

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:**

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: