

# GW University Writing Program Exemption 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 Exemption Checklists

If you are requesting an Exemption 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 Exemption Request Form**, which will act as the cover page to your petition packet.
2. **Personal Statement** (generally not to exceed one page) detailing the reasons for your request.
  - a. Students must acknowledge that, if the petition is denied, they agree to fulfill GW degree requirements.
3. **Unofficial GW Transcript** downloaded from GWeb — or, if this is your first semester at GW, a copy of the **Statement of Transfer Credit** that you received from the admissions office/registrar.
4. **Syllabus & Calendar of Assignments** showing how assignments are staged and prompted throughout the semester.
5. A **research-based writing sample** you produced in the course, which must include a substantive bibliography/Works Cited page.

## WID Transfer/Study Abroad Petitions:

1. A completed **UWP Exemption Request Form**, which will act as the cover page to your petition packet.
2. **Personal Statement**
  - a. Describe the work done in the course that meets each of the [five WID Course Objectives](#), and detail where documentation of each objective can be found in either the syllabus or additional documentation (e.g. page number, etc.)
  - b. Students must acknowledge that, if the petition is denied, they agree to fulfill GW degree requirements.
3. **Unofficial GW Transcript** downloaded from GWeb — or, if this is your first semester at GW, a copy of the **Statement of Transfer Credit** that you received from the admissions office/registrar.
4. **Syllabus & Calendar of Assignments** showing how assignments are staged and prompted throughout the semester.
  - a. Highlight sections or language in the syllabus that corresponds to each of the five WID Course Objectives.
5. **Additional documentation** of faculty and/or peer response components, that may not be described in the syllabus (as needed).
6. A **writing sample** you produced in the course.

## WID Extraordinary Circumstance Petitions:

1. A completed **UWP Exemption Request Form**, which will act as the cover page to your petition packet.
2. **Personal Statement:** Detailing the reasons for your request.
  - a. 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. **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** you produced in the course.