

**Request to Evaluate for University of Manitoba Written English Requirement**

**THIS SECTION TO BE COMPLETED BY THE STUDENT**

Fall & Winter Term – 20\_\_ - 20\_\_ Summer – 20\_\_

College of Membership		Faculty or School		YR		Student #								
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SURNAME: \_\_\_\_\_ GIVEN NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ TELEPHONE #: \_\_\_\_\_

Attached please find the course outline for course: (DEPARTMENT & COURSE #) \_\_\_\_\_

Taken by me at: (NAME OF INSTITUTION) \_\_\_\_\_

During: (SESSION) \_\_\_\_\_

I confirm the course outline for the course indicated above states that at least 3 papers of at least 3 – 5 pages each or at least 2 papers of at least 6 – 8 pages each with a minimum total work count of 3,000 is required. I also confirm the course outline states there will be feedback on style as well as content and that the written work must include a written description or argument that is clear, concise and logically structured and that reflects an appropriate awareness of the audience or readership being addressed.

Statement of Purpose: This personal information is being collected under the authority of the University of Manitoba Act and will be used to facilitate the evaluation of a course(s) for the Written English Requirement, and to effect the crediting of the student for the course. It is protected by the Protection of Privacy provisions of the Freedom of Information and Protection of Privacy Act. If you have any questions about the collection, contact the FIPPA Coordinator’s Office (204) 474-8339, c/o Archives and Special Collections, 233 Dafoe Library, University of Manitoba, R3T 2N2.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**WRITTEN ENGLISH COMMITTEE ONLY**

This course outline as attached satisfies the U of M Written English Requirement: YES NO

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

NOTES: \_\_\_\_\_

**DEAN’S OFFICE ONLY**

- Student has been notified and materials returned where appropriate. YES NO
- Update English requirement via SHADEGR by using ‘Attribute’ and then ‘TW’ transactions. YES NO
- Copy of this form placed in student’s file (if in Arts) or Written English file folder for non-Arts students. YES NO

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_