

To: Dean's Delegates & Advisors
CC: Deans, Associate Deans, Department Chairs
Date: October 1, 2014
RE: Writing Intensive (WI) Requirements: Guidelines for Advising

Many advisors have been asking questions about the recent changes to the Institute Writing Policy. The following information is meant to provide guidance for advisors as they meet with and help students create academic plans. Anyone with additional questions should contact Dr. David Martins, University Writing Program Director.

Revision to the Institute Writing Policy

In May, 2014, the Academic Senate revised its policies concerning curriculum development (D1.0), which now includes the Institute Writing Policy (D1.5). As the policy currently states, undergraduate students have the following "writing intensive" requirements:

The Writing Across the Curriculum Program requirement entails three writing intensive (WI) credit-bearing courses.

1. One introductory WI course in the first year, "FYW: Writing Seminar" or other so-designated First Year Writing (FYW) course with approval of the First Year Writing Program Director.
2. One course or sequence of courses in the student's degree program (WI-PR).
3. A third WI course. Ideally this is a general education course (WI-GE), but it may also be a second WI-PR course.

As explained in policy, every effort should be made to distribute these courses over the student's time at RIT (e.g. FYW in the first year, a second WI course in years 2 or 3, and a WI-PR course in year four).

This re-articulation was intended to allow students flexibility in satisfying the three WI requirements. For example, assuming they have satisfied the FYW requirement, students who double major would satisfy the two remaining WI requirements as they complete the requirements for each degree. Similarly, students who change degree programs after completing one WI-PR course, would satisfy the second WI requirement, needing only to complete their new program's WI-PR course to complete all three WI requirements.

Students Entering in 2012 and 2013

Last spring, Provost Haefner waived the requirement of a WI-GE course identified in Institute Writing Policy (D16) for incoming students who began their enrollment in academic years 2012 and 2013 (see [Provost's Letter](#)). Those students are still required to complete the two other components of the Institute Writing Policy: specifically, a WI course in the first year – First Year Writing (FYW) – and a WI course in their major program of study (WI-PR).

Students Entering in 2014

Students enrolling in fall 2014 and after will be required to fulfill all three WI requirements in order to satisfy the Institute Writing Policy.

WI requirements for transfer students

At the time of matriculation, the FYW requirement will be evaluated for transfer on a course by course basis by the COLA Office of Student Services and the Director of First Year Writing. Transfer students will earn an exemption waiver for the WI-GE requirement in the following circumstances:

- they have earned an Associate's degree (AA, AS, AAS) at another institution, or
- they present 60 general education transfer credits from a regionally accredited college.

Transfer credit for WI-PR requirements will be evaluated on a course by course basis by the program director of the transfer student's intended program.

WI petitions

Substitution waivers are exceedingly rare and are, in general, granted only when the student has a compelling reason for requesting that the WI requirement be met by a course not officially designated as WI. If the student wishes to petition to waive a WI requirement based on substituting a course they have taken previously, they must first discuss their plans with their academic adviser(s). Petition forms are available from the University Writing Program and the COLA Office of Student Services.

AP credit review

Current AP credit policy and practice is in place. The Academic Senate has charged the IWC to review the AP credit for WI courses. Anyone interested in issues concerning AP credit for WI courses should contact Dr. Michael Polanski, IWC co-chair, and Dr. David Martins, UWP Director.