TO: The Academic Senate
FROM: Committee on Instruction and Curriculum (CIC)
SUBJECT: 16-17 CIC 88: Policy for second composition for transfer students
PURPOSE: Approval of the Academic Senate
ACTION REQUESTED: That the Senate approve the proposed policies below. Upon approval of the President, effective Fall, 2018.

BACKGROUND INFORMATION:
In 15-16 CIC 31, the Senate recommended and President approved policies about the second composition and University Writing Skills Requirement courses. However, some of the recommendations regarding how transfer students might satisfy the second composition graduation requirement might run afoul of system-wide rules for transfer students. The Writing Skills Subcommittee made recommendations to the Committee noted here. The Committee voted unanimously to forward the recommendations after some editorial changes at its meeting on April 3.

At its meeting on May 15, 2017, CIC voted to amend the document as denoted below. Additions are in red bold face and deletions are noted by strikethrough.

PROPOSED POLICY:
Students with Associate Degrees for Transfer (ADT) will be considered to have satisfied all lower-division general education and lower-division university-wide graduation requirements, including the second composition requirement, at the time of transfer. **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.**

Transfer students with neither an ADT nor a second composition course must complete either an approved lower-division or upper-division writing course to meet the second composition requirement. **Incoming transfer students who have not completed a second composition course need to take a lower division second composition course during their first semester at CSUEB.**