
Procedure **Intermediate Writing Course Exemption Appeal Guidelines**

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Approved by: ASCRC Writing Committee

Intermediate Writing Course Requirement and Transfer Students

The Admissions Office (406-243-6266) evaluates transcripts for course equivalencies, with the exception of UM's approved writing courses.

This information pertains only to the intermediate writing course, not the departmental advanced writing requirement. Students should speak to their major department regarding any issues relating to the advanced writing requirement.

If a student believes a course taken at another institution meets the intermediate writing course requirement, the student may petition for course exemption through the Writing Committee. The student must provide the materials listed below. Materials should be submitted to the Faculty Senate Office, UH 221, camie.foos@mso.umt.edu, 243-5553.

Students within two semesters of graduation must use the [Graduation Appeal process](#) in place of the **Intermediate Writing Course Exemption Appeal process.**

Students applying for course exemption through the **Intermediate Writing Course Exemption Appeal process** must submit the following materials. Incomplete applications will not be considered.

1. A cover letter outlining the basis for the request. The cover letter should clearly articulate how the proposed course meets the learning outcomes of Intermediate Writing Courses at the University of Montana (listed below). Include pertinent information such as contact information, student ID number, and how you fulfilled this requirement in a course at your previous institution.
2. Evidence of a C- or better in the course.
3. A syllabus and course description, and any available writing assignment instructions. The syllabus or assignment instructions must show that the course required at least 16 pages of writing and that 50% of the course grade was based on writing performance.

Evaluation

Course exemption will be evaluated based on the following criteria:

- Student earned a C- or better in the transferred course, and at least 50% of the course grade was based on writing performance

- The transferred course goals are similar to Intermediate Writing Course Learning Outcomes:
 - Use writing to learn and synthesize new concepts
 - Formulate and express written ideas that are developed, logical, and organized
 - Compose written texts that are appropriate for a given audience, purpose, and context
 - Revise written work based on comments from the instructor
 - Find, evaluate, and use information effectively and ethically
 - Begin to use discipline-specific writing conventions
 - Demonstrate appropriate English language usage
 - Produce at least 16 pages of writing

Review Procedure

Petitions are reviewed by the Writing Committee. Students within two semesters of graduation must use the [Graduation Appeal](#) process in place of the **Intermediate** Writing Course Exemption Appeal process. Notice of the decision is sent to the student's University of Montana email address.