

## W-Course Waiver Form

Indicate, by checking off the appropriate box, your reason for requesting a W-course waiver. Based on your selection, please submit the required materials in a single folder. Please be sure to check off each item as you include it in the folder. Submit the completed folder to the mailbox of Dr. Kelly Ritter in EN D259. Be sure to include your Student ID number and an email address or a phone number.

**Please note that ONLY ONE WAIVER may be granted to each student.**

- A specific non-W course actually fulfilled the W-course requirements. [See the W-course Guidelines on the WACC website.] All decisions about granting a waiver on this ground will be based on a supporting folder containing ALL of the following:**
- 1. A one-page letter from the student, explaining the extenuating circumstances behind the request.
  - 2. A syllabus from the course claimed to be equivalent to a W-course.
  - 3. Copies of the formal writing assignments from the course.
  - 4. The work produced in response to those assignments, including evidence of attention to revision.
  - 5. Examples of other writing done in the course (e.g. short, unrevised papers, essay exams, quizzes).
  - 6. Official evidence of grade in the course.
  - 7. A signed letter from the instructor of the course in question, agreeing that the course assignments and the student's performance meet the W-course guidelines.
  - 8. A signed statement from the student's academic advisor, agreeing that the student's work in the course fulfills the purposes of a W-course in the student's program and justifies the request for a waiver.
- The student already writes exceptionally well. To demonstrate such competence, a folder must contain ALL of the following:**
- 1. A one-page letter from the student, explaining the extenuating circumstances behind the request.
  - 2. A signed statement from the student's academic advisor, agreeing that the student's writing skills fulfill the purposes of a W-course in the student's program and justify the request for a waiver.
  - 3. At least three appropriate papers (selected from at least two academic courses) or at least two different professional writing products, totaling at least 30 pages. These papers must constitute persuasive evidence that the student's performance as a writer meets the same standards as expected in a W-course.
- A course, officially designated as writing-intensive, has been taken successfully at another university.**
- 1. Official evidence that the requirements of such a course meet SCSU's W-course guidelines. Such evidence will usually consist of a copy of the school's policy from its Academic catalog and a copy of the syllabus from the course in question.
  - 2. An official transcript showing that the student earned a "C" or higher.