UPS 320.020

UNIVERSITY WRITING REQUIREMENTS

I. Upper Division Writing Course Requirements

A. Each department or program offering an undergraduate major shall specify which University Board on Writing Proficiency-approved course or courses (inside or outside the department or program) shall meet the writing course requirements of that major. No course or courses may be designated in an outside department without that department's approval. The University Board on Writing Proficiency approval will require a minimum standard of performance that demonstrates that a student has the ability to write at college standards.

B. Departments and programs may specify either:

1. A single course, of at least 3 units, which involves intensive instruction in writing,

2. Two or more courses (a total of at least six units) in which students are required to write one or more lengthy papers, or several shorter ones, which involve the organization and expression of complex data or ideas. Such courses shall include careful and timely evaluations of writing so that deficiencies are identified and suggestions for improvement are offered. They shall include assessments of the student's writing competence in determining the final course grade.

3. Such courses must be passed with a grade of C (2.0) or better.

II. Graduate Level Writing Requirement

A. Every student working toward a master's degree shall be required to demonstrate writing ability commensurate with the department or program responsible for the student's academic work.

B. This requirement may be met in any of the following five ways. Each department selects the method or methods by which their graduate students demonstrate writing ability; such choice is subject to confirmation by the Office of Graduate Studies.

1. By having passed the upper-division writing requirement at any CSU campus.

2. By having passed with a grade of C (2.0) or better an upper-division writing course at another university equivalent to a course, which meets the CSUF requirement. Such equivalence must be certified by the department or program responsible for the student's academic work.

3. By passing with a grade of C (2.0) or better an upper-division course approved by the University Board on Writing Proficiency or graduate-level course or courses certified by the University Graduate Education Committee as meeting the writing requirement and approved by the department or program responsible for the student's academic work.
4. By scoring a minimum of 4.0 on the Graduate Record Exam (GRE) Writing Assessment Test.

5. By scoring a minimum of 4.0 on the Graduate Management Admission Test (GMAT) Analytical Writing Assessment.

C. Departments and programs may, at their discretion and with the approval of the Graduate Education Committee, establish additional writing requirements for their graduate students.

III. University Board on Writing Proficiency

A. The University Board on Writing Proficiency shall be established as an agency of the Academic Senate to:

1. Certify courses submitted by departments to meet the upper-division baccalaureate writing requirement, and review the writing components of certified courses and challenge exams, if any, at least every four years.

2. Grant exemptions to the course.

3. Certify upper-division equivalents to the upper-division baccalaureate writing requirement from other colleges and universities.

B. The Board shall consist of:

1. The Vice President for Academic Affairs or designee.

2. Three members elected by the Academic Senate for two-year terms, from departments other than Communications and English, Comparative Literature, and Linguistics.

3. One member of the Communications Department, selected by the department.

4. Two members of the English, Comparative Literature, and Linguistics Department, one of whom shall be the department chair or the chair’s designee, the other to be selected by the department.

5. One student, selected by Associated Students, Inc.

6. A representative of the University Graduate Education Committee.

7. The Assistant Vice President for Enrollment Services or designee.

Source: Graduate Education Committee

EFFECTIVE DATE: June 5, 2014
Supersedes UPS 320.020 dated 5-25-12
and ASD 14-97