COMMITTEE ON INSTRUCTION AND CURRICULUM

16-17 CIC 121
Monday, May 15, 2017

TO: The Academic Senate
FROM: Committee on Instruction and Curriculum (CIC)
SUBJECT: 16-17 CIC 121: Policy and Procedures for Satisfying Graduation Writing Assessment Requirement under Semesters
PURPOSE: Approval of the Academic Senate
ACTION REQUESTED: That the Senate approve the policy and procedures below. Upon the President’s signature, policy effective as soon as possible.

BACKGROUND INFORMATION:
The California State University system requires that all undergraduate students complete a lower-division writing course as part of their general education, and that undergraduate and graduate students demonstrate writing competency at the university level in order to receive a baccalaureate or master’s degree. In addition as we move to semesters, undergraduate students at Cal State East Bay are required to complete a second lower division composition course, designated as a “Writing II” course.

At the April 10th meeting, the Writing Skills Subcommittee approved this policy and procedure document for satisfying the Graduation Writing Assessment Requirement (GWAR) under semesters. At its May 15, 2017 meeting, CIC approved the proposal unanimously.

PROPOSED POLICY/PROCEDURES:
Policy and Procedures for Graduation Writing Assessment Requirement (GWAR)
Students must satisfy the GWAR to receive a degree from CSUEB unless exempt by one of the following criteria:

1. If a student has previously satisfied the GWAR at CSUEB or at another CSU campus CSUEB will accept official certification of completion from another CSU campus.
2. If a student received an essay score of 4.5 or higher on the GMAT or GRE or an essay score of 53 or higher on the CBEST.
3. If a student passed the Writing Skills Test (WST) at Cal State East Bay. See WST (Option One) below for details.
4. If a student passed a first-tier writing course and possibly a second-tier writing course (if needed). See Course (Option Two) below for details.

Graduation Writing Assessment Requirement (GWAR) for Undergraduate Students:
Students who begin as first-year undergraduates at Cal State East Bay must pass lower division second composition with a final course grade of C- or better before they register for the WST. They should complete their second composition requirement before earning 60 units.

Transfer students who have satisfied GE Area A2 and a lower division second composition course or have earned an Associate Degree for Transfer (ADT) should take the WST during their first semester of attendance at Cal State East Bay. If incoming transfer students have not completed a second composition course, they need to take a lower division Writing II course during their first semester at CSUEB.

Students who have earned 60 semester units will be notified that they should take the Writing Skills Test or enroll in English 300 or 301. Those students who are considering enrolling in English 300 or 301 should meet with their academic advisor before enrolling.

Students who have earned 75 semester units and not taken the WST or enrolled in English 300 or 301, will be notified to take the WST during the current semester and will have a registration hold placed for the following semester. Once they take the WST, their registration hold will be removed.

Graduation Writing Assessment Requirement (GWAR) for Graduate Students:
Graduate students who have not satisfied the GWAR before beginning their graduate work must either take the Writing Skills Test or enroll in an approved course within their department by the end of their first semester as “Conditionally Classified graduate” status. If graduate students do not take the test or course when required, they may have a registration hold placed and may be dropped from their classes. The GWAR must be satisfied before a graduate student can be admitted as a “Classified Graduate” student and, consequently, before the graduate student can be advanced to candidacy and receive a degree.

Options for Satisfying the Graduation Writing Assessment Requirement (GWAR)
To satisfy the requirement at CSUEB, students may do one of the following:
- Option One: Register for and pass the Writing Skills Test (WST). See WST (Option One) below.
- Option Two: Enroll in and pass a first-tier writing course (ENGL 300 or ENGL 301) and possibly a second-tier course, as well. See Course (Option Two) below.

WST (Option One):
The Writing Skills Test (WST) consists of an analytic essay that requires a student to demonstrate that they can think and write critically. A student must pass the WST with a score of Clear Competence (score of 8) to satisfy the GWAR. An undergraduate student may still need to complete an upper-division writing course in their major.
If a student receives a score of Developing Competence (score of 7), the student will need to enroll in a second-tier course and pass with a C- (CR) or better to satisfy the GWAR.

If a student receives a score of Limited Competence (score of 6), the student will need to enroll in ENGL 300 or ENGL 301 and possibly a second-tier course listed above. English 300 is intended for native English speakers and English 301 is intended for non-native English speakers.

Course (Option Two):
ENGL 300 and ENGL 301 are the first-tier courses, designed to help students meet the GWAR. After consulting with an academic advisor, students may choose to enroll in ENGL 300 or ENGL 301, instead of taking the WST.

Based on end-of-course portfolio evaluation scores, students will be provided with one of three outcomes:
1. Student has satisfied the GWAR.
2. Student is eligible to enroll in a second-tier course.
3. Student will need to repeat ENGL 300 or ENGL 301.
Students should note that they could pass ENGL 300 or 301 and not the portfolio. Students with a verified disability may request accommodations to assist them in satisfying this requirement through Accessibility Services.