**UTSA CREATIVE WRITING PROGRAM**

**Instructor Approval Form for Upper-Division Workshops**

Upper-division Creative Writing Courses require instructor approval for admission. To request approval, please fill out the form provided here and email it to the instructor of the workshop you wish to take, along with a 5-page writing sample as per the instructions below.

Please be aware that to maintain the quality and integrity of UTSA’s undergraduate Creative Writing curriculum, workshop enrollments are limited and admission into upper-division workshops is not guaranteed. Students hoping to earn the Creative Writing Concentration in the English BA Program will need to apply for instructor approval in a timely fashion. Priority is given to graduating seniors who need a workshop to earn the BA with Concentration in Creative Writing, but applications are otherwise handled on a first-come, first-served basis. If you are a graduating senior and the workshop you need to graduate fills before you apply for permission to enroll, you may ask to be given priority on the waiting list, but courses will not be overenrolled to accommodate students who fail to apply for admission in a timely fashion.

For spring workshops, priority will be given to applications submitted by **October 20th.**

For fall workshops, preference will be given to applications submitted by **March 20th.**

Your writing sample should be provided as an email attachment in either .doc or .pdf format. Please make sure to include a header with your name, Banner ID#, and your email address. If submitting poetry, please include only one poem per page. The writing sample you submit need not contain work in the genre that the workshop. More important is that the work you provide demonstrates your best creative writing.

**STUDENT NAME:**  **Last Name, First Name**

**BANNER ID#:**  @**###** [NOTE: Not your abc123]

I am seeking approval to register for:

Check the box(es) that apply:

**Completing this specific workshop will allow me to graduate next semester with a BA in English with Concentration in Creative Writing.**

**I intend to use this course to fulfill a requirement for the BA in English with Concentration in Creative Writing.**

**Last Name, First Name**

Using the table provided below, please summarize your previous creative writing workshop experiences.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Institution | Course  Number | Instructor’s  Last Name | Semester  Taken | Grade Rec’d. |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |
| 6 |  |  |  |  |  |

In a paragraph or two, please describe your most successful workshop experience, and explain why you think it proved so successful.

In a paragraph or two, please describe your least successful workshop experience, and explain why you think could have been done (by you, and/or by your classmates and/or instructor) to make it more successful.

What are your goals for the workshop to which you are applying (other than fulfilling a requirement for the degree concentration)?