

Second Writing Requirement (SWR) Form

Name: _____

Computing ID: _____

This form is used to document the completion of courses that fulfill the competency of Second Writing Requirement (SWR) that are not pre-approved by either the College of Arts and Sciences or the School of Education and Human Development.

Second Writing Requirement Expectations:

- 1) The Course must be taken at UVa (no transfer courses or dual enrollment courses can be used).
- 2) There must be at least two writing assignments (non-poetry) 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 of no greater than 30:1
 - a. Teaching Assistants may be counted as instructors, but graders do not.
 - b. Feedback should emphasize the development of writing skills rather than primarily content knowledge.
- 4) Grade: The student must achieve a C- or better in the class. Courses taken on an S/U basis cannot be counted toward the SWR.

Ask your instructor to complete the form below, verifying the course meets SWR criteria. Once you have the instructor's signature, submit this form to [Ryan Sherman \(rps4mn@virginia.edu\)](mailto:rps4mn@virginia.edu) for processing. Note that a course that satisfies the SWR may also be counted toward completion of other area requirements.

Course mnemonic and number: _____

Course title: _____

I verify that the course above meets guidelines for EHD's Second Writing Requirement:

Faculty Signature: _____ Date: _____

Faculty Name (Printed) and Phone Number: _____

Office Use Only

Associate Dean's Signature: _____ Date: _____