

CALIFORNIA STATE UNIVERSITY, LONG BEACH

POLICY STATEMENT

NUMBER: 79-11

FILE: English

SUBJECT: WRITING PROFICIENCY

The following policy statement, recommended by the Academic Senate at its meeting of November 2, 1978, and approved by the President on December 13, 1978, is as follows:

Demonstration of Writing Skills Competency as a Requirement for Graduation:

1. To qualify for the baccalaureate, each student must be certified proficient in written composition in English. Proficiency must be demonstrated by passing an approved certification examination required by the major department or school or by passing the general University examination. The responsibility for developing the skills necessary to pass the examination is the student's.
2. Every baccalaureate candidate should take the examination during the first semester of the junior year. The examination may be retaken as many times as necessary, but no more than once a semester or three times a year (including the Summer Session.)
3. The University Committee on Writing Proficiency shall have the responsibility of approving examinations to be used to demonstrate writing proficiency, of overseeing the administration and grading of the examinations, and of certifying to the Records Office that a student has met this graduation requirement.
4. To cover the costs of administration and scoring, a fee of \$10 will be charged each time a student takes the examination.

Implementing Procedure

1. Establish a University Committee on Writing Proficiency. (See Structure and Charge.)
2. Schools, departments, and disciplines may align themselves for the purpose of selecting or developing writing proficiency examinations in English composition which are relevant to the subject matter and unique writing needs of their majors. In doing this, they should consult with members of the community, specifically those in occupations in which graduates may be employed, to determine needed writing skills.

Disciplines may establish standards for their students which are in addition to the general university standards, but they may not detract from or lower them.

3. Examinations used by the disciplines shall be graded by faculty members from those disciplines. Faculty members from all other disciplines shall be responsible for grading the general university examination. Grading of all examinations shall be under the supervision of University Committee on Writing Proficiency. Each School shall designate faculty members each semester for grading of the general university examination, the number to be determined by the University Committee.
4. Faculty members assigned to assist in grading examinations shall be selected by the school deans in consultation with the department chairs.
5. The disciplines shall counsel students about ways to develop the necessary writing skills, including:
  - a. Enrolling in regular university courses in writing on a voluntary basis;
  - b. enrolling in courses in his/her major field which develop writing skills;
  - c. enrolling in special courses offered through Continuing Education;
  - d. getting tutorial help from student organizations which provide assistance;
  - e. securing tutorial help from the Learning Assistance Center;
  - f. enrolling in writing courses in a community college.

Effective: Fall, 1979

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3/30/79