

GW University Writing Program Exception Request

UW 1020
Petition

WID Transfer Course/
Study Abroad Petition

WID Extraordinary
Circumstance Petition

Please type your information.

Full Name	GW Email Address
GWID (e.g. G23456789)	First Term Admitted to GW (Semester & Year)
School (e.g. CCAS, GWSB, SEAS, ESIA, SON)	Anticipated Graduation Term (Semester & Year)

Name of Academic Advisor/Advising POD: _____

Email of Academic Advisor/Advising POD: _____

Petitioned Course Code: Use the transfer notation **as seen on your GW Transcript** (e.g. "UW 1099 - Composition I" or "ENGL 1099 – VT/First Year Seminar") and write it in the box below. Do not use your previous institution's course code.

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Office Use Only

Program's Decision:

Approved

Denied

Comments of UWP Administrator:

Name: _____ Title: _____ Date: _____

Submission Guidelines: UW 1020 & WID Exception Checklists

If you are requesting an Exception to the curricular policies regarding your writing requirements (i.e., UW 1020 or WID) please submit a packet that includes all of the required items. Petition packets lacking any of the required materials will not be reviewed and will be returned for revision.

UW 1020 Petitions:

1. A completed **UWP Exception Request Form**, which will act as the cover page to your petition packet.
2. A typed **Cover Letter** (not to exceed one page) detailing the reasons for your appeal.
 - a. Students must acknowledge that, if the petition is denied, they agree to fulfill GW degree requirements.
3. Your **Unofficial GW Transcript** downloaded from GWeb – or, if this is your first semester at GW, a copy of the **Statement of Transfer Credit** available from the Transfer Credit Coordinator (CCAS).
4. The **Course Syllabus** that includes a calendar of assignments detailing how assignments are staged and prompted on the semester calendar.
5. A single, substantial **research-based writing sample** from the petitioned course, which must include a substantive bibliography/works cited page. This sample should show familiarity with engaging with and citing academic sources.
 - a. Optionally, we encourage you to include drafts or other preliminary materials that were completed in writing towards your final revised paper and which document your research and writing process.
6. The **assignment prompt** to which your writing sample responds.

WID Transfer/Study Abroad Petitions:

1. A completed **UWP Exception Request Form**, which will act as the cover page to your petition packet.
2. A typed **Cover Letter** describing the work done in the course that meets each of the [five WID Course Objectives](#), and detailing where documentation of each objective can be found in either the syllabus or additional documentation (e.g. page number, etc.)
 - a. Students must acknowledge that, if the petition is denied, they agree to fulfill GW degree requirements.
3. Your **Unofficial GW Transcript** downloaded from GWeb – or, if this is your first semester at GW, a copy of the **Statement of Transfer Credit** available from the Transfer Credit Coordinator (CCAS).
4. The **Course Syllabus** that includes a calendar of assignments detailing how assignments are staged and prompted on the semester calendar.
 - a. Highlight sections or language in the syllabus that corresponds to each of the five WID Course Objectives.
5. Any **additional documentation** of faculty and/or peer response components, that may not be described in the syllabus (as needed).
6. A **writing sample** from the petitioned course.

WID Extraordinary Circumstance Petitions:

1. A completed **UWP Exception Request Form**, which will act as the cover page to your petition packet.
2. A typed **Cover Letter** detailing the reasons for your request.
 - a. You must explain clearly the extraordinary circumstances that prevented you from taking any WID credits to date and/or which prevent you from spreading the WID credits out over two or more terms in your remaining time at GW.
 - b. Students must acknowledge that, if the petition is denied, they agree to fulfill GW degree requirements.
3. A **Letter from your Advisor** confirming relevant details regarding the extraordinary circumstances that prevented you from following the curricular policy. We may also communicate directly with advisors.
4. **Unofficial GW Transcript** downloaded from GWeb.
5. **Syllabus & Calendar of Assignments** (if relevant to the petition).
6. A **writing sample** from the petitioned course.