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.

PLEASE NOTE that only individually authored writing may be counted and that the writing requirement cannot be satisfied with a CR/NC or P/F course.

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 documentation describing paper requirements.

____ Check here to affirm that you have **included in this PDF** (see instructions below) a copy of the syllabus and any other documentation describing writing 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. M inim um Length	C. M axim um 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 name below indicates that, in accordance with our community's Honor Code, I have fully and accurately represented the information requested above.

Student's name: _____ Date: _____

HSA Advisor: My name 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 portal to reflect my approval of this course as writing intensive. **Please forward the completed form to the HSA Advising Coordinator**.

Advisor's name: _____ Date: _____

Coordinator's name: _____ Date: _____

Part 5: Appending Syllabus and Supporting Documents

Save the syllabus (and supporting documents, if any) in PDF format. Then merge them with this PDF. On a Mac, you do this in the finder; in Windows you use the File Manager. Highlight all the PDFs to be merged and then right-click. Select "Quick Actions/Create PDF" (Mac) or "Microsoft Print to PDF" (Windows). Be sure that this form is at the beginning of the merged PDF.