

**SAN JOSÉ STATE UNIVERSITY  
ONE WASHINGTON SQUARE  
SAN JOSÉ, CA 95192**

**S19-3, University Policy, University Writing:  
Requirements/Guidelines, University Writing Committee**

**Rescinds:** [S94-7](#), [S95-5](#), and [F15-6](#)

**Legislative History:**

At its meeting of March 25, 2018, the Academic Senate approved the following policy recommendation presented by Senator White for the Curriculum and Research Committee. This policy recommendation changes the name, membership and charge of the current Writing Requirements Committee. On August 23, 2019, President Mary A. Papazian approved University Policy S19-3.

On May 4, 2020, President Mary A. Papazian approved Amendment A to University Policy S19-3. Amendment A modifies the membership of the University Writing Committee.

On April 25, 2023, President Cynthia Teniente-Matson approved and signed Amendment B to University Policy S19-3. Amendment B modifies Sections 1 and 3.

On December 18, 2023, President Cynthia Teniente-Matson approved and signed Amendment C to University Policy S19-3. Amendment C modifies Section 2.

Amendments A, B, and C are incorporated below:

Resolved: That [S94-7](#), [S95-5](#), and [F15-6](#) be rescinded and replaced with the following, effective immediately, and be it further

Resolved: That graduate students admitted for Fall 2020 and after will be held to the requirements stipulated in Section 2, and be it further

Resolved:

and S94-7 (for graduate-level writing), as well as in the [Guidelines for General Education \(GE\), American Institutions \(AI\), and the Graduation Writing Assessment Requirement as per S14-5](#). In addition, SJSU is obligated to abide by CSU policies, specifically [Executive Order 665](#).

shall coordinate department offerings to assure that students will be accommodated. The primary responsibility for offering such courses is that of the major department



the proposal. Alternative writing assessments, once approved, are reviewed and recertified at the time of the home department's program planning process. Satisfactory completion of an alternative assessment shall be reported to the Graduate Admissions and Program Evaluations office for use as part of candidacy and graduation review.

**3. University Writing Committee (UWC) Charge and Membership**

- a. Charge: The charge of the UWC shall be to develop and support writing instruction at SJSU. To do this, the UWC shall study and support the teaching of writing at all levels, all across the curriculum. The UWC shall be a resource for the teaching and learning of writing

The University Writing Committee shall be a university committee reporting to the Curriculum & Research Committee and be composed of the following members:

- College dean (EXO; UWC Chair; Appointed by the Provost)
- SJSU Writing Programs Administrator (WPA) (EXO)
- SJSU Writing Across the Curriculum (WAC) Director (EXO)
- Writing Center director (EXO)
- Coordinator of Multilingual Writing Support Services (EXO)
- Vice Provost, Undergraduate Education or designee (EXO)
- Director of Testing (EXO; non voting)
- Dean, College of Graduate Studies or designee (EXO)
- 2 faculty, Humanities & the Arts, with one from the Department of Linguistics and Language Development
- 1 Faculty, College of Business
- 1 Faculty, College of Education
- 1 Faculty, College of Engineering
- 1 Member, General University Faculty

will be vacant for a year or more will require a replacement for the remainder of the term associated with that seat. iv. Replacing members. If a member is absent from three regularly scheduled committee meetings in an academic year, the chair of the UWC may request that the Associate Vice Chair of the Senate initiate action to recruit a replacement. If a member repeatedly does not perform assigned committee duties, the chair of the UWC may request that the Associate Vice Chair of the Senate initiate action to recruit a replacement.