



# University Writing Program Exemption Request

Submit all materials to [gwuwp@gwu.edu](mailto:gwuwp@gwu.edu)

Petition Type - Check ONE:  UW 1020  WID

Please print your information:

Please include all info below:

Your full Name
GWID
School (e.g. CCAS, GWSB, SEAS, ESIA, SON)

GW Email Address
First Term Admitted to GWU
Anticipated Graduation Term (Semester + Year)

Name of Academic Adviser/Advising POD: \_\_\_\_\_

E-mail of Academic Adviser/Advising POD: \_\_\_\_\_

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

----- **Comments of UWP Administrator** -----

Program’s Decision:  Accepted  Denied

Entered into DegreeMAP?  Yes

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

## Submission Guidelines: UW 1020 & WID Exemption Checklist

If you are requesting an Exemption to the curricular policies regarding your writing requirements (i.e. either UW 1020 or WIDs) please submit a packet that includes all of the following items.

**Petition packets lacking any of the following materials will not be reviewed and will be returned to you for revision.** Please maintain the checklist order when you submit your packet:

- Cover page: a completed **UWP Exemption Request Form**;
- Personal Statement**: detailing your reasons for your request. Students should also acknowledge that they agree to fulfill GW degree requirements if petition is denied;
- Unofficial GW Transcript**: downloaded from Banweb—or a copy of the **Transfer Credit Statement**;
- Syllabus & Calendar of Assignments** (i.e. schedule), showing how assignments are staged and prompted throughout the semester;
- A **research-based writing sample** you produced in that course, which must **include a bibliography**—such as a Work's Cited page

### Additional notes regarding WID Exemptions:

WID Exemption requests are evaluated on a rolling basis. The timeline for review can take 2-3 weeks and are subject to delays during high-traffic periods in the academic year.

- **IF YOU ARE PLANNING TO GRADUATE**: You must speak with your Academic Adviser to run an audit in DegreeMAP. The following deadlines are timed to allow a semester for you to take a WID course in the event your request is denied:
  - a. **If you are graduating at the end of Spring or Summer Semester**: The last date to submit an Exemption request packet is November 15.
  - b. **If you are graduating at the end of Fall Semester**: The last date to submit an Exemption packet is March 15.
- Requests to have non-WID courses taken at GW applied towards WID degree requirements **will not be approved**. There are no Exemptions.
- Students should register for (and plan to complete) any outstanding WID courses until they have received a formal approval of Exemption.

### Before you submit:

- (1) **Rename** your .pdf packet file using the following standard:  
“LASTNAME FIRSTNAME – UW Exemption Request/WID Exemption Request”
- (2) When submitting, change your **Subject line** to:  
“LASTNAME FIRSTNAME – UW Exemption Request/WID Exemption Request”
- (3) **Copy your academic adviser** from your *School* (GWSB, CCAS, ESIA, SEAS)
- (4) In your email, **acknowledge your plans to register for any outstanding requirement(s)**—whether that's UW 1020 or a WID course—while you await the decision.
- (5) **Submit** a single .pdf packet to [gwuwp@gwu.edu](mailto:gwuwp@gwu.edu) using the naming standards detailed above. Petition packets that do not meet these guides may be returned for rework or rejected outright.