

COLLEGE OF ARTS AND SCIENCES
Petition to Satisfy Intensive Writing with a Course Taken at Another IU Campus

Student's Name: _____ 10-digit ID Number: _____

Email: _____ Local Phone Number: _____

School at which course was taken: _____

Department: _____ Course: _____ Class #: _____ Semester: _____

Student's signature: _____ Date: _____

The syllabus for the course and ALL the original papers with the instructor's comments *must* be submitted with this form in order for the petition to be considered. Final approval for a non-IUB course to count for Intensive Writing cannot be given until course is completed.

1. Writing projects assigned for all students in the course (number of papers and approximate lengths):

2. Additional writing assignments for the above student to bring the amount of writing into conformity with the College guidelines for Intensive Writing:

3. If the writing consists primarily of one long paper, will the paper be written in parts and reviewed by the instructor before being submitted in final form?

4. Which of the projects will be subject to revision after receiving commentary from the instructor?

NOTE: THE PETITION MUST BE ENDORSED BY THE DIRECTOR OF UNDERGRADUATE STUDIES OF THE STUDENT'S MAJOR DEPARTMENT

Director of Undergraduate Studies
(Signature)

Director of Undergraduate Studies
(Please Print Name)

Date

You will normally be contacted via email with a decision regarding your request within 10 working days of our receiving all required materials.

**Please return completed form to
College of Arts and Sciences Undergraduate Academic Affairs Office, Kirkwood Hall 012
130 S. Woodlawn Avenue, Bloomington, IN 47405 USA**

Dean's Signature

Approved: _____ Denied: _____

Date

Last updated Aug 2011

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The purpose of the Intensive Writing (IW) requirement is to provide students with practice in writing, preferably in their major field, under the criticism of an instructor well-acquainted with the standards of good writing in that discipline. IW courses focus on the interconnected activities of writing and reading, especially the kinds of responding, analyzing, and evaluating that characterize work in many fields in the university. In order to be approved for Intensive Writing credit, a course taken at another IU campus must meet a few general criteria, including the following:

1. The course must be taught by a regular faculty member of the university or college at which the course was taken. Courses taught by visiting faculty members, associate instructors, etc., will not normally be approved for Intensive Writing credit.
2. Classes approved for Intensive Writing credit must be at the 200 level or above and must be limited to no more than 25 students.
3. To qualify for IW credit, students must write at least 5,000 words, not counting revisions (and excluding essay examinations and informal writing, e.g. journals or brief response statements). They should receive periodic evaluations of their writing, and they should be required to redraft one or more papers in light of the instructor's criticism. Ordinarily students will write a series of papers over the course of a semester, not one long term paper. A single long paper (such as an honors thesis) can be acceptable, provided it is drafted in sections that are reviewed during the semester, and if the entire paper is revised at least once before the course ends.
4. The instructor is expected to provide criticism (usually in the form of marginal notes on papers) on aspects of the actual writing (style, organization, presentation, etc.), as well as on the substance of the papers.

If you feel that a course you completed at another Indiana University campus fulfills the above criteria, AND if you have the syllabus for the course and ALL the original papers with the instructor's comments, please complete the form on the reverse side. Final approval for a transfer course to count for Intensive Writing cannot be given until course is completed and appropriate materials are submitted.

Please note the following two conditions:

- **Only College of Arts and Sciences students may request this review, as Intensive Writing is a College of Arts and Sciences requirement. Thus, students must wait until they have certified, changed schools or transferred to the College of Arts and Sciences before submitting this request.**
- **Only courses belonging to disciplines inside the College of Arts and Sciences can be considered for Intensive Writing credit. Thus, no courses from another school (e.g. BUS, EDUC, HPER, SPEA, JOUR, etc.) can be considered.**