

GUIDELINES for transfer credit reevaluation requests involving W and O classes:

While UNC Charlotte makes every effort to give students appropriate credit for courses previously taken, the requirements for W and O classes are very specific. For this reason, the burden of proof in order to get a course approved as writing intensive is much higher than for other kinds of transfer credit reevaluations and students should be aware that a significant number of these requests are not approved.

In order to prove that a course was indeed W or O students will need to demonstrate:

Characteristic	Which means...
<ul style="list-style-type: none"> The course qualifies as writing/speaking in the discipline 	<ul style="list-style-type: none"> Lower level classes, composition classes do not count as writing intensive
<ul style="list-style-type: none"> that the course's objectives specifically included the goal of developing communication skills 	<ul style="list-style-type: none"> just having writing /speaking assignments isn't enough even if there were several and they were worth a significant proportion of the grade
<ul style="list-style-type: none"> that writing/speaking were an integral and on-going part of the course 	<ul style="list-style-type: none"> A syllabus might have a term paper or essays but if those assignments are primarily a way to assess your knowledge of content (rather than helping you learn to write) then it isn't writing intensive
<ul style="list-style-type: none"> there were assignments that were turned in in draft form, commented on by the instructor, and then revised into a finished product. 	<ul style="list-style-type: none"> You need to show that the instructor provided comments that were intended to improve your writing skills
<ul style="list-style-type: none"> the writing or speaking assignments included formal papers or presentations 	<ul style="list-style-type: none"> in class writing, informal writing like blogs or journals can be part of the writing assignments but only part. Ditto for in class discussion.
<ul style="list-style-type: none"> That the class size was small enough (25 or less) to allow for the kind of feedback on writing necessary to learn 	

Students ***will need to provide documentation*** of these characteristics in the form of a syllabus, examples of written work from the course etc.

Other notes:

- The system wide transfer credit articulation agreement with North Carolina Community Colleges means that only courses ***already approved*** as writing intensive or oral communications in the community college catalog count can count. No retroactive requests can be considered.
- It helps if the institution from which you are transferring the course designated the class as meeting their writing intensive/oral communication requirement but we still need to make an independent evaluation based on the characteristics above.