

LSE Exemption Process for Transfer Students

If you are a transfer or nontraditional student with previous experience in a course similar to ENGL 101 or with workplace writing experience, you may be eligible to exempt ENGL 101. The process is outlined below.

If you have transferred in ENGL 202 credits and no 101 credits, you have some options for earning credit for ENGL 101:

If you earned an A or a B in your ENGL 202 equivalent course, you may waive English 101 and instead take an approved Liberal Studies course. Talk to the A-Dean in your college about this option.

If you earned a C or below in your ENGL 202 equivalent course, you have the following options for earning 101 credit:

1. Take and pass ENGL 101.
2. Take and pass any of the following approved English courses: ENGL 203, 220, 222, 227, or 321.
3. Take and pass the CLEP offered through University Testing.
4. Compile an exemption portfolio as described below, and then take and pass a Liberal Studies course of your choice.

If your portfolio passes the exemption process, you will not need to take ENGL 101, but you will still need to take another three credits in Liberal Studies to fulfill those missing three credits from your Liberal Studies requirements. If you have questions about exempting Liberal Studies English credits, please contact Bryna Siegel Finer (brynasf@iup.edu) who can help you coordinate this with your advisor and/or A-Dean.

If you have not transferred in ENGL 202 credits, your only option for exempting 101 is the portfolio.

Before you put together your portfolio, we want you to know the English Department's goals for College Writing. A solid portfolio will help us see how far along you are in fulfilling these 101 goals. Have you:

- Learned to write effective, organized prose that communicates clearly and demonstrates awareness of audience, adequate development, unity, and coherence?
- Learned to select discourse structures appropriate for your subject, your audience, and your own level of knowledge and competence?
- Experienced ample opportunities to develop writing skills? In addition, students must have a minimum of 3500 words of their prose reviewed and evaluated by their Instructor.
- Read a substantial work of fiction or non-fiction (including collections) as a source for ideas, discussion, and writing activity?

Here are the steps for putting together a portfolio:

1. Complete the portfolio cover sheet (attached).
2. Create a collection of your best college writing. Your portfolio must include at least **three distinct pieces** of writing, and each piece should be at least two pages in length. Each of these pieces must be recent, written within the last semester for college courses. You may submit writing from a variety of courses. Remember that the writing you select should demonstrate that you can write in a variety of ways; specifically, **we expect to see more than just narration and description, but also analysis, argument, or persuasion**. Please identify the course for which each essay was written, and the name of the instructor of each course. If this requirement presents a difficulty, please inquire about alternatives.
3. Make an appointment with the Director of Liberal Studies English (Dr. Bryna Siegel Finer, e-mail brynasf@iup.edu) to take a timed writing and review your materials.

After the director of Liberal Studies English has received your portfolio, we will follow this procedure:

1. The Director of Liberal Studies English will distribute your portfolio, your recommendations, and your impromptu essay to three members of the Liberal Studies English Committee. These faculty members will review and assess your writing and determine whether or not you may be exempted from ENGL 101. At least two of the three faculty members must agree that your portfolio has earned you an exemption from the course.
2. The Director of Liberal Studies English will contact you as soon as possible to inform you of the committee's decision.

Portfolio submission forms: Two forms follow--the Recommendation and Verification Form for Faculty to complete for students applying for exemption, and the Portfolio Cover Sheet to be completed by the student and placed inside the portfolio.

Exemption Portfolio Cover Sheet
To Be Completed by the Student Applying for ENGL 101 Exemption

Name _____

Email _____

Banner ID# _____

Phone _____

Address _____

Academic Advisor _____

Please make an appointment with Dr. Siegel Finer to complete a timed writing sample, one of the elements of the exemption portfolio for transfer students. Allow about an hour.