



Last Name	
First Name	
UVA ID #	
UVA e-mail	
Phone #	

SECOND WRITING REQUIREMENT FORM

Statement of Completion

Directions

This form is to be submitted directly from the instructor to the Dean's office in Monroe Hall and should be accompanied by a copy of the grade sheet for the course. This form will, however, be accepted from the student if the class was completed in a **prior** semester.

Course Subject Area (e.g., ANTH)

Course Number (e.g., 1010)

Course Title

Course Taken In (semester and year)

J-term

Spring

Summer

Fall

20

Date:

Faculty Signature:

The Faculty's rules governing the SWR are stated on the back of this form.

SECOND WRITING REQUIREMENT GUIDELINES

In order for a course to meet the guidelines of the Second Writing Requirement (SWR) it must:

1. Be designated as appropriate for the development of writing skills;
2. Have at least two writing assignments totaling 4,000 words (20 pages or more);
 - a. Assignments must be written in English
 - b. Blue books, quizzes, and exams do not count.
3. Have a student/instructor ratio no greater than 30/1;
 - a. Teaching Assistants may be counted as instructors, but graders may not.
4. Be taught in the College of Arts & Sciences
 - a. **Exception:** If a student took an otherwise qualifying course in another School of the University of Virginia before transferring into the College, the course will satisfy the SWR.

In order for a student to fulfill the SWR with such a course, the student must:

- a. Earn a grade in it of C- or better; a course taken for a credit (CR) or Satisfactory (S) grade will not fulfill the SWR.
- b. Submit the statement of Completion Form to the instructor, who will then forward it to the Dean's Office.

**No fiction or poetry writing courses may be offered for the
Second Writing Requirement.**

5. A course which satisfies the SWR may also be counted toward completion of other segments of the area requirements, as well as toward a major or minor, but the credit hours are counted only once.