

SUNY NEW PALTZ DEPARTMENT OF ENGLISH COMPOSITION PROGRAM “TOP 10” POLICY LIST

Composing texts involves complicated processes of analyzing a situation, thinking critically about options, and stylistically creating and revising material in the proper format. Because of the importance and complexity of writing for academic, business, and personal settings, SUNY New Paltz requires two distinct writing courses that ALL students must complete— Composition I (ENG 160) and Composition II (ENG 180) or its course equivalent Honors English II (ENG 206). Students placed into Composition I upon matriculation at SUNY - New Paltz must begin the course sequence in their first semester, and complete all required Composition courses within their first year. Students placed into Composition II or Honors English II must complete the course within the first year of matriculation at SUNY New Paltz. The first course teaches more general stylistic, mechanical, rhetorical, and analytical skills while the second teaches more advanced argument and research skills. Students eligible for Honors English II are interested in literature and writing.

Please use this guide to be sure you meet your Composition I and II requirements.

1. Composition I and Composition II are taken in a two-semester sequence upon matriculation to complete the General Education III (GEIII) requirement. If, **FOR ANY REASON**, the Composition courses are taken out of sequence, this does not provide exemption status for Composition I. Both courses cover specific writing techniques and skills and are not redundant syllabi. CLEP scores must be received before the student matriculates; AP and IB scores must be received within the first week of classes of the semester that the student matriculates.
2. No student may take more than one Composition course at a time to satisfy the Composition requirement.
3. No student may withdraw from Composition for any reason.
4. Attending the library session as assigned is mandatory to comply with the GEIII Information Literacy Component for Composition I and II. If a student is absent from the library session, he or she must make arrangements to make up the session.
5. Any student with a disability should notify his or her instructor as early in the semester as possible so proper arrangements can be made to comply with the Americans with Disabilities Act (ADA).
6. An attendance requirement is in effect in all Composition courses: in a course which meets twice per week the total absences allowed for any reason are three; in a course which meets three times per week, the total absences allowed are five. Three latenesses constitute an absence.
7. A student must prepare and submit a passing portfolio at the end of Composition I in order to move on to Composition II. A student who has exceeded the number of absences permitted, who has not completed all the work required, or who has not earned a passing grade (D or better) prior to the final exam may not submit a portfolio.
8. Some students with weak writing skills may need more than one semester to pass Composition I or II. If a student fails Composition I or II because his or her writing is too weak to pass (but is not failing due to excessive absence or inability to complete at least 60% of the assignments) a Repeat (“R”) grade may be granted. An “R” grade will not affect a student’s cumulative average, jeopardize tenure at the college, or endanger financial aid. An “R” grade requires the student to repeat the course the following semester. The student then is assigned the grade earned in the repeated class.
9. In some cases, students who submit Composition I portfolios will be given a provisional pass. This grade means that the student must immediately enroll in a Composition II Supplemental Writing Workshop (SWW). If a student elects NOT to enroll in an SWW section of Composition II, the student will receive an “R” and must repeat Composition I. Conversely, those students who demonstrate particularly sophisticated writing skills may be recommended to enroll in General Honors English II if they wish.
10. Statement on Academic Integrity: “Students are expected to maintain the highest standards of honesty in their academic work. Cheating, forgery, and plagiarism are serious offences, and students found guilty of any form of academic dishonesty are subject to disciplinary action” (*Faculty Handbook*, p. 33).
Plagiarism is the unacknowledged (intentional or unintentional) use of summary, paraphrase, direct quotation, language, statistics, or ideas from articles or other information sources, including the Internet. Cases of plagiarism must be reported to the Department of English Chair and the Academic Dean.

FOR FURTHER INFORMATION, PLEASE CONTACT:
Matthew Newcomb, Coordinator, Composition Program
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845.257.2727, JFT 702

SUNY NEW PALTZ DEPARTMENT OF ENGLISH COMPOSITION PROGRAM "TOP 10" TRANSFER AND ACCREDITATION LIST

Under specific circumstances, you may qualify for Composition exemption or transfer credit.

Composition I:

1. Transfer students who have taken a Composition course at another college may submit their transcripts to Transfer Advising for consideration. These must be received at the mid-point of the first semester the student matriculates (please check for specific deadline date with Transfer Advising).
2. If a student receives a score of 3 (Composition II), 4 or 5 (Honors English II) on either the Language or Literature AP exams, he or she may receive Composition I exemption. Transfer Advising must receive the official transcript within the first week of the semester that the student matriculates for the student to register for Composition II.
3. If a student receives a score of 70 or above on the CLEP exam (the **College Composition Exam** only, **NOT** the Composition Modular Exam), he or she may be exempt from Composition I. CLEP scores must be received prior to matriculation.
4. If a student earns a 5 or higher in English through the International Baccalaureate Program he or she may be exempt from Composition I. IB scores must be received prior to matriculation.
5. If a student earns high school grades and scores on the SAT that meet the standards listed in the Composition Placement Rubric ("A" in English, 640 SAT written, 640 SAT verbal, 85%+ NYS Regents) he or she may be exempt from Composition I.
6. Students who, after a significant time, are returning to college may submit a portfolio of work that must include samples of expository, argument, and informational essays. This material may include professional writing (i.e., work that the returning student may have completed in the workplace). One essay must have at least three sources cited in MLA format.

Composition II:

7. Composition II emphasizes academic argument and research and is not redundant with Composition I. Unless a student has completed the Composition I and II sequence from an accredited college, only under exceptional circumstances may exemption be granted from Composition II.
8. If a student has successfully received exemption for the Composition I requirement and has not successfully passed a Composition II course (either Composition II is not offered at the prior institution of study or the student has not passed a course comparable to SUNY New Paltz's Composition II), the student must complete Composition II within the first year of study. An exemption for Composition I does not indicate an exemption for Composition II.
9. If a transfer student thinks he or she may have passed a course that meets Composition II objectives the student must submit, **before the end of the first week of classes**, the following to the Composition Program:
 - a. Syllabus for the course in question;
 - b. Transcript from original college that notes the grade for the course in question;
 - c. Portfolio of work (often 20-25 pages) completed for the writing course comparable to Composition II that includes a properly documented research paper (typically 10-15 pages minimum) and three other academic essays from the course in question.
 - d. If appropriate, the Composition Program will ask each student seeking exemption to write a timed essay in our office.

Notes:

10. Any student denied exemption is required to register for the appropriate level of Composition as soon as possible. Completion of the Composition sequence is mandatory to graduate.
11. All students who matriculate at SUNY New Paltz must complete Composition I and Composition II in order to complete the General Education III requirement for Composition. Composition I and Composition II are taken in a two-semester sequence. If, **FOR ANY REASON**, the Composition courses are taken out of sequence, this does not provide exemption status for Composition I.

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