

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

Form Updated April 2026

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. 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 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:

Please forward the completed form to the HSA Program Coordinator, Tiffany Shao, at tshao@hmc.edu.

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.