

Instructions for Submitting the EPL/HFWIC Petition

Note: You do not have to complete/submit this petition if the class is already on the *Extensive Preparation Lab* (EPL) or *High Feedback, Writing Intensive Composition* (HFWIC) course exemptions list. The lists can be found in the [FARSCCD Contract 2025-2028](#). EPL in Appendix N. and HFWIC in the third paragraph of 6.1.4.B - Teaching Load: Exceptions to the Normal Teaching Load section.

If you would like to petition a class to be considered for inclusion on the exemptions list and receive an additional 1.0 LHE for EPL courses or 0.5 for HFWIC courses, complete the petition and submit it via [currlQunet](#). The petition requires a Dean's signature.

- **New Courses**
Create a *New Course Proposal* and in the *Attached Files* section, select yes to indicate that this course is for EPL or HFWIC, and *upload the petition*.
- **Active Courses up for Quad Review**
Create a *Revised Course Proposal* and in the *Attached Files* section, select yes to indicate that this course is for EPL or HFWIC, and *upload the petition*.
- **Active Courses not up for Quad Review**
Create a *Writing Intensive Composition and Extensive Prep Lab Course Only Proposal* and in the *Attached Files* section, select yes to indicate that this course is for EPL or HFWIC, and *upload the petition*.