

## COMPETENCE IN WRITTEN COMMUNICATION

A. Demonstration of competence in written communication shall be a requirement for graduation with any bachelor's degree. Competence shall be demonstrated by satisfaction of the General Education requirement for Written Communication II. Students shall satisfy the Written Communication II requirement either by passing a course approved as provided in part C, or, if permitted by the requirements of their major, by passing at the designated level the examination provided for in part D, or by satisfying the CSU Graduation Writing Assessment Requirement (GWAR) prior to matriculation at San José State University. Completion of General Education lower division requirements for written communication and passage of a standardized junior-level writing skills test shall be prerequisites for taking the Written Communication II course.

B. Normally, students shall satisfy the General Education Written Communication II requirement as soon as possible after completion of 60 units. The Provost shall take appropriate measures to assure that students satisfy the requirement before completion of 90 units. In exercising this authority, the Provost may allow satisfaction of the requirement after completion of 90 units if s/he finds that curricular patterns and requirements in particular majors justify the postponement and also give adequate assurance that the requirement will be duly satisfied.

C. 1. Every department (or equivalent unit) responsible for an undergraduate degree program shall either offer an upper-division writing workshop (Written Communication II) course for its majors or designate for its majors, by agreement with that department, such a course offered by another department. College deans shall coordinate department offerings to assure that students will be accommodated. The primary responsibility for offering such courses is that of the major department and college. A department shall not designate a course in another college without notice to and consent of both college deans.

2. Courses satisfying the General Education Written Communication II requirement must be approved by the University Writing Requirements Committee and the Board of General Studies. For approval, the committee and the board must be satisfied that the proposed course will require substantial appropriate writing, that a high standard for successful completion of the course will be maintained and that the course complies with all other applicable General Education criteria. The committee shall periodically review all approved courses and may recommend to the board that approval be withdrawn if, in the committee's judgment, sufficiently high standards have not been maintained or the course has otherwise become deficient.

3. The University Writing Requirements Committee shall set standards to be met by instructors of approved courses, may sponsor workshops and training programs for instructors of approved courses and shall use these and other appropriate means to maintain uniformity of composition standards throughout the University.

D. 1. If permitted by the requirements of the major, the Writing Skills Test referred to in part A may also serve as a waiver examination for Written Communication II. The Writing Requirements Committee shall designate the score on the Writing Skills Test necessary to satisfy the Written Communication II requirement.

2. The specific form and content of the Writing Skills Test and the minimum passing score shall be as approved by the Board of General Studies on the recommendation of the Writing Requirements Committee.

3. The Writing Skills Test shall be administered by the Testing Office at least twice a semester and once each summer. Students taking the Writing Skills Test shall pay a fee sufficient to cover the costs of providing, administering and grading the test.

4. The Provost shall appoint a faculty member recommended by the Writing Requirements Committee as Writing Skills Test Coordinator. The duties of the Coordinator shall include appointment and training of faculty or other readers for the essays.

E. 1. The University Writing Requirements Committee shall be an administrative committee reporting to the Board of General Studies. Except where identified by office or position, its members shall be appointed by and serve at the pleasure of the Provost. The committee shall be composed of the following:

- a. a college dean who shall be chair
- b. four faculty members from four different colleges (but not from the Departments of English or Linguistics and Language Development)
- c. one faculty member from the English Department (nominated by the department)
- d. one faculty member from the Linguistics and Language Development Department (nominated by the department)
- e. the Director of Composition (English Department)
- f. the Vice President for Student Affairs (or designee)
- g. the Associate Academic Vice President for Undergraduate Studies (or designee)
- h. two students who shall have already satisfied the Written Communication II requirement. One shall be a student for whom English was not the first language learned

2. The Provost shall also appoint at least two, and as many more in his/her discretion as will be useful in maintaining liaison, members of the English composition faculty of community colleges in the university's service area to serve as non-voting consultants. These appointments should be made after appropriate consultation with community college English departments. Also serving as non-voting consultants shall be the Director of Testing, the Writing Skills Test Coordinator and a professional librarian designated by the Library Director.

3. In addition to its other powers and responsibilities, the University Writing Requirements Committee may make such recommendations as it deems desirable in regard to policies, procedures and examinations for completion or satisfaction of all University written communication requirements and for establishment and maintenance of satisfactory standards of writing proficiency for all students. It shall make such recommendations, through the Board of General Studies, to the appropriate policy committee of the Academic Senate. It may also recommend to the Associate Academic Vice President for Undergraduate Studies guidelines for decisions on student petitions and appeals in regard to University writing requirements. All rules and recommendations shall be subject to review and approval by the Board of General Studies.