

Received \_\_\_\_\_  
Date/Time

**WILLAMETTE UNIVERSITY PETITION**  
For Writing-Centered Credit

Read all instructions on reverse side of  
this form before proceeding further.

Petitioner's  
Name: \_\_\_\_\_ Major \_\_\_\_\_ Advisor \_\_\_\_\_

Local Phone \_\_\_\_\_ Box # \_\_\_\_\_ Email \_\_\_\_\_

Please indicate which part of the requirement you are petitioning. List courses and dates (Sem/Year) for  
the other writing-centered courses you have taken or will take:

\_\_\_\_\_ major field course \_\_\_\_\_ Sem/Yr  
\_\_\_\_\_ outside major \_\_\_\_\_ Sem/Yr  
\_\_\_\_\_ other \_\_\_\_\_ Sem/Yr

Attach a letter explaining

- a) why you cannot meet the requirement in the normal way,
- b) what alternative program of study you propose to complete or believe you have completed in order to satisfy the requirement, and
- c) how you believe the alternative program of study meets the requirements for writing-centered courses.
- d) Transfers: If you are seeking an additional credit by transfer, please note that you must submit your petition within the first semester of residency at Willamette University. Only Junior transfers may petition to transfer in a writing-centered course. You should also understand that a one-semester writing course will be recognized as the writing equivalent of College Colloquium, where writing instruction begins at Willamette. Only a second such course will be considered.

Your petition must respond to all of these issues before the Associate Dean of Curriculum will consider it. Please read additional instructions and advice on the back of this sheet.

Student \_\_\_\_\_  
Printed Name Signature Date

Advisor \_\_\_\_\_  
Printed Name Signature

Professor \_\_\_\_\_  
(if taken at WU) Printed Name Signature

Action: this petition has been

approved Date: \_\_\_\_\_

denied Signature: \_\_\_\_\_

## Instructions and Advice for Students Filing Petitions

1. Before you fill out the petition, compose a rough draft and consult your academic advisor; then prepare a final draft and obtain a signature from your advisor. If you are proposing special arrangements for work with a particular professor to complete the requirement, you must also obtain a signature from that professor. Petitions should be clear, concise and carefully written. Remember, if you wish to convince someone that you should be able to deviate from the college writing requirement, you had best do so in competent prose.
2. Furnish the Associate Dean of Curriculum with all relevant information. If you are petitioning for writing-centered credit for a course taken elsewhere, attach a syllabus for the course and a description of the writing done in the course. For such a course to be approved, it should have included a) some opportunities for informal writing where writing is done as a tool for exploration, and b) experience with formal writing projects in which drafts are reviewed by peers and by the faculty member and then revised.
3. If you are petitioning to receive writing-centered credit for a course not yet taken or completed, you should provide the Associate Dean with a full explanation of the writing you intend to do in this course; the professor with whom you plan to work must sign the form. If possible, attach a syllabus for the course. You may be asked to submit a portfolio of materials at the completion of the course.
4. When you have completed the petition and obtained signatures from your advisor and any involved faculty, present it to the chair of the Associate Dean of Curriculum.
5. After you have filed this petition and while it is being processed, you should continue as if the petition has been denied.

**You should understand that the Faculty does not normally agree to grant writing-centered credit for work already completed in a Willamette course that was not writing-centered.**

**The Faculty assumes that for most students there are sufficient opportunities to take the required writing-centered courses during a four-year undergraduate career; the fact that you cannot complete this requirement in time for your anticipated graduation is not itself sufficient reason for a deviation from the requirement. Likewise, the fact that the normal requirement may necessitate taking a full load in the final semester, or even an overload, does not justify a deviation from the requirements.**