

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

SECOND WRITING REQUIREMENT

STATEMENT OF COMPLETION

Many courses which meet the College's guidelines for the Second Writing Requirement (listed on reverse) have not been designated as Second Writing Requirement courses in SIS. Students who are enrolled in or have completed such a course can use this form to have the instructor certify their completion of the requirement. Students should complete the Second Writing Requirement by their sixth semester.

INSTRUCTIONS:

1. **Complete** this form and have your instructor sign it.
2. **Return** the form to 101 Monroe Hall.

COURSE INFORMATION

Subject Area (e.g. ANTH)	Course # (4 digits)	Course Title	Course Taken In:	
			Term (Circle One)	Year
			Fall / J-Term / Spring / Summer	20____

Instructor's Name: _____

Instructor's Signature: _____

Date: _____

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;

Note: Teaching assistants may be counted as instructors, but graders may not.

4. Be taught in the College of Arts & Sciences.

Exception: If a student took an otherwise qualifying course in another School of the University of Virginia prior to transferring into the College, that course can be used to satisfy the SWR.

In order for a student to fulfill the SWR with such a course, a student must earn a grade of C- or better in the course. Courses taken for a Credit (CR) or Satisfactory (S) grade will not fulfill the SWR.

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

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