

# **Graduation Writing Assessment Requirement**

**Graduation Writing Assessment Requirement Procedures**

**Course Proposal Procedures**

**Course Proposal Form**

# Graduation Writing Assessment Requirement

(Policy adopted by the Senate, December 5, 1978;  
Revised February 4, 2003 and April 2004)

## Proficiency in Writing

San Diego State University students shall demonstrate proficiency in writing skills as a requirement for graduation. Such skills shall incorporate basic rules of good writing, subject to the argument, format, logical development, demonstration of evidence, and style appropriate to various disciplines. Furthermore, departments and schools should insist upon effective expression in their courses and should stress the need for improving substandard writing.

**Certification of Writing Proficiency:** All students shall take the Writing Proficiency Assessment in the semester in which they achieve 60 units or, for students who transfer to SDSU with 60 or more units, in their first semester at SDSU, to determine their ability to write clearly and logically.

1. Students demonstrating writing proficiency on the Writing Proficiency Assessment shall meet the Certification of the graduation writing proficiency requirement, unless their majors, schools, or colleges require satisfactory completion of an upper division writing course. (If such a course is required, demonstrating competency on the Writing Proficiency Assessment shall serve as the prerequisite.) Completion of the course with a minimum grade of C or Cr shall be certification of proficiency for the student.
2. Students demonstrating basic writing competency on the Writing Proficiency Assessment shall enroll in an upper division writing course. Completion of an approved writing course with a minimum grade of C or Cr shall mean the student has met the Certification of the graduation writing proficiency requirement.
3. Students unable to demonstrate basic writing competence on the Upper Division Writing Assessment shall complete an approved basic writing course with a minimum grade of C or Cr before enrolling in an upper division writing course. Completion of an approved upper division course with a minimum grade of C or Cr shall mean the student has met the Certification of the graduation writing proficiency requirement.

## Graduation Writing Assessment Requirement Procedures

### Guidelines for Courses Fulfilling the Graduation Writing Proficiency Requirement

1. In order to prepare students to write in and for a specific discipline, the course should give students practice in writing that includes the following components:
  - a. Disciplinary means of argumentation and exposition.
  - b. Disciplinary ways of reasoning, analysis, synthesis, and evaluation.
  - c. Disciplinary formats, genres, and conventions.
  - d. Disciplinary vocabulary and prose style.
2. The course may also prepare students to write for general or specific audiences outside of their major discipline (for example, ability to convey information or perspectives relevant to a discipline to an audience beyond it).
3. The course should provide students with an understanding of the rhetorical situation-purpose, context, and audience.
4. The course should provide students with an understanding of the writing process (i.e., research, prewriting, drafting, revision, and editing).
5. The course should require a minimum of 2,000 words of writing per unit of credit.

Mechanics and usage (such as punctuation, agreement, spelling, verb forms) are not considered appropriate subjects to be taught in an upper division course. However, students who demonstrate deficiencies in these areas must be identified at the beginning of the course so that they may be directed to some means (e.g., workbook, tutoring, academic skills) to bring themselves up to an acceptable level by the end of the course.

The University Writing Committee (Dean of Undergraduate Studies, chair) wishes to support departments in their creation or adaptation of writing courses and will be offering both general advisory sessions and ongoing assistance on a consultative basis.

## **Procedures for Submitting a Course**

**Existing Courses:** Departments must submit the writing requirement proposal with college approval to the Assistant Vice President, Academic Services for university-wide processing.

**New Courses:** Departments must submit **both** a new course proposal **and** a writing requirement proposal. New course proposals follow the regular university curriculum process. All writing course proposals are submitted for consideration to the University Writing Committee after approval at the college level and review by the academic deans.

Whenever possible, departments should use **396W** to designate an upper division writing course. Even if it is not possible to use the 396 number, the “W” suffix should be used for all such courses.

## **Basic Prerequisite Statement for All Upper Division “W” Courses**

Satisfies Graduation Writing Assessment Requirement for students who have completed 60 units, passed Transfer Writing Assessment or Writing Proficiency Assessment with a score of 8 or better or earned a C or higher in RWS 95 or 96 or 280 or 281, and completed the General Education requirement in Composition and Critical Thinking. **Proof of completion of prerequisites required:** Test scores or verification of exemption; copy of transcript.

# SDSU/CSU Graduation Writing Assessment Requirement Proposal

**Note:** Three copies are needed of all attachments.  
(Use Course Change Form for existing courses.)

College Control No. _____	University Control No. _____
Deans _____	
15 W.C. _____	
15 U.C.C. _____	
15 G.C.C.C. _____	
W _____	G _____ C _____ O _____ B _____

**1. DEPARTMENT** \_\_\_\_\_ **Telephone** \_\_\_\_\_ **2. DATE** \_\_\_\_\_

**3. APPROVALS:** If proposed change is approved, sign and date in the space below and forward to the next reviewing authority.

Department Chair	_____	Date	_____
College Curriculum Comm.	_____	Date	_____
College Dean	_____	Date	_____
Provost	_____	Undergraduate Curriculum Committee	_____
Academic Deans	_____	Graduate Council C.C.	_____
University Writing Committee	_____	Faculty Senate	_____

Include proposed writing course prerequisite and description. (Limit course description to 40 words.)

When proposing a course, successful completion of which would constitute satisfaction of the CSU Graduation Writing Assessment Requirement, please answer the following questions in the space provided.

- Is this course limited to majors in your department? Yes \_\_\_\_\_ No \_\_\_\_\_
- Is this course required of all majors in your department? Yes \_\_\_\_\_ No \_\_\_\_\_  
If no, what percentage of your majors do you anticipate will take the course? \_\_\_\_\_
- How much writing will be required in the course: is there a minimum number of words?
- Describe how the course features the writing process, including research, prewriting, drafting, revising, and editing.



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