

**Writing Proficiency Office**

**Request for a Waiver of the Writing Proficiency Requirement**

**Only students who hold a previous B.A. or higher degree may apply for the Waiver**

Name \_\_\_\_\_

Date \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Student Number \_\_\_\_\_

Please submit a: 1). copy of your UMB transcript; 2). transcript from the university from which your degree was awarded that indicates a degree granted (or, if no such indication, transcript and copy of degree); and 3). three writing samples (original graded papers – five pages or longer, preferably from the university where you received your degree). If you do not have any substantial writing samples, you may not apply for a waiver.

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**Submission Criteria:**

\_\_\_\_\_ Copy of UMB transcript

\_\_\_\_\_ Copy of the transcript from the university from which your degree was awarded that indicates a degree granted (or, if no such indication, transcript and copy of degree)

\_\_\_\_\_ Three writing samples (original graded papers – five pages or longer preferably from the university from which you received your degree)

**Grading Criteria:**

\_\_\_\_\_ Presence of thesis statement or organized central idea

\_\_\_\_\_ Identification of key issues in multiple sources

\_\_\_\_\_ Effective use of own ideas

\_\_\_\_\_ Organization of an argument in a clear and appropriate sequence of ideas

\_\_\_\_\_ Level of synthesis of multiple sources

**Comments:**

Academic Practice:

Decision:

Waive WPR

Waiver Denied

Signed \_\_\_\_\_

Director of Writing Assessment

**Please submit this document in triplicate**

