

Received _____
Date/Time

WILLAMETTE UNIVERSITY PETITION
For Writing-Centered Credit

Read all instructions on reverse side of
This form before proceeding further.

Petitioner's
Name: _____ Major _____ Advisor _____

Local Phone _____ Box # _____ Email _____

Please indicate which part of the requirement you are petitioning. List courses and dates (Sem/Year) for the other writing-centered courses you have taken or will take:

_____ FYS (or transfer equivalent)	_____ Sem/Yr
_____ major field course	_____ Sem/Yr
_____ outside major	_____ Sem/Yr
_____ other	_____ Sem/Yr

Attach a letter explaining

- a) why you cannot meet the requirement in the normal way,
- b) what alternative program of study you propose to complete or believe you have completed in order to satisfy the requirement, and
- c) how you believe the alternative program of study meets the requirements for writing-centered courses.
- d) Transfers: If you are seeking an additional credit by transfer, please note that you must submit your petition within the first semester of residency at Willamette University.

Your petition must respond to all of these issues before the Writing Program Advisory Committee will consider it. Please read additional instructions and advice on the back of this sheet.

Your signature indicates that you have read the petition carefully.

By signing, the professor in a course petitioned as writing-centered agrees to take responsibility to receive a portfolio from the student and to forward it to the Writing Center before a grade is issued in the course.

Signatures	Favorable	Neutral	Opposed
Academic Advisor			
Professor in course to be taken			

Committee Action – This petition has been _____ granted _____ denied _____ other.

Date _____ Chair _____

Instructions and Advice for Students Filing Petitions

1. Before you fill out the petition, compose a rough draft and consult your academic advisor; then prepare a final draft and obtain a signature from your advisor. If you are proposing special arrangements for work with a particular professor to complete the requirement, you must also obtain a signature from that professor. Petitions should be clear, concise and carefully written. Remember, if you wish to convince someone that you should be able to deviate from the college writing requirement, you had best do so in competent prose.
2. Furnish the committee with all relevant information. If you are petitioning for writing-centered credit for a course taken elsewhere, attach a syllabus for the course and a description of the writing done in the course. For such a course to be approved, it should have included a) some opportunities for informal writing where writing is done as a tool for exploration, and b) experience with formal writing projects in which drafts are reviewed by peers and by the faculty member and then revised.
3. If you are petitioning to receive writing-centered credit for a course not yet taken or completed, you should provide the committee with a full explanation of the writing you intend to do in this course; the professor with whom you plan to work must sign the form. If possible, attach a syllabus for the course. You may be asked to submit a portfolio of materials at the completion of the course.
4. Furnish the committee with a copy of your current Academic Evaluation Report (AER) or degree audit.
5. When you have completed the petition and obtained signatures from your advisor and any involved faculty, present it to the chair of the Writing Program Advisory Committee.
6. After you have filed this petition and while it is being processed, you should continue as if the petition has been denied.

You should understand that the committee does not normally agree to grant writing-centered credit for work already completed in a Willamette course that was not writing-centered. Based on transcript assessment at the time of admission, transfer students are routinely granted a waiver of one writing-centered requirement for traditional writing courses taken elsewhere; petitions for a second writing-centered credit are scrutinized carefully.

The committee assumes that for most students there are sufficient opportunities to take the required writing-centered courses during a four-year undergraduate career; the fact that you cannot complete this requirement in time for your anticipated graduation is not itself sufficient reason for a deviation from the requirement. Likewise, the fact that the normal requirement may necessitate taking a full load in the final semester, or even an overload, does not justify a deviation from the requirements.