University Writing Program
Exemption Request
Submit all materials to gwuwp@gwu.edu

☐ UW 1020  ☐ WID Course

Please print your mailing address:

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Please include all info below:

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<th>1st Term Admitted to GW</th>
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Name of Academic Adviser: _________________________________________________________

E-mail of Academic Adviser: ________________________________________________________

Petitioned Course Code—Found on your transcript: (ex. “ENG 1099, NOVA Community College” or “ENG 3001W, GWU”)

Petition Entered into DegreeMAP?  ☐ Yes  ☐ No

Please explain your basis for this exemption request (or attach a separate sheet):

-----------------------------------------OFFICE USE ONLY BELOW THIS POINT-------------------------------------

Comments of UWP Administrator:

Action Taken:  ☐ Accepted  ☐ Denied

UWP Administrator Signature: ____________________________ Title: ______________ Date: __________

Petition Entered into DegreeMAP?  ☐ Yes  ☐ No

Date Entered: ______________  Initials: ___________  Date Filed: ______________  Initials: ___________
First-Year Writing (UW1020) Exemption Checklist

If you are a transfer student requesting an exemption from the first-year writing requirement of GW’s University Writing Program, your application should include the following materials. **No applications will be considered unless all of the following documents are present.**

- Completed UWP Exemption Request Form.
- A copy of the **Statement of Transfer Credit** from GW (from the Admissions Office) or an **Unofficial GW Transcript**, which can be obtained from your academic advisor, the Registrar’s Office at Colonial Central, or Banweb.gwu.edu.
- Syllabus from the course you are looking to have count as UW1020.
- A research-based writing sample you produced in that course. Include a bibliography.

No petition will be evaluated until all materials are **submitted in full as a single .pdf packet** to gwuwp@gwu.edu. The submission of this petition does not guarantee it will be granted. You and your advisor will receive emails with the decision when one has been reached.

Writing in the Disciplines (WID) Exemption Checklist

- WID Exemption Requests are reviewed at the end of each month throughout the academic year. Please have your request submitted before the last week of the month to be considered. The evaluation time can take anywhere from 1-2 weeks before a decision is reached.
- All WID exemption requests must be received before the last week of the month. Exemption requests filed later than this point may be subject to significant delays in processing.
- **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 is November 15 of the previous Fall semester.
  b. **If you are graduating at the end of Fall Semester:** The last date to submit an exemption request is March 15 of the previous Spring semester.

Note: WID courses at GW must meet learning objectives and curricular goals and be approved in advance by a faculty committee. Requests to count Non-WID courses taken at GW for WID course credit simply because they include large writing assignments **will not be approved**. If you are a transfer student requesting that writing courses from your previous institution count toward WID requirements at GW, you may also submit an exemption request for consideration.

No applications will be considered unless **all of the following documents are present:**

- Completed UWP Exemption Request Form.
- Unofficial GW Transcript.
- A course syllabus for each of the courses serving as the basis for your WID transfer credit request.
- A research-based writing sample from each course.

No petition will be evaluated until all materials are **submitted in full as a single .pdf packet** to gwuwp@gwu.edu. The submission of this petition does not guarantee it will be granted. You and your advisor will receive emails with the decision when one has been reached.