University Writing Requirement

Policy Statement

All baccalaureate degree seeking students who enter the University prior to summer 2006 are required to complete a University Writing Examination as part of their degree requirements. Regarding those students for whom it is necessary to complete the UWR exam, the following policy applies: Baccalaureate degree students must take the exam in the first semester of enrollment after completing the 60th credit hour and ENG 102. Students who have been readmitted to the University after being out for two or more academic years, and who reentered EKU during the summer 2006 term or later, are not required to complete the UWR exam. Students with previously earned baccalaureate degrees do not need to take the UWR exam.

Entities Affected by the Policy

- Students
- Office of the Registrar
- Office of Academic Testing

Interpreting Authority

Provost and Vice President of Academic Affairs

Policy Adoption Review and Approval

Policy Revised

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<th>Date</th>
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<td>April 23, 2007</td>
<td>Board of Regents</td>
<td>Adopted</td>
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<tr>
<td>April 9, 2007</td>
<td>Faculty Senate</td>
<td>Recommended Support</td>
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<tr>
<td>March 29, 2007</td>
<td>Council on Academic Affairs</td>
<td>Recommended Support</td>
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Policy Issued

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<td>January 21, 1989</td>
<td>Board of Regents</td>
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</tr>
<tr>
<td>December 5, 1988</td>
<td>Faculty Senate</td>
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This policy has not yet been reviewed under Policy 1.1.1. For purposes of cataloging, it has been placed in an abbreviated form of the policy template. It remains an official university policy and will eventually be reviewed under Policy 1.1.1.
OMNI continues work on Phase “B” design development for the new science building. Phase 1 project drawings that will construct utility connections to the site should be advertised for bid on April 27th. Phase 2 site demolition drawings will follow shortly behind the Phase 1 bid. Phase 2 is currently under review by Facilities Services.

Phase “B” design development for the Business & Technology Phase 2 will complete in the next week. Bidding is scheduled for August.

The University is entering the final stage of the process to contract for operation of the EKU Bookstore. Four vendors have submitted their proposals for review. An ad hoc advisory review group, including faculty members David May, Patrick Newell and Salome Nnoromele, has been reviewing and evaluating the written proposals and presentations by the four companies.

Also, the University is entering the final stage of the dining services RFP process. Three vendors submitted their proposals for review. An ad hoc advisory review group, including faculty members Alice Jones, Claire Schmelzer, and Bill Wesley, has been reviewing and evaluating the written proposals and will evaluate the upcoming presentations by the three companies.

The first year of EKU's new wellness program, Healthy You at EKU, has successfully concluded with 22% employee participation. The second year of the program began on March 1. Also, the February Health Fair was a success with over 200 faculty/staff participating.

**UNFINISHED BUSINESS:**

Report from Council on Academic Affairs

1. Incomplete Grades Proposal

Senator Carter moved to combine the two motions on the Incomplete Grades Proposal, seconded by Senator Redmond. The majority were in favor and the motion carried.

Senator Robles moved to accept the Rights and Responsibilities recommendations on the Incomplete Grade Proposal, seconded by Senator Carter. The majority were in favor and the amendment carried. The Incomplete Grades proposal, as amended, was approved by the Senate.

**NEW BUSINESS:**

Executive Committee: Request for Curriculum Revisions
- Senator Piercey introduced the University committee's eleven recommendations as an informational item only.

Senate Chair Nominations. Senator Fenton nominated Senator Eakin.

Senate Vice-Chair Nominations. Senator Dieckmann nominated Senator Ware.

Report from Council on Academic Affairs - Senator Piercey

1. Acceptance of transfer credits (informational item)
2. Writing Intensive General Education Course Proposal
3. TBM
4. Career & Technical Education program revisions (B.S.) - new option: Engineering/Technology Education
5. Career & Technical Education program revisions (M.S.) - new option: Agriculture Education
6. Physical Education program revisions (B.S.) - deletion of option: Sport Management
7. Coaching Endorsement - suspend program
8. Coaching Minor - New program
9. Safety Management - New Program
10. Safety, Security & Preparedness Management (M.S.) - (2 options: 1) Fire & Emergency Services Option & (2) Occupational Safety Option
11. Fire & Emergency Services Certificates - New Program

Items 1 was introduced as an informational item only.

