REQUEST FOR WRITING COMPETENCY II SUBSTITUTION

Complete this form and return it to the Hawley Academic Resource & Advising Center

Student’s Name (printed): ___________________________ ID number: ________________

Phone/cell number: ___________________ Simpson E-mail: _________________________

Anticipated graduation date: ______________ Major(s): _______________________________________

Student’s Signature ___________________________________________ Date: ______________

To request a substitution for the Writing Competency II requirement:

1. A student must complete a minimum of four courses assigned the WC (written communication) designation. A minimum grade of C- must have been earned in each course.

2. Please provide a list of the four courses (including the term in which the course was completed, the department and course number, instructor name, and grade earned) in the space below.
   a. At least one of the WC courses must be in the student’s major area of study.
   b. At least two of the WC courses must be above the 100-level.

3. Attach a copy of your most recent degree audit.

4. If a course is in progress, write IP in the GRADE column. A grade of C- in the course will be needed to satisfy the request for substitution. The request will be reviewed once the final grades have been posted.

5. Submit this form and all supporting documentation to the Hawley Academic Resource & Advising Center located in the Dunn Library.

6. You will be informed of the action of your request through your Simpson e-mail account.

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<tr>
<th>TERM</th>
<th>DEPT / COURSE NUMBER</th>
<th>INSTRUCTOR</th>
<th>GRADE</th>
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ADDITIONAL COMMENTS

Student Signature: ___________________________ Date: ______________

Advisor Signature: ___________________________ Date: ______________

Director, Academic Resource & Advising Center: ___________________________ Date: ______________