Writing Proficiency

I. POLICY:

All students who entered Adams State University 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 ASU’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 ASU faculty member that acts as the administrative head of an academic program.

E. **Major**: The area in which a student intends to specialize.

F. **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 Vice President for Academic Affairs regarding the writing assessment requirements for an AA/AS degree.

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. In accordance with the policies of their major department, students unable to show evidence of writing proficiency might be required to pursue additional writing instruction. This could involve taking English 200 College Writing Review; creating and completing an improvement plan in conjunction with the Grizzly Testing and Learning Center, Student Support Services, or the Writing Studio; or participating in other activities, as deemed appropriate by the student’s major department.

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
Revised July 12, 2012
Reviewed February 24, 2014

VIII. ATTACHMENTS:
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