Senator Collins moved approval of items 2-12, seconded by Senator Robles. The majority were in favor and the motion carried.

Rules Committee Motion. Senator Milde moved, seconded by Senator Winslow to approve the rules committee motion to change the Internal Procedures to include librarians in the Faculty
COLLEGE OF BUSINESS & TECHNOLOGY – continued

✓ APPROVED Policy Revision

Suspension of UWR (University Writing Requirement)
Effective: Summer 2006

The suspension of the UWR would begin with students who entered during the summer 2006 term or later. Since the UWR is being suspended, Dr. Thompson asked each of the colleges to have a mechanism in place to assess writing such as the QEP, Writing Across the Curriculum, etc.

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COLLEGE OF EDUCATION

Withdrawn Policy Revision
Admission to Teacher Education Establishment of Cutoff Dates for Review of Applications
Effective: Fall 2007

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COLLEGE OF HEALTH SCIENCES

Department of Baccalaureate & Graduate Nursing

APPROVED
Course Revision NSC 852 Effective: Summer 2007
Course Revision NSC 862 Effective: Summer 2007
Course Revision NSC 870 Effective: Summer 2007
Course Revision NSC 872 Effective: Summer 2007
Course Revision NSC 874 Effective: Summer 2007
Course Revision NSC 876 Effective: Summer 2007
Course Revision NSC 880 Effective: Summer 2007
Course Revision NSC 881 Effective: Summer 2007
Course Revision NSC 882 Effective: Summer 2007
Course Revision NSC 884 Effective: Summer 2007
Course Revision NSC 886 Effective: Summer 2007
Course Revision NSC 890 Effective: Summer 2007

APPROVED
Program Revision Nursing (M.S.N.) Effective: Summer 2007

Department of Exercise & Sport Science

APPROVED
New Course PHE 201 Effective: Fall 2007
New Course PHE 301 Effective: Fall 2007
New Course PHE 322 Effective: Fall 2007

COUNCIL ON ACADEMIC AFFAIRS Minutes from March 29, 2007
Submitted by Rhonda Goode, Office of University Programs, AVP for Academic Affairs
Policy Revision: Seven-Year Time Limit for Master’s Degree Programs

Dr. Piercey presented for approval a revision of the University’s policy on the Seven-Year Time Limit for Master’s Degree Programs. The proposed revision extends the time limit to ten years for programs greater than forty hours to allow sufficient time for students in these programs to complete their degrees without the need to resort to requests for waivers. Ms. Barton made a motion for approval that was seconded by Ms. Rogers. The motion was passed by voice vote. A copy of the approved policy revision is included with the Official Minutes of the Board of Regents.

Policy Addition: Academic Bankruptcy of Graduate Course Work

Dr. Piercey presented for approval a proposed policy to permit graduate students who may have encountered academic difficulties at some point in their graduate careers to be allowed to pursue graduate degrees in other programs while remaining in good academic standing. He noted that the proposed policy mirrors that of the University’s current policy for undergraduates. Mr. Abney made a motion for approval, and Dr. Frisbie seconded. The motion passed by voice vote. A copy of the approved policy is included in the Official Minutes of the Board of Regents.

Policy Revision: Awarding “I” (Incomplete) Grades

Dr. Piercey presented for approval a policy revision, effective fall 2007 term, to provide for a written agreement which clearly defines all conditions and deadlines pertaining to the awarding of an Incomplete Grade in a course. Dr. Frisbie made a motion for approval; Mr. Fulkerson seconded. The motion passed by voice vote. A copy of the approved policy and the Incomplete Grade Contract form, are included in the Official Minutes of the Board of Regents.

Suspension of University Writing Requirement

Dr. Piercey presented for approval a proposal to discontinue requiring the University Writing Requirement (UWR) for students who enrolled in summer 2006 or thereafter. The proposal states that the University has four initiatives emphasizing writing and assessment, which will be embedded in the curriculum instead of existing apart from it. Mr. Fifer and Dr. Piercey engaged in a discussion regarding the review of application of the suspension of the UWR to those students enrolled prior to summer 2006. Dr. Piercey stated that he would take under advisement the request to allow for the application of the UWR suspension to students prior to summer 2006. Dr. Frisbie made a motion to approve the proposal as presented in the Board agenda materials provided to the Board. Mr. Fifer seconded. The motion passed by voice vote. A copy of the proposal as approved is included in the Official Minutes of the Board of Regents.

