

A student transferring from another college or university may complete their First-Stage Writing requirement by:

- 1) Transferring (each 3 units or more) passed with a “C” or higher from a previous college or university. These courses must be approved by the Writing Program Director and the College Registrar. Transfer students must request a review and potential approval of these courses in their first semester at Oxy. If a student does not request this review in their first semester, they may be required to fulfill the requirement through options 2 or 3 below. Please note: literature or other courses where papers were required (even if numerous)

2. Paper length may vary, but please do not submit essays longer than 12 pp. (if you do not have any shorter essays that showcase your writing strengths, please explain why in your email submission).
3. For each paper submitted, include a cover sheet (a separate document) with the following information:
 - the assignment prompt (type this out if short enough; if too long, include a copy of the assignment as a separate attachment);
 - a brief “self-assessment” paragraph in which you explain your writing process for the paper including: number of drafts; length of time spent on the essay (from draft through revision); and how you included peer, professor, or other feedback in your final submitted version of the paper.

Portfolio Evaluation:

The contents of your Transfer Writing Portfolio will be evaluated for college-level writing proficiency using the following criteria:

- focus and responsiveness to the assignment;
- thesis and argument clarity and purpose;
- development and analysis of ideas;
- structure and organization;
- appropriate use of evidence and correct citation of sources;
- clear, effective, and error-free prose (style, grammar, and mechanics).

You will receive an email from the Writing Program Director, usually within 2 weeks of receipt of the Transfer Writing Portfolio, to confirm whether you have fulfilled your First-Stage Writing Proficiency Requirement (a copy of the email will be sent to the Registrar’s office). If you do not pass the First-Stage Writing Proficiency Requirement through the submission of a Portfolio, you will be required to fulfill the requirement by taking CWP 201.