

**Graduate Writing Proficiency Courses:
Process for Certification**

Office of Graduate Studies
California State University, Stanislaus

This document describes procedures and guidelines for courses to be certified by the Graduate Council for meeting the University's graduate writing proficiency requirement.

The Graduate Writing Proficiency Requirement

The Graduate Writing Proficiency requirement follows:

"All graduate students must demonstrate competency in writing skills as a requirement for a master's degree. A candidate for an advanced degree can satisfy the CSU writing requirement by

- (a) satisfactory completion of the course designated by the department as assessing writing proficiency in standard English; or*
- (b) satisfactory completion of an alternative plan adopted by the department and approved by the Graduate Council."*

Guidelines

1. Course requirements include a substantial amount of student writing that is related to course content.
2. Various types of written expression are included as appropriate to the discipline(s).
3. Evaluation of written work includes a formal assessment of writing proficiency.
4. The course syllabus includes an explicit statement of the expectation for demonstration of graduate writing proficiency as an integrated and important part of the course.
5. A satisfactory grade in the course signifies that the graduate student is capable of writing and reading English as a level commensurate with graduate education by
 - demonstration of writing style that is clear and correct, including competent use of conventional mechanics (such as punctuation, spelling, reference agreement).
 - demonstration of writing style, which demonstrates coherence and expresses complex ideas.

- an understanding of the range of writing styles and forms of expression – particularly those most appropriate for the discipline(s) under study.
- a demonstration of rhetorical sophistication.
- a demonstration of analytical and creative thinking skills.
- an understanding and appreciation of the writing process and its importance for the development and extension of knowledge and for their future career.
- a demonstration of other knowledge, skills, and values as determine by the professor.

Procedures for Course Certification

1. The department chair submits a request to the Dean of Graduate Studies for approval of a course (or an alternative method) to meet the requirements for Graduate Writing Proficiency. The request should include a copy of the course syllabus.
2. The Graduate Council approves or disapproves the request.
3. The Dean of Graduate Studies has final approval and notifies the department chair of the decision.

Evaluation and Assessment

Courses certified for meeting the Graduate Writing Proficiency are evaluated periodically – at least every five years – to determine if they satisfy applicable criteria.

Procedures for the course review are established by the Graduate Council.

Assessment data are used to improve student leaning and to revise the courses (as necessary).

Approved by Graduate Council
4/13/95