Revisions for catalog copy, 2004-5, proposed by the Writing Skills Subcommittee

All CSU graduates are required to demonstrate competency in writing skills for graduation. To prepare for the graduation writing proficiency requirement, you should complete two courses in freshman English composition (ENGL 1001-1002 or their equivalents). ENGL 1001 must be completed within the first 90 quarter units. Unless exempt by admission test scores, you must take the EPT before you first enroll so that you can complete any needed remediation as soon as possible. You should also complete ENGL 1002 before earning 90 quarter units, but if you cannot, do so immediately thereafter.

As soon as you have completed 90 quarter units, you will be required to satisfy the University Writing Skills requirement either by taking the Writing Skills Test (WST) offered by Assessment and Testing, or by enrolling in the writing courses that will satisfy the requirement. If you choose to enroll in courses, you must complete two levels: (1) a first-tier course, ENGL 3000 or 3001 (designed to benefit ESL students), and (2) an approved second-tier writing course, normally in the college of your major, which addresses rhetorical approaches and strategies and is taken in the quarter after passing ENGL 3000 or 3001. [A list of approved second-tier writing courses appears in the online Class Schedule each quarter. The currently approved courses are: ENGL 3003 Discursive Writing, MKTG 3495 Business Communication, MLL 3119 French Literature in English Translation, SCI 3010 Writing in Sciences.] To satisfy the University Writing Skills Requirement, you must pass the second-tier writing class with a grade of "C-" or better. (Do not attempt the WST or the courses before completing 90 units or the graduation writing competency requirement will not be met.) For details about the test, contact the Office of Assessment and Testing. If you pass the test or the courses, you have satisfied the graduation writing proficiency requirement.

The WST consists of an analytic essay that requires you to demonstrate that you can think critically and analyze a short text. You pass the WST and satisfy the University Writing Skills requirement with an essay score of 8 or above. If you fail the WST, you have one opportunity to take it again. If you fail it again, your highest score of the two will determine your placement in courses. You must take the WST and satisfy the University Writing Skills Requirement, you must pass the second-tier writing class with a grade of "C-" or better.

(If you fail the second-tier course, you must repeat it or take a different second-tier course to satisfy the UWSR.)

Students may be enrolled in a first-tier course and also take the WST offered that quarter. If they pass the WST, they will be permitted to drop the course.

Students who choose the option of the exam but who do not show for the exam will be blocked from registration in the following term until they re-register. Students cannot drop or withdraw from the courses without permission.

Students who choose the option of coursework, or who are placed into first-tier courses after failing the exam, will be judged by portfolio assessment at the end of the first-tier course. Portfolio evaluators (not the student’s instructor) will place students into one of the following categories:

1) NC: no credit for course: must to take the first-tier course again;
2a) CR: credit for course: must take a second-tier course
2b) CR: credit for course and need not take the second tier course: satisfies the writing skills requirement because the portfolio demonstrates superior performance.

Students who have taken the first-tier course three times consecutively and who have not
passed, and who have a letter of good faith effort from their most recent first-tier teacher, may apply to the Associate Vice President, Academic Programs and Graduate Studies, for a waiver of the University Writing Skills Requirement. If a waiver is granted, your permanent record will note that you were allowed to graduate without having satisfied the University Writing Skills requirement. If you do not satisfy the requirement and do not have a waiver approved, you will not be allowed to graduate. Contact the Office of Academic Programs and Graduate Studies for information on waivers (WA 859; Tel. 510-885-3718).

If you fail the WST with an essay score of 6 or 7, and receive a grade of "D+" or "D" in a second-tier writing course (taken Fall 2000 or later), you may appeal to the Associate Vice President, Academic Programs and Graduate Studies, for a waiver of the University Writing Skills Requirement. If a waiver is granted, your permanent record will note that you were allowed to graduate without having satisfied the University Writing Skills requirement. If you do not satisfy the requirement and do not have a waiver approved, you will not be allowed to graduate. Contact the Office of Academic Programs and Graduate Studies for information on waivers (WA 859; Tel. 510-885-3718).

If you have a verified disability that affects your ability to satisfy this requirement, there is a special appeal process facilitated by the Student Disability Resource Center. Contact that office for details (ST 140; Tel. 510-885-3868).