



Petition for Course Substitution

In unusual situations, juniors and seniors may petition the Knight Institute to have courses taken at Cornell other than First-Year Writing Seminars fulfill the various freshman writing requirements in effect at the University. The Institute advises students about these courses on request. To request writing credit for such courses, students must file, in 101 McGraw Hall, the "Petition for Course Substitution." **Petitions must be filed *before* such courses are actually taken. Requests for course substitution credit will NOT be approved after a course has been taken. Additionally, courses offered in the three-week sessions (January/June) may not be used for Course Substitution.**

For a course that is not a First-Year Writing Seminar to fulfill your college's writing requirement, it should follow the Institute's guidelines for First-Year Writing Seminars. To enable us to advise your college about whether you should receive credit in the distribution requirement for writing, please take the following steps:

- A) **Before** you begin the course, complete the name and course information immediately below, and describe what extraordinary circumstances lead you to consider enrolling in this course instead of a First-Year Writing Seminar. *Complete this section carefully and thoroughly.*
- B) The instructor must answer questions 1 through 4 (on the next page) and sign this form.
- C) Return this form to 101 McGraw Hall for review; you **MUST** retrieve this form and hold on to it until the end of the semester (*see step D*). **Students in the College of Agriculture and Life Sciences must also file a petition with Lisa Ryan, Counseling and Advising, 140 Roberts Hall.**
- D) At the end of the course, the instructor must sign in the appropriate area on the reverse of this form to certify that you have completed all assignments satisfactorily. (Not necessary for Hotel Administration 165.) The form must then be returned to the Knight Institute for a final decision.
- E) **Finally**, if a course is approved we will e-mail the approved form to you and your College Registrar. It is up to you to confirm with your College Registrar that the credit has been applied to your record.

**You, the student, are responsible for making certain that all these steps are completed
 (especially items D and E).**

Student's section

Your name _____ Class of _____

College _____ Email address _____ Phone _____

Dept & course number _____ Title _____

Instructor _____ Sem/Year taught _____

In the space below (continued on the next page), in a carefully written statement, please explain what extraordinary circumstances have led you to consider enrolling in this course instead of a First-Year Writing Seminar.

Instructor's Section

Before agreeing to provide course substitution for this student, please note that First-Year Writing Seminars are taught in specific disciplines, under the assumption that only the expert possesses the most trustworthy authority to teach writing in that field. Thus, when you agree to provide course substitution for this student, you are agreeing to provide the full equivalent of instruction offered by the Instructor of a First-Year Writing Seminar. For further information about First-Year Writing Seminar guidelines, see especially pp. 1-5 of the *Indispensable Reference for Teachers of First-Year Writing Seminars* (available at http://www.arts.cornell.edu/knight_institute/teachingsupport/guides.htm)

	Yes	No
1. Will you spend significant classroom time on work directly involving writing, or will you hold compensatory individual conferences with this student?	<input type="checkbox"/>	<input type="checkbox"/>
2. Will you assign and respond to at least five distinct and formal pieces of writing?	<input type="checkbox"/>	<input type="checkbox"/>
3. Will you assign and respond to at least twenty-five pages of finished prose?	<input type="checkbox"/>	<input type="checkbox"/>
4. Will you mentor the serious revision of at least three of the assigned papers?	<input type="checkbox"/>	<input type="checkbox"/>

Instructor's Signature: _____

Your signature verifies that your instruction in this course will provide a satisfactory equivalent of instruction in a First-Year Writing Seminar. Date

*Knight
Institute
section:*

Reviewed: _____

First-Year Writing Seminar Director's signature Date

Instructor's statement for final approval:

I hereby certify that this student has satisfactorily completed my course, and any additional writing that we agreed upon, as described above.

Instructor's signature Date

*Knight
Institute
section:*

Final Decision:

Course Substitution is:

- Approved* _____
First-Year Writing Seminar Director's signature Date
- Disapproved

*After final approval you must take this form to your college registrar in order to have credit for the course applied to your college's writing requirement.