

Instructions for Completing UWP Exception Request Form

First-Year Writing (UW20)

If you are a transfer student requesting an exemption from the first-year writing requirement of GW's University Writing Program, your application should include the following materials. Note that only transfer students with 30 or more credits can request exemption from UW 20. **No applications will be considered unless all of the following documents are present.**

1. Completed UWP Exception Request available from your undergraduate advising office or the University Writing Program office, Rome 553 (also online).
2. Transcript from your previous institution (it can be an unofficial transcript).
3. Copy of your previous institution's writing requirement at the time you were attending that institution (this information is likely to be in online bulletins or student handbooks).
4. A course description for each of the courses serving as the basis for your exemption request.
5. Syllabus if possible.
6. A copy of the statement of transfer credit from GW.
7. A research-based writing sample from one of the writing courses taken at your previous institution, complete with a works-cited page or bibliography.

Writing in the Disciplines (WID)

If you are a transfer student requesting that writing courses from your previous institution count toward WID requirements at GW, please submit the following. **No applications will be considered unless all of the following documents are present.**

1. Completed UWP Exception Request available from your undergraduate advising office or the University Writing Program office, Rome 553 (also online).
2. Transcript from your previous institution (it can be an unofficial transcript).
3. A course description and syllabus for each of the courses serving as the basis for your WID transfer credit request.
4. Information about the WID, WAC (writing across the curriculum), or writing-intensive requirement at your previous institution.
5. Writing sample from each course.
6. Unofficial transcript from GW showing number of credit hours transferred and courses taken at GW.

