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, 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 major, 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 English credits, which includes one program requirement (Pre-1600, Pre-1830, American Literature, Poetry, or New Traditions), or the prerequisite English 298.

**Petition procedure:** To submit your request, please email Katherine Teasdale, Undergraduate Administrator, kjteas@umich.edu. Please include the following information:
- Name
- UMID#
- UM e-mail
- Major
- Course description/syllabi
- Describe your request. Be specific about whether you are seeking elective credit or credit for a specific program requirement.

The Undergraduate Administrator will review your request and her 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 major, 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: http://www.lsa.umich.edu/students/academicsrequirements/academicpolicies/residencepolicyandtransfercredit.

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 major. You may also petition to have these credits approved to fulfill one of the concentration requirements (American Literature, New Traditions, Poetry, Pre-1830 or Pre-1600 Literature).
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: http://www.ugadmiss.umich.edu/TCE/Public/CT_TCESearch.aspx
- If possible, you should contact the transfer credit evaluators and the English 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 English 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 Center for Global and Intercultural Study (CGIS), G155 Angell Hall, (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.

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 300-400 level into this major and any other courses that may count as prerequisites.