



THE UNIVERSITY OF MICHIGAN • DEPARTMENT OF ENGLISH LANGUAGE AND LITERATURE
3187 ANGELL HALL • ANN ARBOR, MI • 48109-1003 • 734-764-6330
<http://www.lsa.umich.edu/english>

PETITIONING THE DEPARTMENT: TRANSFER CREDIT, STUDY ABROAD AND OTHER MATTERS

Special requests made to the Department for exceptions to the requirements of the English major may be submitted to the Undergraduate Administrator at 3187 Angell Hall. Instances in which a student would submit a petition include: requesting transfer credit from universities in the U.S. or abroad to be applied to the concentration, or from another department within the College of LSA, along with courses within the Department that weren't previously approved with the same or similar course content. Subject to Departmental approval, a student is allowed to transfer in a maximum of 12 upper-level credits, which includes one program requirement (Pre-1600, Pre-1830, American Literature, or New Traditions), or one of the prerequisites (239 or 240).

General procedure: Complete the attached application and attach copies (NOT originals, please) of any supporting documents, such as course descriptions and syllabi. Return it to Undergraduate Administrator in 3187 Angell Hall or you are welcome to submit your petition and materials via email to Katherine Teasdale, kjteas@umich.edu. The Undergraduate Administrator and or Undergraduate Chair will review your request and the decision will be sent to you via email. Petition requests may take a few weeks to be addressed, so please apply early.

Special procedures for transfer credit and study abroad:

Approval by the University: For a course to be considered as transferable into the English concentration, it must be evaluated by the UM Credit Evaluation Office and transferred in at the 300-400 level. For information specific to a course at a particular institution or college you may refer to the LSA Out Of Residence Credit Guide at: www.lsa.umich.edu/saa/transfer/admissions. Once the credit is evaluated, and if it is a 300-400 level course, the English Department can evaluate it for program credit. For questions regarding transfer credit, please contact the Credit Evaluators at 1220 SAB or call 734-763-1074.

Approval by the Department: Courses that have been accepted for upper-level (300-400) English credit by the transfer credit evaluators may be used as English elective credit toward the concentration. You may also petition to have these credits approved to fulfill one of the concentration requirements (American Literature, New Traditions, Pre-1830 or Pre-1600 Literature). When you submit your petition, attach copies of any information you may have about the course. If you are petitioning in advance, this would include printed course descriptions and information on the program itself; if you are submitting a petition after you have taken the course, include a copy of the syllabus if possible.

Some cautionary notes:

- The College of LS&A has specific rules about the number of credits that may be transferred toward the degree. Please see the *College Bulletin* for details.
- Check the Transfer Credit (Course Equivalencies) website at: www.lsa.edu/students/req-conversion
- If possible, you should contact the transfer credit evaluators and the Department about your credit BEFORE you study at another institution. However, in some cases the evaluators will not be able to give you a complete answer without syllabi or complete course descriptions, which, for many programs is not available until you begin the program. In addition, all approvals are tentative until the courses have been completed; neither the University nor the Department can grant credit until the program or University from which you wish to transfer credit has issued a transcript.

If you are planning on studying abroad, you may want to visit the Office of International Programs (OIP), G513 Michigan Union (764-4311). Check to see if the program you are planning on enrolling in is one that they are familiar with so you can know in advance how the credit will be transferred into the University. You will still need to submit the necessary forms and paperwork to the Credit Evaluation Office in the SAB along with the petition to our Department.



OFFICE USE ONLY	
Date: _____	Approved: _____
File ordered: _____	Denied: _____
Signature: _____	

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STUDENT PETITION FORM

Date: _____

Name: _____ UMID#: _____ Email: _____

What is your major/program? _____ RC/Honors? _____

Local Address: _____

Telephone Number: Local _____ Permanent _____

Note: *Subject to Departmental approval of each student's petition, a maximum of 12 transfer credits may be accepted, with no more than one course being used to satisfy any of the program requirements. This includes any previous transfers at the 3-400 level into this concentration and any other courses that may count as prerequisites.*

In this space or on another sheet of paper, please describe your request. Be specific about whether you are seeking elective credit or credit for a specific program requirement (American Literature, New Traditions, Pre-1830 or Pre-1600 literature credit).

Please attach:

- a) Copies (no originals please) of course descriptions or syllabi;
- b) Any other documentation which you think may help the petitions committee in reaching its decision;
- c) Copy of current unofficial transcript.

Please submit this application to the Undergraduate Administrator in 3187 Angell Hall.

Name: Last: _____ First: _____