

Statement of Completion: Second Writing Requirement

Student Name _____ Student ID Number _____

Course Abbreviation _____ Course Number _____

Semester / Year taken: Fall Spring Summer 20____

Grade for Course: _____

Instructor's Name: _____

This form is to be submitted directly from the instructor to the Dean's office in Garrett Hall, and should be accompanied by a copy of the grade sheet for the course. It will not be accepted from the student.

Instructor's Signature: _____ Date: _____

RULES GOVERNING THE SECOND WRITING REQUIREMENT

In order for a course to meet the guidelines of the Second Writing Requirement (SWR) it must:

- 1) Be designated as appropriate for the development of writing skills;
- 2) Have at least two writing assignments totaling 4,000 words (20 pages or more);
 - a) Assignments must be written in English
 - b) Blue books, quizzes, and exams do not count.
- 3) Have a student/instructor ratio no greater than 30/1;
 - a) Teaching Assistants may be counted as instructors, but graders may not.
- 4) Be in the College.
 - a) Exception: if a student took an otherwise qualifying course in another School of the University before transferring into the College, the course will satisfy the SWR.

In order for a student to fulfill the SWR with such a course, he or she must:

- 1) Earn a grade in it of C- or better;
 - a) A course taken for a credit (CR) or Satisfactory (S) grade will not fulfill the SWR.
- 2) Submit the statement of Completion Form to the instructor, who will then forward it to the Dean's Office with a copy of the course grade sheet.

EXCLUSIONS: Fiction and Poetry Writing courses may not be offered for the Second Writing Requirement.

A course which satisfies the SWR may also be used for one other requirement (another area requirement or as part of the major or the minor) but the credit hours are counted only once.

The SWR must be completed no later than the end of a student's sixth semester.