

**Procedure**                      **Transfer Credit Appeal  
Guidelines for Introductory and  
Intermediate Writing Courses**

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Approved by: ASCRC Writing Committee

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### Introductory and Intermediate Writing Course Requirement and Transfer Students

The Admissions Office (406-243-6266) evaluates transcripts for course equivalencies, with the exception of UM's approved writing courses.

This information pertains only to the introductory and intermediate writing courses, not the departmental advanced writing requirement. Students should speak to their major department regarding any issues relating to the advanced writing requirement.

If a student believes a course taken at another institution meets the introductory or intermediate writing course requirement, the student may petition for course exemption through the Writing Committee. The student must provide the materials listed below. Materials should be submitted to the Faculty Senate Office, UH 221, [camie.foos@mso.umt.edu](mailto:camie.foos@mso.umt.edu), 243-5553.

**Students within two semesters of graduation must use the [Graduation Appeal process](#) in place of the Introductory and Intermediate Writing Course Exemption Appeal process.**

Students applying for course exemption through the Introductory and Intermediate Writing Course Exemption Appeal process must submit the following materials. Incomplete applications will not be considered.

1. A cover letter outlining the basis for the request. The cover letter should clearly articulate how the proposed course meets the learning outcomes of Introductory or Intermediate Writing Courses at the University of Montana (listed below). Include pertinent information such as contact information, student ID number, and how you fulfilled this requirement in a course at your previous institution.
2. Evidence of a C- or better in the course.
3. A syllabus and course description, and any available writing assignment instructions. For introductory courses, the syllabus or instructions must show that the course a) emphasized rhetorical understanding, textual analysis, and genre flexibility, b) emphasized on structure, argument, development of ideas, clarity, style, and diction, c) required expository prose and research paper, d) expected to write without major faults in grammar or usage. For Intermediate courses, the syllabus or assignment instructions must show that the course required at least 16 pages of writing and that 50% of the course grade was based on writing performance.

## Evaluation

Course exemption requests will be evaluated based on the following criteria:

- Student earned a C- or better in the transferred course, and at least 50% of the course grade was based on writing performance

The transferred course goals are similar to Introductory Writing Course Learning Outcomes:

- Use writing as a means to engage in critical inquiry by exploring ideas, challenging assumptions, and reflecting on and applying the writing process;
- Read texts thoughtfully, analytically, and critically in preparation for writing tasks;
- Develop multiple, flexible strategies for writing, particularly inventing, organizing, drafting, revising, and copyediting;
- Demonstrate an understanding of research as a process of gathering, evaluating, analyzing, and synthesizing appropriate primary and secondary sources;
- Integrate their own ideas with those of others;
- Formulate an assertion about a given issue and support that assertion with evidence appropriate to the issue, position taken, and given audience;
- Demonstrate proficiency in the use of the conventions of language and forms of discourse, including grammar, syntax, punctuation, spelling, and mechanics;
- Use conventions of format and structure appropriate to the rhetorical situation and audience;
- Develop and organize logical thoughts as a means of building evidence that results in a persuasive argument;
- Understand how to self-edit and appreciate its importance in crafting a professional document.

- The transferred course goals are similar to Intermediate Writing Course Learning Outcomes:

- Use writing to learn and synthesize new concepts
- Formulate and express written ideas that are developed, logical, and organized
- Compose written texts that are appropriate for a given audience, purpose, and context
- Revise written work based on comments from the instructor
- Find, evaluate, and use information effectively and ethically
- Begin to use discipline-specific writing conventions
- Demonstrate appropriate English language usage
- Produce at least 16 pages of writing

## Review Procedure

Petitions are reviewed by three members of the Writing Committee then voted on by the full committee. Students within two semesters of graduation must use the [Graduation Appeal](#) process in place of the Intermediate Writing Course Exemption Appeal process. Notice of the decision is sent to the student's University of Montana email address.

## Expedited Summer Review

If a student needs a decision in order to enroll in courses for the fall, the Writing Committee Chair and one member of the Committee can determine the results of the petitions. The results are communicated to the committee at the first meeting in the fall.

## Note on Equivalent courses

Students who transfer courses (Dual Enrollment, CCN or out-of-state) or placement exams (IB or AP ) that equate to an approved intermediate writing course (LIT 110 or other) at UM also receive intermediate writing credit. However, these students should be advised that although not required, they would benefit from additional writing intensive courses to improve writing skills in order to be successful in their required advanced writing course. Proficient writing skills are required by employers and graduate programs.