Application to Skip an
Academic Reading & Writing course

Academic English for Multilingual Students Program
Department of Rhetoric & Language

I. Date: __________________________

Student Name: ________________________

Student USF ID: _______________________

Student USF email: _____________________

II. Skipping Request

FROM Course: _____________________________ Professor _____________________________

Estimate of final grade in the course: _______
(The student must have a grade of A- or higher to apply to skip.)

TO Course: _____________________________

III. Application Checklist:

_____ 1. Application form
_____ 2. Cover letter
_____ 3. Student portfolio

I hereby affirm that I have written all elements of this application by myself with no help from anyone else.

__________________________________________ DATE

Student’s signature
Instructions for Applying to Skip an Academic Reading & Writing course

Academic English for Multilingual Students Program
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The normal progression for conditionally-admitted AEM students is to progress through each level based on their initial placement. For example, a student who enters at Level II takes Academic Reading/Writing II and then having successfully completed it with a grade of “C” or better takes Academic Reading/Writing III the following semester. In exceptional cases, a student may skip the next level of a course.

Criteria for Skipping a Level of a Course

1. A student must have an “A-” or higher in his/her current course to apply to skip a level.
2. A student must be able to demonstrate their ability to perform at the entry level of the course to which they are hoping to skip.

Process for Applying to Skip a Level

1. The student must complete the Application. This includes the Application Form, Cover Letter, and Portfolio. All parts of the application must be completed independently by the applicant.
2. The Application must be submitted to the AEM Office (KA 204) by 5:00 PM on the last day of classes in the session. No late applications will be considered.
3. The Faculty Committee for Reviewing Skipping Applications will make a decision on each application. The committee’s decision is final.
4. The student will be informed of the committee’s decision no later than the end of USF Finals Week.

Guidelines for Preparing the Application

1. Application Form: Please complete fully and legibly.
2. Cover Letter: A cover Letter is a formal document. In this document, you need to explain to the Faculty Review Committee how your portfolio materials demonstrate that your proficiency is ready for an advanced level. You need to explain what you have learned and how this makes you ready to be successful in the level to which you wish to skip. Reasons such as the need to graduate sooner than later, need to save money, family pressure, or your beliefs about yourself are not considered relevant. The Faculty Review Committee is only interested in whether you can do the work at the higher level, and you need to convince them of this with evidence.

You can find examples of formal letters online. A good source is Online Writing lab at Purdue University. Here is the link for the basic business letter: http://owl.english.purdue.edu/owl/resource/653/01/. A sample of the format for a cover letter is attached.
3. Portfolio: A portfolio is a collection of materials that demonstrates competence. The portfolio for applying to skip a level needs to show the Faculty Review Committee how the student has developed through the session and the level of competence at the end of the session. There are several items that are required for this portfolio. However, the student is welcome to submit additional items if they provide evidence of development and/or competence.

   a. Required portfolio items:
      i. Table of Contents. You must identify all the items you have included in your portfolio. The labels in the Table of Contents must match how the documents are labeled.
      ii. Original (or copies of original) assignments from the beginning, middle, and end of the semester, with all the drafts included. These must include the teacher's description of the assignment (if available), teacher and/or peer feedback on each draft, original date of each draft, and the final grade. Also be sure that each draft is clearly labeled with a descriptive word for the assignment and the draft number (e.g., Essay 3, First draft, Argument).
      iii. One original in-class writing sample with the teacher's response on it.

   b. Optional items: You may submit no more than 3 additional items to support demonstrating your development and competence to support your application. Optional items are student work such as graded tests, reading summaries, journal assignments, short reflections, or reading responses. Be sure the purpose of the work and the teacher’s response is included.
Portfolio

Table of Contents

1. NAME OF FIRST ITEM IN THE PORTFOLIO i.e. First Draft Narrative Essay
2. NAME OF SECOND ITEM IN THE PORTFOLIO i.e. Second Draft Narrative Essay
3. NAME OF THIRD ITEM IN THE PORTFOLIO i.e. Peer Feedback on Second Draft
4. ETC.
5. ETC.
6. ETC.
7. ETC.
8. ETC.
9. ETC.
10. ETC.
DATE

Faculty Skipping Application Review Committee
Kalmanovitz Hall, 204
University of San Francisco
2130 Fulton Street
San Francisco, CA 94117

Dear Committee Members:

BODY OF LETTER

Sincerely,

SIGNATURE

TYPED NAME

STUDENT ADDRESS