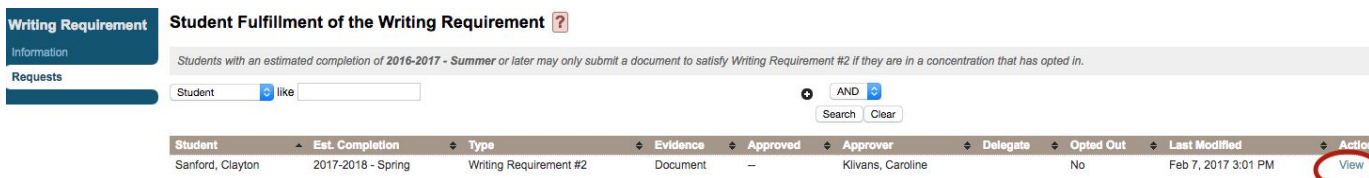
Step 1: List your requirements and rubric for assessing writing in your discipline on your concentration's website and in ASK. To do so in ASK, log-on to <http://ask.brown.edu>, click on “**Declarations**,” then “**Concentrations**,” then “**Options**.”



Step 2: Scroll to the Writing Requirement Document Upload section. Check the box to allow uploads, then enter your requirements and rubric.



Step 3: You'll receive an email when a concentrator has submitted a document. You can also access submissions in ASK by clicking “**More > Writing Requirement**” then select “**Requests**.” Click view.



Step 4: Here you can **download** the document, **approve** or deny the request, enter **comments** and **save**. You may also **delegate** the request to another faculty member by entering their name in the “**Delegate Request**” field.

The student will receive email notification of your action. If approved, the Writing Requirement II should be cleared in their internal academic record within 24-48 hours.

