

Request for Change in or Waiver of the SWS Requirement

Date: _____ Name: _____ G Number: _____

Phone Number: _____ Email Address: _____

Mailing Address: _____

Advisor's Name: _____ Professor's Name: _____

Semester in which you took Writing 150 or equivalent: _____ Grade: _____

Course for which you wish to receive SWS credit: _____ Semester: _____ Grade: _____

Dr. Lindsay Ellis, the director of the SWS Program, will consider requests for changes in or waivers of the Supplemental Writing Skills Course requirement. **Please do not submit a change or waiver request simply because you have taken a course that required writing.** Changes of the requirement are granted only in extraordinary circumstances. Waivers can only be submitted after a course has been completed.

Before submitting a waiver request, make certain that your course meets **the main criteria for an SWS course:**

1. The writing must be expository writing, analyzing a particular content area — that is, not fiction writing, news writing, etc.
2. At least one third of the course grade must be based on the writing assignment.
3. At least four class hours during the semester must be devoted to discussing writing.
4. At least 3,000 words must be submitted, not counting essay exams.
5. Students must be taught revision. Courses which assign a term paper, due in its final draft at the end of the semester, do not qualify.
6. You must have completed the course with a grade of "C" or better (not "C-").

➤ Please submit appeals by mail to: SWS Appeals Process
Brooks College Dean's Office
224 Lake Ontario Hall, 1 Campus Drive
Allendale, MI 49401

➤ Appeals to use a **GVSU course** not designated SWS must include:

- ✓ Brief statement presenting your reason for requesting a waiver
- ✓ Course syllabus from course you wish to receive SWS credit
- ✓ Papers written for the GVSU course that you wish to receive SWS credit
- ✓ An unofficial copy of your GVSU transcript

➤ Appeals to use **transfer courses** not designated SWS must include:

- ✓ Brief statement presenting your reason for requesting a waiver
- ✓ Copy of transfer credit statement
- ✓ An unofficial copy of the transcript from the other school
- ✓ Copy of the course description from the appropriate catalog
- ✓ Including papers written for the class that you wish to receive SWS credit could influence the decision

Please Note: Only one transfer course will be accepted toward fulfillment of the SWS requirement. Additional writing courses transferred in do not equal the second SWS course. Except in extreme cases, the second course must be taken at GVSU.

➤ Please allow 2-3 weeks for a decision. A copy of the decision will be sent to you and your advisor. **Do not submit originals of course syllabus and papers;** materials will be discarded after review.

FOR OFFICE USE ONLY: Decision Date: _____

Decision: _____

Reviewed by: _____