

# UNIVERSITY *of* MISSOURI

## CAMPUS WRITING PROGRAM

### Petition to Waive a Writing Intensive Course Requirement Based on Hardship

#### General Information for Hardship Based Waivers

Hardship Waivers are rare and are granted only when the student can demonstrate extreme hardship.

#### Please Complete All Steps to File a Hardship Waiver Packet

- Check with your advisor(s) to ensure that a hardship waiver is justified.
- Write a letter to the Campus Writing Program (CWP) that explains the nature of your extreme hardship. Be specific. Keep in mind that this letter will serve as an example of your ability to argue effectively in writing.
- In addition to your letter, include in your packet any evidence you may have to help justify your claim for extreme hardship.
- Submit all materials in a folder with your name on front to the Campus Writing Program.

#### Important Notes

- Sole discretion with regard to waiving WI courses rests with the Dean (or a designee) of the respective College. CWP advises Deans on the merits of students' requests.
- Submitting a petition and a portfolio does not guarantee approval.
- There is no further direct right of appeal beyond this process. At their discretion, Deans may grant further review according to guidelines established by them.
- With your academic advisor's signature below, it is assumed that s/he has determined this hardship petition is justified.

**Academic Advisor's Name (print)** \_\_\_\_\_

**Academic Advisor's Signature** \_\_\_\_\_

**Academic Advisor's Email** \_\_\_\_\_

**Department and College** \_\_\_\_\_

**Student's Full Name** \_\_\_\_\_

**Student ID Number** \_\_\_\_\_

**Student's Phone Number** \_\_\_\_\_

**Student's Email** \_\_\_\_\_

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#### CWP Office Use Only

#### Recommendation to Dean

- WI Waiver Recommended  
 WI Waiver Denied

**Director's Signature** \_\_\_\_\_

**Date of Signature** \_\_\_\_\_

