

PERMIT TO ENROLL: SERVICE LEARNING AND/OR WRITING INTENSIVE ADD-ON

- **ATTN STUDENT & FACULTY SIGNING THIS FORM:** PLEASE CAREFULLY REVIEW ALL INFORMATION ON THIS FORM. The form must be completed in-full, with all required signatures affixed, before registration in the Add-On will be processed.
- Students who successfully completed a course which is *already deemed as meeting SL and/or WI criteria*, **should not enroll in an Add-On for that course**, as they've already received the SL and/or WI credit for that course.

STUDENT NAME: _____ ANTICIPATED GRAD YEAR: _____ MAJOR: _____
TERM: Select one of the following: Fall _____ Intersemester _____ Spring _____ Summer _____ : Check one: Session I Session II Session III

SERVICE LEARNING ADD-ON: COMPLETE THE FOLLOWING:

COURSE TO WHICH THE SERVICE LEARNING CREDIT(S) WILL BE ADDED: (Note: A minimum of 20 hours of service is required for each credit hour. Additional service hours may be required, along with other course assignments, as determined by the SL Add-On Instructor.)		
DEPT/COURSE #	COURSE TITLE	SEMESTER/TERM WHEN TAKEN

SL COURSE PREFIX: Service Learning Add-Ons may be taken as either Interdisciplinary (IND) courses or under the course's departmental designation. The prefix will determine to which section of program requirements the course may be credited. **CHECK ONE:** IND Departmental Prefix

SL ADD-ON CREDIT: 1-3 credits may be earned for a SL Add-On. **COMPLETE THIS:** Credit for the SL Add-On: _____

WRITING INTENSIVE ADD-ON: COMPLETE THE FOLLOWING:

COURSE TO WHICH WRITING INTENSIVE STUDIES ARE BEING ADDED: (Note: The grade for the WI Add-On will reflect performance in the WI component of that class according to criteria set by the Instructor and it must also meet the criteria approved for all WI studies. A grade of D or higher in the WI Add-On is required in order to satisfy any WI studies.)		
DEPT/COURSE #	COURSE TITLE	SEMESTER/TERM WHEN TAKEN

- **WI ADD-ONS will be registered and appear on the student's record under the prefix of WI.**
- **ALL WI ADD-ONS are non-credit,** as the credits of WI being satisfied will be the credit assigned to the course to which WI is being added. **Example:** if a student successfully completes SOC201 Introductory Sociology, the student earns 3 credits for the course but does not satisfy any WI requirement. If that student also successfully completes a WI Add-On in SOC201, the student satisfies 3 credits towards the WI requirement.

ATTENTION: ADVISORS/INSTRUCTORS/STUDENTS:

- The pre/co-requisite for SL and WI Add-On is the course to which the SL or WI is being added.
- Advisors and Instructors should consult the student's transcript and/or in the current/advance registration schedule to confirm the accuracy of the Course Dept/Number/Title of the course to which the Add-On is related.
- **All Service Learning and Writing Intensive Add-Ons will be graded using the standard undergraduate letter grade scale.** Final grading is the responsibility of the Course Instructor. The Registrar's Office will issue SL and WI Add-On class rosters to all Add-On Instructors for mid-term and final grading purposes.
- Course Instructors must contact the Service Learning Department for coordination of SL placement.
- All SL courses carry the competency of Civic Responsibility. All degree programs require the completion of a total of 3 credits of Service Learning, and 3 credits for which Civic Responsibility is the primary competency. A maximum of 3 credits may be taken in SL Add-Ons. Students who are enrolling in fewer than 3 credits in SL Add-Ons are not assured that the remaining outstanding SL and Civic Responsibility credits may be completed with SL add-ons.
- Students exceeding the maximum credits allowed per semester will be liable for additional tuition charges.

Student's Signature

Date

FOR SL ADD-ONS: SL Add-On Instructor's Signature Date

Advisor's Signature

Date

FOR SL ADD-ONS: Service Learning Dept. Signature Date

FOR WI ADD-ONS: WI Add-On Instructor's Signature Date