University of Washington

W-Course Petition

NOTE: ***Use this form for completed UW courses only.***

For UW courses in progress, talk to instructor. Instructors can award individual Ws when grades are submitted at the end of the quarter.

For transfer courses, you must contact an adviser at the Center for Undergraduate Advising, Diversity, and Student Success (141 Mary Gates Hall), or contact your departmental adviser.

Student name _____ Student number _____

Course (dept and #) _____ Email _____

Instructor _____ Quarter course was taken_____

1. COURSE DESCRIPTION

Briefly describe the writing assignments. Include the number of papers required, approximate length, and whether revision was required. ("Revision" means the paper was handed in, comments were made by the instructor and the paper was returned to you, you revised the paper, and then the paper was handed in again for final grading.) There is a summary of minimum W-course criteria on the back of this form.

2. DOCUMENTATION

You must submit ONE of the following to document the amount of writing required:

1. A photocopy of the course syllabus, including information about the writing assignments. The syllabus must be dated and must match the quarter in which you took the course.
2. The graded copies of your papers. If you hand in this petition to an adviser, s/he will look over the papers and return them to you immediately. If you drop off the petition, you may come back in a week to collect your papers.
3. The instructor's signature on this form, verifying that the description of the writing assignments above is accurate.

_____	_____	_____
Instructor's signature (if required)	mail stop	phone or e-mail

Return this completed form and any accompanying materials to the **Center for Undergraduate Advising, Diversity, and Student Success (141 Mary Gates Hall, Box 352805)**. If the petition is approved, the W will be posted on your transcript within two weeks.

W-Course Criteria

Requirement: 10-15 pages of graded, out-of-class, persuasive or expository writing, in the form of a long paper *with a required revision* OR two or more short papers.

Guidelines

1. Papers may be graded by professors, instructors, TA's, and/or readers.
2. The student should receive some feedback on writing; comments on papers should not be restricted to content only.
3. Revisions do not count in the total number of pages of writing. Examples of typical writing assignments in W courses:

   one 10-15 page paper with a required revision

   two similar 6-page papers

   two short book reviews and one longer paper
4. Take-home exams do not count toward the 10-15 page total, unless the questions require lengthy, essay-style answers; the student is given ample time for thoughtful writing and revision; *and* exams are graded for writing (organization, clarity of expression) as well as content.
5. Journals, annotated bibliographies, and creative writing do not count toward the 10-15 page total.

Special arrangements

If a course does not meet W-course guidelines, the student may be able to make a special arrangement with the professor to perform additional writing. The instructor will then indicate on the grade report form submitted at the end of the quarter that the student should receive a W for the course.

Questions?

Center for Undergraduate Advising, Diversity, and Student Success
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