**SPECIAL CREDIT PORTFOLIO OPTION FOR W131**

The special credit portfolio option is open only to students who transfer with **30 credits** or more who fulfilled the composition requirement at their previous university through SAT or ACT scores or a placement test. Students should be aware that credit is not always awarded. Please note that the special credit portfolio option is not available for W132 or W231.

**Procedures for submitting a portfolio and criteria for evaluation**

The range of work included in the portfolio should demonstrate that you have already attained the goals of W131, Elementary Composition I. The portfolio should include three pieces of writing which, on the whole, demonstrate your ability to:

- Complete a researched writing assignment. Your writing may draw on articles, books, interviews, or other data.
- Complete different kinds of writing tasks. The three pieces in the portfolio should show some variation; don’t submit three book reviews, for instance, or three personal essays.
- Analyze source material (readings, statistics, interviews, etc.).
- Organize and focus an essay that grapples with an issue of some complexity.
- Engage in a reasoned argument.
- Use the conventions of Standard Academic English, including the use of in-text citations and bibliographies.
- Explain your writing processes (see below.)

Each piece of writing must be accompanied by a statement that explains:

- When the piece was written.
- What context it was produced in (e.g., for work or a course assignment; if produced for a course, describe the assignment).
- The process you used to write the piece.
- What qualities in the piece you wish us to notice.

In addition, include a **cover letter for the portfolio** that describes the writing experiences you have had and makes a general argument about why you should receive credit for English W131. The letter should also include the number of semesters you have been enrolled at IUPUI, the number of credit hours you have earned, the name of the school at IUPUI you are seeking a degree in, your student ID number, email address, mailing address, and phone. If you have questions about assembling your portfolio, please call the Writing Program office at 274-3824.

**Please submit your portfolio to:**

Julie Freeman, Associate Director of Writing  
Department of English, IUPUI  
423 Cavanaugh Hall  
425 University Boulevard  
Indianapolis IN 46202  
(317) 274-0092; jfreema@iupui.edu

Special credit portfolios are evaluated by Writing Program administrators as soon as possible, usually within two weeks. If you receive notification that your portfolio earned you credit for W131, you are responsible for confirming that the credit is recorded on your academic records.