

## Policy Statement for Students Transferring Three Credits of English Composition

Students who transfer three credits in English Composition to Wilkes from another institution for credit toward our four-credit English 101 may choose either of the following options to achieve a waiver of the fourth credit hour requirement in English Composition.

### **Option One – Complete an eligible writing course in English at Wilkes:**

Students may achieve a waiver of the fourth credit hour requirement in English Composition by completing an eligible composition course at Wilkes. Eligible courses include English 201, ENG 202, ENG 228, and ENG 308.

- Please note:
  - students pursuing this option will receive credits only for the course they take; the required fourth credit for ENG 101 will be waived, not added to their total credits toward graduation.

**Option Two – Submit a Portfolio that includes writing work completed at Wilkes:** Students seeking a waiver from the fourth credit hour requirement in English Composition may, in consultation with the English Department, submit a portfolio of recent academic writing – **some of which has been completed at Wilkes**—that demonstrates the competencies outlined in the English Department’s standardized portfolio submission form. Students intending to submit a portfolio must do so in consultation with the Chair of the Department, Dr. Thomas Hamill.

- This portfolio should include assignments from a variety of courses (any discipline).
- This collection can include assignments from other institutions and from Wilkes, or only assignments from Wilkes courses.
- Aim for 7-10 examples, at least three of which have substantial works cited pages with in-text citations.
- The English Department recommends that students choosing to complete this portfolio wait until their junior year at Wilkes.
- The portfolio assessment form is available in the English Department office, Kirby Hall 202, or students may email the Department Chair for the form ([thomas.hamill@wilkes.edu](mailto:thomas.hamill@wilkes.edu)).
- Please note:
  - assignments from FYF, ENG 120 courses (introduction to literature) or their equivalent at other higher education institutions, and group-authored assignments are not eligible for this portfolio; and
  - no academic credits toward graduation are awarded to students by exercise of this waiver; the required fourth credit for ENG 101 will be waived, not added to their total credits toward graduation.