



# Seattle Pacific University

Office of the Registrar - Academic Counseling  
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## Writing ("W") Credit PETITION

### PROCESS AND PURPOSE

**Writing ("W") Courses:** Courses designated as writing courses (3000- and 4000-level) offer a substantial component of writing designed to reinforce and build upon students' earlier work in writing. At the same time, they provide instruction in the technical and stylistic requirements of writing appropriate to a particular discipline. In these courses, students are expected to write at least two papers and a minimum of 3,000 words or about 12 pages of final-draft prose. Faculty members spend at least one class period providing instruction in writing, and they evaluate written work for both content and form — not only for what is said, but also for how it is said. These courses normally provide opportunities for revision as well.

With faculty support, students may petition for a course not previously approved for "W" to count for the requirement. Petitions will be reviewed by the Director of Campus Writing.

### STEP I: STUDENT INFORMATION AND STATEMENT

Name \_\_\_\_\_ SPU ID Number \_\_\_\_\_

Phone \_\_\_\_\_ SPU email \_\_\_\_\_@spu.edu

Class Standing (circle one)    Freshman    Sophomore    Junior    Senior    PB

Quarter Anticipated to Graduate \_\_\_\_\_ Year \_\_\_\_\_

Quarter in which course has been/will be completed \_\_\_\_\_ Year \_\_\_\_\_

**Additional Instruction:** Students must attach a separate statement, of at least two full paragraphs, describing the coursework used to meet the "W" designation, as well as the reason for the petition. If this course has been completed, students must attach a copy of the course syllabus and final paper. If the course has not yet been completed, please attach a syllabus and description of writing assignment(s), if available.

### STEP II: FACULTY STATEMENT

Course Title: \_\_\_\_\_ Subject Code/Course Number: \_\_\_\_\_

This course met/will meet all of the "W" requirements as outlined in the catalog: ☐ Yes ☐ No

Comments: \_\_\_\_\_

Faculty Name: \_\_\_\_\_ Signature: \_\_\_\_\_

### STEP III: DIRECTOR OF WRITING REVIEW (FOR DEPARTMENT USE ONLY)

Decision: ☐ Approved ☐ Denied

Comments: \_\_\_\_\_

Director's Signature \_\_\_\_\_ Date \_\_\_\_\_

☐ Decision logged in WOAPETN

☐ "W" attribute added

☐ Email sent to student