Approval of Transfer Credits in English

Non-English Majors and Minors: Students may use officially approved summer courses, study abroad courses, or domestic exchange courses taken at other institutions to satisfy English 002, 003, Division A courses in English or the Humanities, English general electives, and/or third writing requirements (Technical Writing and Art of the Essay).

Students may receive credit for English courses taken at other institutions with official approval (memo from either the Director of Undergraduate Studies, the department’s designee, or the Department Chair) or course approval form from EAC. To obtain official approval for English courses, students should submit the course description for the course to be transferred (available on the other university’s website or in its course catalog). If students are attempting to get credit for a particular HU equivalent course, it is helpful if students review the course description of the HU equivalent (available on the department’s website). Before making the request, students should ensure that the courses are reasonably equivalent. With this assurance, students should take both descriptions to the Director of Undergraduate Studies (Dr. Alla Tovares) or to the department’s designee to receive official approval. Students may check the main English office, Locke Hall 248, for the director’s, the chair’s, or the designee’s availability. Office hours for all faculty are posted outside of the main office. Students may also make requests via email (you will still have to get a signature, however). Submit the same information indicated above (course descriptions and/or course links from other university and course name, description, and number of the HU equivalent) to Dr. Tovares at atovares@howard.edu or to Ms Hardy at thardy@howard.edu.

Students must earn a grade of <C> or better in a course for which they seek transfer credit. Students will receive credit for the number of hours transferred. Grades and grade point averages earned at other institutions are not transferable to the College.

Students from regionally accredited community (two-year) colleges may transfer a maximum of sixty-five (65) credits at the time of enrollment in the College; students from regionally accredited four-year colleges may transfer a maximum of ninety (90) credits at the time of enrollment in the College. The last 30 credits offered for a degree must be earned in the College of Arts and Sciences at Howard University. Students who have already transferred the maximum of sixty-five (65) credits from a regionally accredited community (two-year) college will be permitted to transfer additional credits earned during the summer only from a 4-year accredited institution.

English Majors and Minors:

The following required courses must be taken at Howard, with very limited exception.

Engl 104 Sophomore Seminar I Engl 105 Sophomore Seminar II
Engl 110 Linguistic Foundations Engl 111 AfAm Literary Foundations
Engl 112 American Literary Foundations Engl 113 British Literary Foundations

Exceptions may be made for transfer students who have earned the grade of <B> or higher in a course that meets 90% of the course description and content, of course writing requirements and
evaluation methods, and of the course objectives. Non-transfer students may request pre-approval for these courses; however, they must demonstrate reasonable necessity for taking these courses at another university. Non-transfer students who do not receive pre-approval for these courses will not be given credit toward the major/minor required courses or electives; instead, these courses will transfer as general electives. Non-transfer students who are granted pre-approval can use a pre-approved course toward the major/minor requirements or electives if the student earns a grade of <C> or higher.

English majors are required to take a Major Author course and a Period or Genre course. These courses have specific writing requirements that must be met in order for a student to receive credit for the course as a Major Author, Period, or Genre course. To receive transfer credit for these courses as Major Author, Period, or Genre courses, the course to be transferred must meet these writing and evaluation requirements: the final paper must be a minimum of 15 double-spaced pages, must require use of secondary sources, and must use MLA documentation style; at least 50% of the course grade must be earned through essay writing. Accordingly, students who petition to have a course transfer as one of these required courses must submit a syllabus and the long essay (graded or submitted). If students cannot produce a syllabus and a long essay, students may use the transferred course as a major/minor elective but must still take a Major Author course and a Period or Genre course at Howard or a course at another university that meets the department’s requirements for these courses.

To obtain official approval for transfer credit of courses other than those listed above, students should submit the course description for the course to be transferred (available on the other university’s website or in its course catalog) If students are attempting to get credit for a particular HU equivalent course, it is helpful if students review the course description of the HU equivalent (available on the department’s website). Before making the request, students should ensure that the courses are reasonably equivalent. With this assurance, students should take both descriptions to the Director of Undergraduate Studies or to the department’s designee to receive official approval. You may check the main English office, Locke Hall 248, for the director’s or the designee’s availability. Office hours for all faculty are posted outside of the main office. Students may also make requests via email (you will still have to get a signature, however). Submit the same information indicated above (course descriptions and/or course links from other university and course name, description, and number of the HU equivalent) to Dr. Tovares at atovares@howard.edu or to Ms. Hardy at thardy@howard.edu.

Students must earn a grade of <C> or better in a course for which they seek transfer credit. Students will receive credit for the number of hours and courses transferred. Grades and grade point averages earned at other institutions are not transferable to the College.

Students from regionally accredited community (two-year) colleges may transfer a maximum of sixty-five (65) credits at the time of enrollment in the College; students from regionally accredited four-year colleges may transfer a maximum of ninety (90) credits at the time of enrollment in the College. The last 30 credits offered for a degree must be earned in the College of Arts and Sciences at Howard University. Students who have already transferred the maximum of sixty-five (65) credits from a regionally accredited community (two-year) college will be permitted to transfer additional credits earned during the summer only from a 4-year accredited institution.