Approval of Candidates for May 2007 Commencement

President Glasser recommended to the Board that it approve the candidates who will complete degree requirements for Spring 2007 Commencement Exercises for receipt of their degrees. The official list of graduates will be on file in the Office of the Registrar. Ms. Rogers made a motion for approval. Mr. Fifer seconded. The motion passed by voice vote.
I. Suspension of University Writing Requirement

II. Issue

The proposal is to discontinue requiring the University Writing Requirement (UWR) for students who enrolled at EKU in Summer 2005 or thereafter.

III. Background and Process

Although the University Writing Requirement (UWR) has been faithfully administered since its inclusion in the 1989-91 EKU Undergraduate Catalog, the UWR does not provide the academic units with meaningful information that can be used to enhance the teaching and learning process. Now in 2007, the University has four initiatives emphasizing writing and assessment, which will be embedded in the curriculum instead of existing apart from the curriculum. Specifically, these efforts include:

a. EKU’s commitment to assessing communication at the program level is being strengthened as a result of the campus-wide focus on EKU’s Quality Enhancement Plan (QEP) as presented to SACS. (i.e., Eastern Kentucky University will develop informed, critical, and creative thinkers who communicate effectively.) A number of QEP initiatives are being developed that will focus on students’ writing.

b. As part of the Strategic Plan and Institutional Effectiveness reporting, every unit on campus must report how it is developing students’ critical thinking skills and assessing those skills through communication.

c. The new General Education program is ensuring the systematic instruction, assessment, feedback, and continuous improvement model for effective communication.

d. Many, if not all, programs have significant writing requirements for all students before they graduate. This embedded assessment of written communication is far superior to the UWR for continuous improvement of instruction.

IV. Alternatives

The alternative is to continue requiring the University Writing Requirement.
V. President's Recommendation

Based on the approval of the colleges, the Council on Academic Affairs, and the Faculty Senate, the President recommends approval of discontinuing the University Writing Requirement.
TO: Dr. Aaron Thompson, Chair  
Council on Academic Affairs

FROM: Janna P. Vice, Associate Dean  
College of Business & Technology

DATE: March 20, 2007

SUBJECT: Proposal to Discontinue the University Writing Requirement

Please add to the CAA agenda on March 29, 2007, the attached proposal to discontinue the University Writing Requirement. This proposal is being submitted on behalf of the following groups and individuals:

Chairs Association  
Dean Robert Rogow and the CB&T Executive Council (E. Davis, N. Elbert, R. Everett, O. Feltus, B. Pratt, and C. Holly)
Associate Deans (R. Boyle, K. Naugle, G. Kuhnhen, T. Otieno, J. Vice, and D. Whitehouse)
Dean Allen Ault and Dr. Norm Spain
PROPOSAL TO DISCONTINUE THE UNIVERSITY WRITING REQUIREMENT  

March 22, 2007

Although the University Writing Requirement (UWR) has been faithfully administered since its inclusion in the 1989-91 EKU Undergraduate Catalog, the UWR does not provide the academic units with meaningful information that can be used to enhance the teaching and learning process.

The UWR should be discontinued for the following reasons:

1. The UWR is neither a gatekeeper instrument, an assessment tool, nor a pedagogical method. Specifically,
   a. EKU has no record that any student has been denied a diploma due to failing the UWR. While students are not excused from taking the UWR, some students have had to return to campus to take the UWR the semester after they have completed all other academic requirements for their degrees. As of February 26, 2007, 371 exceptions have been given this semester, granting students permission to register for 12 hours concurrently with the UWR.
   b. Because the UWR is not connected directly to the student learning goals for a particular course, degree, nor even General Education, the UWR lacks validity as an assessment tool.
   c. No academic program uses (nor could use) the UWR results as a means for improving instruction. Very few students who fail the UWR request preparation help from the Writing Center. According to the English Department, ENG 105, which is designed to prepare students for the UWR, is cancelled semester after semester due to a lack of student and faculty interest.
   d. Writing a culturally unbiased prompt that does not place some groups of students at a disadvantage is very challenging.

