



<u>ACADEMIC POLICY</u>  ADAMS STATE COLLEGE	POLICY NUMBER:	PAGE NUMBER
	CHAPTER:	Academic Policies
	SUBJECT:	Degree Requirements: Writing Proficiency
RELATED POLICIES: OFFICE OF PRIMARY RESPONSIBILITY: Office of Academic Affairs	EFFECTIVE DATE:	1/27/10
	SUPERSESION:	
	 Dr. David P. Svaldi President	

Writing Proficiency

I. POLICY:

All students who entered Adams State College in the fall of 1999 or later and who are pursuing associate of arts, associate of science, bachelor of arts or bachelor of science degrees will be required to undergo an assessment of their writing during the semester in which they will have completed 60 semester hours of credit (typically at the end of the sophomore year). Students who have not satisfied the writing assessment requirement will not be permitted to take upper level classes beyond 90 semester hours.

II. PURPOSE:

The purpose of this policy is to state ASC's expectations that all students must be able to write at a proficient level, and to define how that will be assessed.

III. DEFINITIONS:

- A. AA/AS Degree: Associate of Arts or Associate of Science degree.
- B. Academic Advisor: A faculty or staff member who advises students regarding their academic program.
- C. BA/BS Degree: Bachelor of Arts or Bachelor of Science degree.
- D. Department Chair: The ASC faculty member that acts as the administrative head of an academic program.
- E. Major: The area in which a student intends to specialize.
- F. Office of Academic Advising: Office that advises students in the AA/AS tracks, and those students who have not declared a major. Also assigns faculty advisors to all students who have declared a major.
- G. Writing Proficiency: A student's ability to effectively communicate in writing.

IV. PROCEDURES:

- A. Individual departments or programs are responsible for setting their own requirements for evaluating their majors' abilities and achievements.
- B. Students are strongly advised to confer with the chair of their major department or program about the unit's writing assessment policy as soon as they have chosen a major.
- C. Students seeking an AA/AS degree will consult with the Office of Academic Advising regarding the writing assessment requirements for an AA/AS degree.

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- D. All students are advised to keep a file of their returned and graded written assignments (papers, essay examinations, reports, etc) in preparation for this assessment.
- E. Students unable to show evidence of writing proficiency might be required to take additional writing instruction. Ordinarily, this will involve taking English 200, College Writing Review, and passing the course with a grade of 'C'.

V. RESPONSIBILITY:

- A. Individual departments or programs are responsible for determining the requirements for writing proficiency in their major(s).
- B. Academic Advisors are responsible for assisting the student in fulfilling degree requirements, including writing assessment in a timely manner.
- C. The student is responsible for finding out the requirements for writing assessment for their major, and fulfilling them at the appropriate time.

VI. AUTHORITY:

ASC General Catalog 1999 to present

VII. HISTORY:

Effective Fall semester 1999
January 27, 2010

VIII. ATTACHMENTS:

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