

Students in "W" courses who are still working to master standard written English will find help and support for their particular needs in these classes.

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.