

UNIVERSITY PETITION – UPPER-DIVISION BACCALAUREATE WRITING REQUIREMENT

To prepare your petition:

- (1) Provide the information required on the front side of this form. Review 'Attachment A' attached to this petition.
- (2) Meet with an advisor in your major, or the Department Chair for your major, to discuss the information on 'Attachment A' and to have the reverse side of this form completed and signed by the individual who provides the advisement.
- (3) Submit your petition and your attachments EITHER in person at the Registration and Records Service Center LH-114 OR via email to [arsc@fullerton.edu](mailto:arsc@fullerton.edu).
- (4) After your petition has been accepted for review by the Records Department, you will be billed for the \$20.00 filling-fee online via your Student Homepage by Student Business Services.

PLEASE PRINT CLEARLY (PLEASE USE DARK INK – NO PENCIL)

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

CAMPUS ID: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

City

State

Zip Code

SECTION 1A – COURSE BEING PETITIONED

MAJOR: \_\_\_\_\_ CATALOG YEAR: \_\_\_\_\_

COURSE SUBJECT AREA AND NUMBER (example – ANTH 305): \_\_\_\_\_ UNIT VALUE OF COURSE: \_\_\_\_\_

COURSE TITLE: \_\_\_\_\_ GRADE EARNED: \_\_\_\_\_

COURSE TAKEN AT:  CSUF  ANOTHER INSTITUTION: NAME OF INSTITUTION: \_\_\_\_\_

IF THE COURSE LISTED ABOVE WAS TAKEN AT ANOTHER INSTITUTION:

Is this course approved for the upper-division writing requirement at the institution where the course was taken?  YES  NO

**NOTE: IF YES, please provide with your petition some form of written verification from the institution where this course was taken to verify that it was an approved course for this requirement when you took it. (Example: notation of this designation as a part of the course description in the institution's catalog, etc)**

SECTION 1B – WRITING REQUIREMENT MET AT ANOTHER INSTITUTION BY EXAM

Was the writing requirement at another institution met by means of an examination.  YES  NO

If yes, please provide information on the exam and official verification of having passed the exam.

**NOTE: The baccalaureate upper-division writing requirement is separate from the writing requirement for your major.  
NEXT STEP: The reverse side of this form is to be completed by your major advisor or the Department Chair for your major.**

**IMPORTANT:**

'Attachment A' that accompanies this petition provides the basic policy foundation for the distinction between "Intensive Writing Course versus Complementary Writing Course", as indicated in CSUF UPS 320.020. This is included for reference, if needed, during the process of preparing the petition as well as during the advisement session.

OFFICE USE ONLY

COMMITTEE DECISION

Date: \_\_\_\_\_

1. Petition Decision:  Granted

Denied

No Action Taken

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The course I am submitting for review is considered to be: **(PLEASE CHECK ONE OF THE CHOICES BELOW)**

A) an **intensive writing course**  
[A single course in which writing and the improvement of writing through the production of multiple papers, or multiple drafts of a single paper, was the primary focus of instruction.]  
*(Please provide with your petition a copy of at least one of the papers written for this course.)*

**OR**

B) a **complementary writing course**  
[One of two or more courses in which writing and the improvement of writing through the production of multiple papers or multiple drafts of a single paper, represented at least 20% of the course grade, but was not the focus of instruction.]

Expected date of graduation: \_\_\_\_\_ Student signature: \_\_\_\_\_  
(must be in the future) Date: \_\_\_\_\_

**ITEMS REQUIRED FOR SUBMITTING THE PETITION**

1. Provide a copy of the syllabus from the petitioned course indicating the role of writing in the course and in the determination of the final grade.
2. Provide at least **ONE** of the following forms of evidence to support your petition:
  - a. Writing sample from the petitioned course – ideally with feedback
  - b. Writing prompts/assignments from the petitioned course

**TO BE COMPLETED BY YOUR MAJOR DEPARTMENT**

**CHECK ONE:**

We consider the course being petitioned \_\_\_\_\_ - \_\_\_\_\_ **to be equivalent to the CSUF course** \_\_\_\_\_.

The course being petitioned **is not equivalent to a CSUF course, but should be considered by the committee as meeting the upper-division writing requirement.** Please provide a short statement explaining your rationale.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What evidence has the student provided to support this petition?  
 Course syllabus (required)     Writing sample     Writing prompts / assignments

Did the student earn a grade of 'C' or better in the course?     Yes     No

Department representative signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

Department Stamp: \_\_\_\_\_

## ATTACHMENT A

### Intensive Writing Course\* versus Complementary Writing Course\*

When submitting a petition pertaining to the baccalaureate upper-division writing requirement for review by the University Committee on Writing Proficiency, students must indicate on the petition form which of the two classifications describes the course they are petitioning:

- **intensive writing course**
- **OR**
- **complementary writing course**

In addition, a writing sample from the petitioned class must be provided. To help with understanding the distinction between the two classifications indicated above, and the different types of writing sample(s) that must be provided with the petition, below are excerpts from CSUF University Policy Statement 320.020 - "University Writing Requirements" to help in understanding the characteristics of these two classifications.

**For "intensive writing courses",** the policy states:

"In intensive writing courses, students shall individually write multiple papers or multiple drafts of a single paper that involve the organization and expression of complex data or ideas. These courses shall require that students produce a substantial written original work based on individual research (see UPS 400.020). Intensive writing . . . courses shall include careful and timely evaluations of writing so that deficiencies are identified and suggestions for improvement are offered on subsequent writing in the course. Assessment of the student's writing competence shall determine 60% of the final course grade."

"The syllabi of intensive writing and thesis courses shall describe how the course satisfies the intensive writing or thesis requirements."

**For "complementary writing courses",** the policy states:

"Writing competence shall be demonstrated in complementary writing courses by the students' ability to:

- analyze, organize, synthesize, and express their own and other's data or ideas;
- evaluate, incorporate and cite source materials;
- use disciplinary conventions appropriate for particular audiences and purposes;
- apply the conventions of standard written English, including grammar, syntax, punctuation, and style

In complementary writing courses, students shall write multiple papers or multiple drafts of a single paper that involve the organization and expression of complex data or ideas. Such papers should be written individually. Complementary writing courses shall include careful and timely evaluations of writing so that deficiencies are identified and suggestions for improvement are offered for improvement on subsequent writing in the course. Assessment of the student's writing competence shall determine 20% of the final course grade. The syllabi of complementary writing courses shall make it clear how the above requirements are met."

**\*Information summarized on this page is based on information contained in CSUF University Policy Statement 320.020.**