

THE CALIFORNIA STATE UNIVERSITY
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Date: August 10, 1989

To: Presidents

From: Herbert L. Carter *Herbert Carter*
Executive Vice Chancellor

Subject: Revision of Addendum A Executive Order 514 - Competency in Student Writing Skills

I am transmitting to you five copies of Executive Order 514 with revised Addendum A which establishes specific, systemwide procedures for the assessment of competency in writing skills and placement in writing skills programs. Addendum A lists test scores that are grounds for exemption from the CSU English Placement Test (EPT).

The American College Testing program (ACT) has modified its admission test. The new version of the ACT, the ACTE (Enhanced) will be administered beginning in October 1989. We are listing in Addendum A as revised the ACTE English Test score which will provide exemption from the English Placement Test (EPT). CSU determined the exemption score using the concordance table developed by ACT for both versions of the test. The ACTE English Test score providing exemption has been determined to be equivalent to the exemption score on the ACT English Usage Test.

The President has the responsibility for implementing this Executive Order as revised and for maintaining the campus repository and index of all Executive Orders.

Please address any questions regarding this Executive Order to the Assistant Vice Chancellor, Academic Affairs, Educational Support.

HLC/ks

Attachments

Distribution: Vice Presidents, Academic Affairs
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**THE CALIFORNIA STATE UNIVERSITY
Office of the Chancellor
400 Golden Shore
Long Beach, California 90802-4275**

Executive Order No.: 514
Title: Competency in Student Writing Skills
Effective Date: November 6, 1987
Supersedes: No Prior Executive Order

This Executive Order is issued pursuant to Title 5, California Administrative Code, Sections 40405.1 and 40405.4, Board of Trustees Resolution Number REP 5-76-4, and Sections 1 and 2 of Chapter III of the Standing Orders of the Board of Trustees of The California State University.

This Executive Order adopts specific, systemwide procedures for assessment of competency in writing skills and placement in writing skills programs.

I. Policy Development

The Advisory Committee on Student Writing Skills, appointed by the Chancellor from among the CSU faculty and administration, shall have primary responsibility for policy development and recommendation regarding student writing skills testing and instruction.

II. Entry Level Competence

- A. Each entering CSU undergraduate student shall be required to take the CSU English Placement Test (EPT) for placement in appropriate English course work, except those who qualify for the following exemptions:**
- Entering undergraduates can qualify for an exemption on the basis of satisfactory performance on examinations determined to be appropriate by the CSU English Placement Test Development Committee, the CSU English Placement Test Evaluation Committee, and/or the English Equivalency Examination Evaluation Committee. These examinations and the required minimum scores are described in Addendum A.
 - Transfer students can qualify for an exemption either on the basis of satisfactory performance on an examination listed in Addendum A or by having completed an acceptable baccalaureate level course in English composition of four quarter or three semester units with a grade of "C" or better.
 - Transfer students not otherwise exempt who enroll with 56 or more transferable semester units must complete the test only if they are subject to the 1986-87 or later campus catalog or bulletin.
- B. The CSU English Placement Test Development Committee shall review the EPT at least annually and revise it as necessary. The Committee shall be appointed by the Chancellor.**

- C. Appointed periodically by the Chancellor from among the CSU faculty and administration, an EPT Evaluation Committee shall conduct evaluation studies of test validity, reliability, utility and other program issues as assigned and recommend appropriate action. The Committee shall determine the satisfactory competency score on the EPT which shall be applied throughout the system.
- D. Satisfaction of the EPT requirement shall be defined as taking the EPT as required and enrolling in specified course work, or receiving exemption from the test. Each student subject to the EPT requirement shall be encouraged to take the test as soon as possible after being admitted. Campuses, however, shall require the student to do so before the end of the first semester or the first two quarters of enrollment.

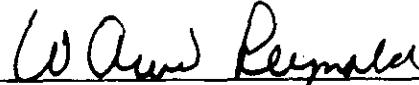
The test is to be taken only once and may not be repeated. A student who does not take the test as required shall be subject to the provisions of Executive Order No. 393 which authorizes campuses to apply sanctions to students not complying with academic policies. Campuses may grant one-term extensions of the deadline for taking the EPT, when students can demonstrate that circumstances beyond their control prevented their taking the EPT. Campuses shall monitor compliance with the EPT requirement and provide annual compliance reports as required by the Chancellor.

- E. Satisfaction of the EPT requirement shall be prerequisite to enrollment in a baccalaureate English course. Campuses shall ensure that students who do not demonstrate the requisite competence are required to enroll in a CSU Writing Skills program to correct deficiencies before undertaking baccalaureate English courses. Campuses should require that students begin such course work during the first year of enrollment at the CSU campus.
- F. Campuses shall conduct periodic evaluations of their writing skills programs to ensure that deficiencies in student writing skills are corrected as efficiently and expeditiously as possible.

III. Graduation Writing Assessment Requirement (GWAR)

- A. All students subject to the degree requirements of the 1977-78 or subsequent general catalogs must demonstrate competence in writing skills at the upper division level as a requirement for graduation and as a prerequisite to classified standing in graduate programs.
- B. As soon as possible after admission, campuses shall inform students of writing skills proficiency requirements for graduation, as distinct from lower division curricula and tests. Certification of writing competency shall be made available to students as they enter the junior year. Students should complete the requirement before the senior year. Graduate students shall complete the requirement before advancement to classified standing.
- C. Certification of graduation writing proficiency is an all-campus responsibility. Certification may rely on evidence of writing ability as demonstrated in written course work, essay examinations, or other measures of student writing competence. Measures may be developed which best fit individual campus needs. However, certification by examination shall be at the campus level and shall include a common essay examination written and evaluated under controlled conditions and graded by at least two faculty readers.

- D. Campuses shall submit annually to the Chancellor's Office as requested a description of any changes in campus provisions for implementation of the Graduation Writing Assessment Requirement.



W. Ann Reynolds, Chancellor

Date: November 6, 1987

Revised August 1989

Addendum A
Executive Order No. 514

English Placement Test Exemptions

Students will be exempted from the English Placement Test (EPT) for having performed at or above the level specified below on the following examinations:

Score	Examination
3	Advanced Placement Language and Composition or Composition and Literature examination of the College Board Advanced Placement Program.
Pass/Exempt	CSU English Equivalency Examination. Scores for credit or exemption as determined by the CSU faculty.
470	Scholastic Aptitude Test (SAT)-Verbal.
22	American College Testing (ACT) English Usage Test.
25	ACTE (Enhanced) English Test.
600	College Board Achievement Test in English Composition with Essay.

THESE EXEMPTION CRITERIA SHALL BE EFFECTIVE FOR STUDENTS ENTERING THE CALIFORNIA STATE UNIVERSITY IN FALL TERM 1988 OR THEREAFTER.