

## Guidelines for Finding English Composition Courses Elsewhere That Are Probably Transferable to Washington University

At Washington University, English Composition (EComp) 100 seeks to develop in a single semester the analytic and writing skills commonly given two semesters at other schools. Please keep this challenge in mind if you are looking for a transferable course from another school that will be equivalent to EComp 100. Remember that acceptable proficiency in written English is a **basic** requirement for any Washington University degree, and a **critically important** requirement for all students in the School of Engineering and Applied Science. Engineers who can't explain their work are in trouble.

**CAUTION: Don't take a course elsewhere and just assume it will transfer. It might not be accepted, and you might lose the cost of the course.... Always secure *pre-approval* of the course from the SEAS English composition coordinator. Fill out the special form for pre-approval.**

If you want to satisfy the EComp 100 requirement of SEAS by coursework elsewhere, the guidelines below should help you find transferable equivalents. These are minimal requirements.

**Accreditation:** The course must be offered by a regionally accredited college or university.

**Course Number:** Commonly, two-year colleges and other four-year colleges and universities require two semesters of English Composition. The *second*, more advanced semester is the one you want: it will be accepted by the School of Engineering and Applied Science at WU. A preliminary or first-semester course of a required pair will *not* suffice.

Occasionally the technical curricula of another institution require both one semester of English Composition and one semester of technical writing. In this case, their single semester of EComp will be presumed equivalent to EComp 100 at WU, and will be accepted.

**Class Contact Hours:** 45 hours of class meeting (not conferences, movies, or other singular or passive activity) is best. Fewer than 36 hours is not acceptable.

**Course Duration:** EComp courses elsewhere are much more likely to be approved for transfer if they last eight weeks or longer. Shorter than six weeks is not acceptable.

**Assignments:** There should be 8-10 formal assignments -- typed, graded, and commented upon. These are usually 2-3 pages each, for a total of 25-30 pages. Students should have the opportunity to revise some of these assignments. A research paper of 4 pages or more is essential.

**Course Readings:** Course readings should be of substantial quality, including fiction as well as expository prose. They should range beyond contemporary writers, and should be analyzed for both content and form. At least one "big book" should be read -- likely a novel, autobiography, or major non-fiction prose.

**Transferable Course Grades:** You must earn a grade of "C-" or better in the equivalent EComp 100 course.

**Remember -- Always secure pre-approval of a course from the SEAS EComp coordinator. Request and fill out the form designed specifically for this purpose.**

**Request for Equivalency Review: English Composition Courses Elsewhere**

\_\_\_\_\_, \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Your Last Name First Name Today's date MM/DD/YY

Please fill out this form completely. **If possible, attach a photocopy of the original descriptive page(s) from the Bulletin or Catalog of the college or university offering the course.** If this is not possible, describe the source of the information you provide below.

1. What is the full name and identifying number of the English Composition course you propose to take?

\_\_\_\_\_

2. What is the name of the college or university offering the course?

\_\_\_\_\_

3. Is the course you propose to take **required** for the undergraduate degree or two-year certificate at the offering college or university?

Yes \_\_\_\_\_ No \_\_\_\_\_

4. What are the names and authors/editors of the texts required for the course?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. For how many weeks does the course meet? For how many hours per week?

Weeks \_\_\_\_\_ Class hours per week \_\_\_\_\_

6. How many written assignments are there? How long is each, in double spaced pages?

Number and length \_\_\_\_\_  
\_\_\_\_\_

7. What opportunities or requirements are there for revising written work?

\_\_\_\_\_

8. What are the names and numbers of the English Composition courses that immediately precede and follow this course academically?

Precedent course \_\_\_\_\_

Following course \_\_\_\_\_

*For office use only:*

\_\_\_\_\_ The described course **will be accepted** by SEAS as equivalent to English Composition 100.

\_\_\_\_\_ The described course will **not** be accepted by SEAS as equivalent to English Composition 100.

\_\_\_\_\_  
Evaluator

\_\_\_\_\_  
Date of evaluation