

Petition to Substitute a General Education Writing Intensive Requirement (WI-GE)

Review Process

Both the student and advisor should review all information on this page before completing or signing the attached form.

Note: In addition to students who have taken all of their courses at RIT, students who have successfully transferred course credits from other accredited institutions for RIT general education credit may also use this petition.

Instructions for Student

1. Consult with your advisor to:
 - determine the need for a substitution, and
 - identify a completed, approved General Education (GE) course that appears to satisfy all criteria for Writing Intensive (WI) courses.
2. Prepare a portfolio of written work from the GE course for which the substitution is being requested, and submit that portfolio to your home department for confirmation and a signature.
3. The student's home department will then submit the portfolio to the University Writing Program.

Preparing Your Portfolio

Portfolios that do not contain all requested information will be returned without review. Please type or print clearly. Student should keep a copy of all materials. Reviewed portfolios will not be returned.

Assemble a portfolio of your writing that includes:

1. A one-page letter addressed to the University Writing Program Director discussing why you believe the course you wish to substitute meets the General Education Writing Intensive requirements of RIT. Include your reasons for requesting this substitution. Remember that this letter will also serve as an example of your ability to write effectively.
2. Course materials (e.g., original course syllabus and assignment handouts) that provide evidence of each of the following:
 - A formal writing assignment that receives faculty feedback and is revised
 - Informal writing assignments that are informal or writing-to-learn activities
 - Attention to writing is distributed throughout the semester
 - Writing is at least 20% of the course grade
3. Your final written response to the formal writing assignments. If you have drafts that received instructor and/or peer feedback feel free to include drafts *and* final versions of the formal revised assignments.
4. A transcript (may be unofficial) with the course grade highlighted.

Instructions for Advisor, Home Department, and University Writing Program (UWP) Director

1. Advisor confirms that the student has not taken a WI-GE course and has fulfilled all other General Education credit requirements.
2. Home department (e.g., undergraduate coordinator or department chair) confirms that the student has a compelling case for substitution and has completed an approved GE course that appears to satisfy the WI criteria.
3. UWP Director reviews portfolio submitted by the home department on the student's behalf.
4. UWP Director forwards approval to Registrar's Office and sends a copy of approval to student's Home Department. If the substitution is not approved, the UWP Director signs and returns the form to the Home Department. Reviewed portfolios will not be returned.
5. UWP Director informs the student and the head of the department offering course of the review outcome.

Characteristics to Look for in any Course Considered for WI Substitution

When reviewing the portfolio, the UWP Director will check to see that the course satisfies these criteria:

- General Education course approval (only if the course has been taken at RIT)
- Opportunities to revise formal writing assignment(s) in response to instructor feedback
- Class topics periodically include writing strategies
- Writing assignments that account for at least 20% of the course grade
- Informal and formal writing assignments that are distributed throughout the course and linked closely with the course content
- Class was passed with a grade of C or better.

All of the characteristics listed above must be met by the course in order for it to be considered as a substitute for meeting the WI requirement. (Please see the Institute Writing Committee WI Course Guidelines for a more complete description of the WI course criteria: <http://www.rit.edu/IWC>.)

Important Notes

- Writing in the portfolio must demonstrate effective communication in common college-level written forms.
- Sole discretion with regard to waiving WI-GE course requirement rests with the University Writing Program Director. **There is no further direct right of appeal beyond this process.**
- Submitting a portfolio does **not** guarantee approval.

Instructions:

This form can be used by degree-seeking RIT students who wish to use a course that is not an approved Writing Intensive (WI-GE) course to satisfy the Institute Writing Policy's WI-GE requirement. In order to be eligible for consideration, the general-education approved course must have been completed with a passing grade of C or better and course activities must satisfy the criteria of "Writing Intensive" courses as defined by RIT policy. WI-GE substitutions are rare and, in general, are granted only when the student has a compelling reason for petitioning. Approval of the substitution does not impact total course credits earned; total credit hours required for graduation; or GPA calculations.

General Information

Please Type

University ID Number: _____

Name: _____
Last First Middle

Email: _____ Phone: _____

Academic Program _____ Academic Plan _____

Sub Plan 1 _____ Sub Plan 2 _____

Term class was taken _____ Was the course taken at RIT? yes no

Class No. _____ Subject _____ Catalog _____ Section _____ Units _____

Class Title _____ Final Grade _____

Approval Signatures**Advisor**

Print _____ Email _____@rit.edu

Sign _____ Date _____

Home Department

Print _____ Email _____@rit.edu

Sign _____ Date _____

University Writing Program Director

Print _____ Email _____@rit.edu

Sign _____ Date _____

Decision**Petition to Substitute a General Education Writing Intensive Requirement (WI-GE)** approved denied**Registrar's Office Use Only**

RES - Course Substitution Form

Date Received _____

Date Processed _____

Processed by _____