

Request to Satisfy the HSA Department's Writing Requirement with an Off-Campus Course

Form Updated 11/28/16

Students interested in fulfilling the HSA writing requirement with an off-campus course should complete this form at the end of the semester in which that course is taken. To satisfy the writing requirement, a course must assign at least 5,000 words (or at least 18 pages) of formal graded writing, excluding exams, short response papers, e-mail or online discussion contributions, and in-class writing.

Part 1: The Student

Student's name: _____ Year of graduation: _____

Part 2: The Course

Institution where the course is offered: _____

Course field and number: _____ Semester and year: _____

Course title: _____

Instructor's name: _____

Did you take this course pass/fail? ___ No ___ Yes → Course does not satisfy the writing requirement

Check here to affirm that you have attached to this form a hard copy of the syllabus and any other documentation describing paper requirements.

Part 3: Writing Assignments.

Column A. Briefly describe each writing assignment (e.g., Position Paper, Literature Review).

Column B. According to the syllabus, minimum allowable length of this paper.

Column C. According to the syllabus, maximum allowable length of this paper.

Column D. Actual amount of writing done, *up to the maximum allowed for the assignment.*

A. Description of assignment	B. Minimum Length	C. Maximum Length	D. Actual Length
Totals:			

If Column B or D adds up to at least 5, 000 words (or at least 18 pages), this class satisfies the writing requirement.

Part 4: Approvals

Student: My signature below indicates that, in accordance with our community's Honor Code, I have fully and accurately represented the information requested above.

Student's signature: _____ Date: _____

HSA Advisor: My signature below indicates that I have (1) reviewed the information provided by the student on this form and by the instructor in the attached syllabus, (2) determined that this course fulfills the writing requirement, and (3) updated the HSA advising database to reflect my approval of this course as writing intensive. **Please submit the completed form and attached syllabus (and other documentation, if needed) to the HSA Advising Coordinator.**

Advisor's signature: _____ Date: _____

Coordinator's signature: _____ Date: _____