
Procedure **Advanced Writing Course Substitution Guidelines**

Procedure Number: 202.50.6
Date Adopted: 12/6/18
Last Revision: 12/6/18
References: [202.50 Writing Course Guidelines](#)

Approved by: ASCRC Writing Committee

Advanced College Writing Requirement

The Advanced College Writing Requirement is specified by the major and is typically discipline specific, so students requesting substitutions to the requirement must contact their major department chair or advisor. The option to request a substitution is made available so students will know in advance of taking a course that it will satisfy the requirement and will eliminate the need to file a Graduation Appeal.

The department may request the Writing Committee to review proposed equivalencies to the Advanced College Writing requirement. The Department is responsible for verifying the major content and discipline specific writing. The request should include a memo from the Department documenting the need for the substitution, the Department’s recommended remedy and justification. The Department should submit an Advanced Writing Course Form, or equivalent that addresses the learning outcomes and criteria for Advanced College Writing in [Policy 202.50](#).

Review Procedure

Petitions are reviewed by the Writing Committee. Notice of the decision is sent to the department Chair / advisor and the Registrar’s Office. The Registrar will enter the override in DegreeWorks, so Degree Audit will show the student has satisfied the requirement.