

# 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.

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**CWP Office Use Only**

**Recommendation to Dean**

- WI Waiver Recommended
- WI Waiver Denied

**Director's Signature**

**Date of Signature**

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