

UNIVERSITY *of* MISSOURI

CAMPUS WRITING PROGRAM

Petition to Waive a Writing Intensive Course Requirement Based on Substitution

General Information for Hardship Based Waivers

Substitution Waivers are rare and are, in general, granted only when the student has a compelling reason for requesting that a WI requirement be met by a non-WI course. You must first discuss all plans with your department academic advisor(s).

Requirements of the Substitute Course

- Writing assignments are closely tied to course content and serve as a means of teaching course content with at least 20 pages of writing. At least 8 of these 20 pages consist of substantive revision.
- Writing assignments are complex and require critical thinking and/or argumentation.
- Writing assignments are distributed throughout the semester.
- Writing assignments account for a major portion of the course grade.
- Course meets the guidelines for a WI course. For guidelines, please see: <http://cwp.missouri.edu/wi/guidelines.php>.

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 _____

Procedures to Follow for Submitting Substitution Petition

Be sure you and your advisor have carefully read this form, filled it out, and handed in this form along with the following portfolio materials. Please note: Petitions that do not contain all requested information will be returned without review. Keep a copy of all materials for your records. Portfolio requirements continue on Page 2.



Assemble a Portfolio of Your Writing that Includes All of the Following Elements

1. A **one-page letter** addressed to CWP discussing why you believe the course you wish to substitute meets the WI requirements of the University of Missouri.
 - Include your reasons for requesting this substitution. Keep in mind that this letter serves as an example of your ability to communicate and argue effectively through writing.
2. A **syllabus** from the course you believe to be suitable for WI substitution that includes:
 - Assignments requiring substantive revision, totaling a minimum of 8 pages combined.
 - Additional writing for the course, totaling a minimum of 20 pages.
 - At least one assignment encouraging critical thinking (as opposed to merely reporting information or summarizing knowledge).
 - Distributes writing throughout the semester.
 - Considers writing a major component of the course grade.
3. The **writing assignments** of the entire course.
4. Your **written responses** to those assignments, including all drafts and final versions of the paper.
5. **Examples of other writing** you did for the course (e.g., short, unrevised papers, etc.).
6. A **transcript** (may be unofficial) with the course grade highlighted.

Please note: Any portfolio not including all of the above information will be returned without review.

Send all materials (electronically or hard copies) to the Campus Writing Program for review. Processing a waiver request usually takes no more than two weeks, but we suggest that you do not delay your request.

CWP Office Use Only

Recommendation to Dean

- WI Waiver Recommended
- WI Waiver Denied

Director's Signature

Date of Signature
