

## Transfer Worksheet – Effective Academic Year 2018-19

For students wishing to have First-Year Composition courses evaluated for possible transfer as English 103, 203, or 204:

- Fill out this worksheet **as legibly as possible (please print)**,
- Attach the appropriate documentation
- Return materials to the First-Year Composition secretary via email; [askenglish@niu.edu](mailto:askenglish@niu.edu) or stop by the English Department office in Reavis Hall #215.

You will be notified of the results of our evaluation by email or telephone.

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Name \_\_\_\_\_ Z ID number \_\_\_\_\_

Street Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Email address \_\_\_\_\_

Phone number(s) \_\_\_\_\_ Date \_\_\_\_\_

Major College \_\_\_\_\_ Major Department \_\_\_\_\_ Advisor \_\_\_\_\_

The **NIU** class for which you hope to receive transfer credit \_\_\_\_\_

### Information about the class you took at another institution:

Institution \_\_\_\_\_

Full title of class \_\_\_\_\_

Department (e.g., ENG) \_\_\_\_\_ Course # \_\_\_\_\_ Year and Semester \_\_\_\_\_ Credit Hours \_\_\_\_\_

Grade you received \_\_\_\_\_ How did the course transfer to NIU? (e.g., ENGL 100TR) \_\_\_\_\_

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### ATTACHMENTS—PLEASE CHECK OFF REQUIRED ITEMS:

#### For English 103 credit, attach:

- \_\_\_ A copy of your transcript showing the course you took for which you want credit
- \_\_\_ A **DETAILED** syllabus (preferred) or **DETAILED** official description of the course.
- \_\_\_ **Provide information about length, number, and type of writing assignments, texts used, daily or weekly schedule, and weight of writing assignments in the final grade.**

#### For English 203 credit, in addition to the above, attach:

- \_\_\_ Evidence of completing a significant (8 pages or more, with 8 or more sources) research paper
- \_\_\_ The class syllabus, web page, catalog description, or any official document that describes the class assignments, including the research paper, in detail

**OR**

- \_\_\_ A letter or email from the instructor of the course, explaining that the course fulfills significant research requirements

#### For English 204 credit, in addition to all of the above, attach:

- \_\_\_ Evidence of admittance into the class (your transcript, a copy of your AP or other test scores, copy of the catalog pages that explains your admission to an advanced composition course)

**OR**

- \_\_\_ A note from your former instructor, dean, or registrar explaining that the class was advanced and fulfilled the composition requirement at your previous school in one course.