

Student Academic Affairs • (217) 333-1705 • 2002 Lincoln Hall, MC-446, 702 S. Wright St., Urbana, IL 61801

Petition for Course Substitution: Advanced Composition Requirement

Information for students petitioning to use a course in substitution to fulfill the advanced composition graduation requirement.

The College of LAS, with concurrence of the General Education Board, has established a set of procedures to be followed in reviewing requests for course substitutions to meet this particular requirement. Those procedures require that student submit *a written petition* describing the basis for requesting the substitution to the College of LAS office. (You may use the back of the form for this purpose.) The student, in consultation with the instructor of the course offered for substitution, *must* provide the following supplemental information for the petition to be considered:

1. A copy of the syllabus for the course to be used in substitution to meet the requirement. The syllabus, or an appropriate attachment to be prepared by the instructor, must clearly describe the writing requirements for the course and confirm that they conform to the basic guidelines established for courses approved for Composition II, as established by the General Education Board (*see the following page*).
 2. A representative sample of writing that you (the student) completed in the course.
 3. A signed statement of approval from the instructor, the purpose of which will be to indicate her / his confirmation that the course to be used in substitution meets the "spirit" of the requirement as described in #1 above.
 4. A signed statement of approval of the request by the head (or his / her designee) of the department in which the course is offered.
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Please share this information sheet with your instructor and / or the department head. Complete the attached supplementary information form and submit it to the College of LAS office with your petition and other required material.

1.2 Advanced Composition (formerly Composition II)

from the General Education Board

1.2.1 The Advanced Composition requirement is met by completing an approved writing-intensive course. This requirement will normally be completed on the University of Illinois at Urbana-Champaign campus. Courses taken elsewhere must be individually evaluated and substantial documentation of the writing component provided if they are to satisfy the requirement.

1.2.2 Approved Advanced Composition courses may be in any department on the campus, and will fall into one of three categories:

- a) approved courses in the rhetoric and communication disciplines that build upon the Composition I requirement and have writing as their principal focus;
- b) approved courses meeting another area of the General Education requirements that have a substantial writing component; and
- c) approved courses meeting requirements within a major, minor, or elective field of study that are designed to require and enhance writing in the disciplinary subject matter. All departments are strongly encouraged to develop writing-intensive courses. Departmental undertakings in this area will be supported by the campuswide Center for Writing Studies.

1.2.3 Approved courses meeting the Advanced Composition requirement can be at any level.

1.2.4 Courses approved to meet the Advanced Composition requirement must involve writing assignments that:

- a) demand analysis and synthesis of the subject matter of the course, or in the case of writing courses in the rhetoric and communication disciplines, application of the principles under study;
- b) require substantial original composition (typically totaling at least 20 to 30 pages over the course of a semester); and
- c) involve multiple drafts throughout the course of the semester.

By special permission of the General Education Board, a two-course sequence may be certified as fulfilling the Advanced Composition requirement, if the writing component of the sequence meets the standards specified for certification of a single course; credit for Advanced Composition will not be given for completing only one course in the sequence.

1.2.5 The student-instructor ratio in courses approved to meet the Advanced Composition requirement should permit the thoughtful appraisal of written assignments. A substantial portion of the overall course grade should be based upon evaluation of the quality of written assignments.

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Petition For Course Substitution: Advanced Composition Requirement**BASIC INFORMATION**

Course requested to be used in substitution _____

Semester during which course was / will be completed _____

Have you included the required syllabus for the course? ___ Yes ___ No

Have you included a representative sample of your writing in the course? ___ Yes ___ No

*If you answered NO to either of these questions, please explain on back of this form.***REQUIRED APPROVALS**_____
Instructor's Signature_____
Department Head's Signature**STUDENT INFORMATION**_____
Name_____
Major/Curriculum_____
Mailing Address_____
UIN_____
Phone_____
Major/Curriculum_____
Email_____
Student's Signature_____
Date Submitted**RETURN TO:**

Student Academic Affairs, College of LAS, 2002 Lincoln Hall, MC-446, 702 S. Wright St., Urbana, IL 61801

(Office use only)

COLLEGE OFFICE ACTION: _____ Approved _____ Not Approved

Date _____ Reviewer _____

