

*(Instructions: Use this format for proposals to submit an **Expanded and Sequential Paper** building on earlier work to meet a subsequent course writing requirement. Submit completed memorandum—in hard copy—to the Director of Writing and Research.)*

DATE

MEMORANDUM FOR THE FACULTY REVIEW COMMITTEE

THROUGH: DIRECTOR OF WRITING AND RESEARCH

FROM: (STUDENT NAME)

SUBJECT: Proposal — **Expanded and Sequential Paper** Writing Option

I ask that the Faculty Review Committee approve my request to submit an expanded and sequential paper to meet the writing requirement for:

*(List course number and title; get Course Director's initials)*

This paper will build on work previously done to meet requirements for:

*(List course number and title)*

Description of Expanded and Sequential Paper: *(Use as much space as necessary to fully describe the proposed project)*

Subject and/or title:

Thesis question, and/or issue to be addressed:

Summary of main ideas and sources:

Anticipated new work and analysis:

Anticipated length: (5000 word limit excluding end notes and bibliography)

Faculty Approvals: *(Get approval of your Faculty Advisor and identify a Paper Sponsor [in most cases, the Sponsor will be the Faculty Seminar Leader for whom you wrote the original paper]—both should initial your memo)*

Faculty Advisor:

Faculty Sponsor:

*(Please attach a copy of your original paper to the application)*