

W -Course Waiver Form

Applicant's Name: _____

Date _____

SCSU ID# _____

SCSU Email _____

All students are expected to take at least one W course at Southern. Transfer students with at least 60 credits (at the time of initial transfer) or an associate degree automatically waive ONE W course. Transfer students with at least 90 credits (at the time of initial transfer) automatically waive TWO W courses. Any students may apply to waive ONE (or an additional one) W course. However, you cannot submit a W course waiver for a course not designated as a W that was taken at Southern if 90 credits have not been completed. Please note ENG 112 or other composition courses are not considered a W course and cannot be counted as a W course. W courses taken at other universities do not automatically transfer as W courses (these credits will transfer, but not the W designation). Please see the instructions below for submitting a W course waiver.

There are two ways to waive one W course:

- The student took a writing-intensive course at Southern that was not designated as a W.
- The student took a writing-intensive course at another university.

Please select the reason you are requesting a waiver for a W-course from the options below and submit ALL the required materials listed for the choice you have selected. Submit your materials along with this completed form via email to the Faculty Director of Academic Advising, Dr. Meredith Sinclair (sinclairm4@southernct.edu).

☐ **A specific non-W course taken at Southern actually fulfilled the W-course requirements. All decisions about granting a waiver on this ground will be based on a single supporting PDF document containing ALL the following:**

1. A one-page letter from the student, explaining the extenuating circumstances behind the request.
2. A syllabus from the course claimed to be equivalent to a W-course.
3. Copies of the formal writing assignments from the course.
4. The work produced in response to those assignments, including evidence of revision.
5. Evidence of passing grade in the course and class standing (i.e., number of credits), this includes unofficial transcripts and grade information found in Banner.

6. A signed letter from the instructor of the course in question, agreeing that the course assignments and the student's performance meet the W-course guidelines. This letter must also be signed by the student's academic advisor, agreeing that the student's work in the course fulfills the purposes of a W-course in the student's program.

☐ **A course, officially designated as writing-intensive, has been taken successfully at another university.**

1. Official evidence that the requirements of such a course meet SCSU's W-course guidelines. Such evidence will usually consist of a copy of the school's policy from its Academic catalog and a copy of the syllabus from the course in question, that indicates it fulfilled the university writing requirement.
2. An official transcript showing that the student earned a "C" or higher.