

# Course Equivalency Transfer Credit for ENG 111 and ENG 112

## Policy and Rationale

ENG 111 and ENG 112 satisfy University and College requirements, providing students with 6 hours of Miami Plan Foundation courses in college composition. For transfer students who do not have the full 6 hours of composition credits to transfer, you may petition the College Composition Office for **course equivalency transfer credit** for ENG 111 or ENG 112 — if you think that a course that you took at a previous institution is equivalent to either ENG 111 or ENG 112.

Some composition courses taken at other universities will automatically transfer — and you should check with the Miami University Registrar's Office to find out if a course you have previously taken will automatically transfer as ENG 111 or ENG 112. If not, and if you think that a course you have previously taken is equivalent to ENG 111 or ENG 112, then you may petition the Director of Composition to consider your request, following the procedures listed below. If you are awarded course equivalency transfer credit, you will be charged for the credit hours by the Registrar.

**Please note: Credit for ENG 111 or ENG 112 is not guaranteed. Fewer than 50% of course equivalency transfer requests receive credit. Thus, you should plan your academic schedule to include taking ENG 111 and ENG 112 (or whatever composition course/s you are placed into), until otherwise indicated.**

## When to Apply

Effective August 1, 2010, course equivalency requests will be reviewed twice annually: between September 1 and September 30 of the fall semester, and between January 15 and February 15 of the spring semester. Students who wish to submit course equivalency requests should submit their materials to the Director of College Composition by September 15 (for Fall review) or by February 1 (for Spring review).

## Cost

The cost for submitting a course equivalency request is \$30, payable at the time you submit your request. In addition, if you are awarded course equivalency credits, the Registrar will charge your account for those credits.

## Procedures

1. You should first contact the Registrar's Office to see if a course from your previous institution is already deemed equivalent to ENG 111 or ENG 112.

2. If you would like to petition the Director of Composition to have a course earned at another university counted as equivalent to ENG 111 or ENG 112, then submit the following materials to support your request:

- **Cover letter**—a formal cover letter indicating which course (ENG 111 or ENG 112) you are requesting credit for. (Note: If you want to request credit for both courses, then submit separate requests.) Your cover letter should provide background information about the course you are requesting be accepted as equivalent to ENG 111 or ENG 112, when you took the course and where, and what writing you completed in the course. Also explain how the course is equivalent to either ENG 111 or ENG 112.
- **Signed course equivalency coversheet**
- **Course syllabus**—an official course syllabus that identifies the university/college, the official course title and credit hours awarded, the official course description, course goals, course assignments, etc.
- **Sample writings from the course**—the writings that you completed for the course that you deem equivalent to ENG 111 or ENG 112.
- **Check for \$30 (made out to "Miami University")**

3. You may submit your materials as a print or electronic document. If submitting an electronic file, all materials must be in one file. Submit your request to: The Director of College Composition, 356A Bachelor Hall.

## Results

You can expect to hear results, via email, within two weeks of submitting your request.

**Course Equivalency Transfer Credit Coversheet**

Your Name \_\_\_\_\_

Banner ID \_\_\_\_\_

Email \_\_\_\_\_

Requesting Course Equivalency Transfer Credit for (check one)  ENG 111

ENG 112

**Academic Honor Code Statement**

I attest that the work in this course equivalency portfolio is my own and that all research sources have been appropriately documented, in accordance with Miami University's policy on Academic Misconduct, as explained in Section 01.502 of the Miami University Student Handbook.

Your Signature: \_\_\_\_\_

Date: \_\_\_\_\_