2. Monitoring the current UWR requirement in a systematic and equitable manner has been very challenging, even with BANNER and CARES. The result can often be frustrating for advisors, administrators, and particularly our students.

One CB&T chair reported, for instance, that an advisee with a 3.20 was recently blocked from registering for more than 12 credit hours because she had earned 62 hours and had yet to take the UWR. During the prior semester, at 45 hours earned, she was supposed to register for the URW for the following semester. The CARES report, however, read in bold letters: *YOU NEED TO SUCCESSFULLY PASS THE UNIVERSITY WRITING REQUIREMENT IN THE SEMESTER AFTER YOU HAVE COMPLETED 60 HOURS,* which naturally led her to believe she didn’t have to register at that time. The Department since then has requested a UWR exception, but she may not be able to get the classes that were her first choice while waiting for the exception to be processed.
Because, as an institution, we continue to make every effort to improve retention, we need to consider whether such roadblocks are worth the harm they inflict. An accumulation of such unnecessary frustrations might be just enough to compel a student either to drop out or transfer to another school.

3. As EKU increases its non-traditional delivery methods and responds to the needs of its stakeholders (adult learners, transfer students, etc.) through innovative and distance-education degree programs and course offerings, the UWR poses an inflexible impediment to students’ persistence and graduation.

These distance-education and on-line programs are projected to increase as EKU strives to meet CPE’s mandated enrollment goals. While the acknowledgement “Special arrangements will have to be made for students who rarely or never attend on-campus classes or activities,” may have been feasible in 1987, the logistics of providing alternate arrangements for the increasing number of distance-education students in 2007 is prohibitive for on-line programs.

4. The financial support for the UWR has not increased since its inception, despite significantly rising costs. A lack of financial support is, it seems, a clear indication of a lack of overall support for the UWR among faculty and upper administration.

The cost for administering the UWR for 2005-2006 was $19,521.43.

5. The impetus and wording for the original proposal for the UWR was the “apparent decline in communication skills of college graduates.” The University felt compelled to “address this problem to ensure that its students are sufficiently prepared for advanced university work and for practical applications, of effective writing after graduation.” The University determined that it could meet this challenge, “only by a unified and consistent front which emphasizes writing throughout the curriculum.”

Now in 2007, the University has four “unified and consistent fronts” that emphasize writing and assessment, which will be embedded in the curriculum instead of existing apart from the curriculum. Specifically, these efforts include:

a. EKU’s commitment to assessing communication at the program level is being strengthened as a result of the campus-wide focus on EKU’s Quality Enhancement Plan (QEP) as presented to SACS. (i.e., Eastern Kentucky University will develop informed, critical, and creative thinkers who communicate effectively.) A number of QEP initiatives are being developed that will focus on students’ writing.

b. As part of the Strategic Plan and Institutional Effectiveness reporting, every unit on campus must report how it is developing students’ critical thinking skills and assessing those skills through communication.
approved last spring with regard to the market adjustment funds ($50,000) which were set aside in the budget for faculty salary adjustments. He indicated that it should be possible to come up with a policy that stays true to the motion passed and yet will still be consistent with the long term salary adjustment policy which should be instituted later this year.

- **Sick Leave Policy.** Senator Marsden indicated that this was brought back to the Senate from the Board of Regents for input from the Senate. Ken Johnston was present to explain the proposed changes to the Senate members. The new policy basically would state in writing that the university has the option to request a second doctor’s opinion, at the University’s expense, for anyone requesting an extended period of sick time. At the Senate’s recommendation, the sick leave policy will be modified and brought back to the Senate again before action is considered.

- **Council on Academic Affairs Materials.**

  1. **Writing Proficiency and UWR Proposal.** Senator Marsden moved approval of the proposal, seconded by Senator Harley. The motion was approved by the Faculty Senate.

     - After a student takes the UWR three times and fails to meet the minimum pass score then he or she must take ENG 099 (this should not add more than one section per semester).

     - Expand the Writing Center to accommodate those that would be recommended based on previous taking of the UWR and not meeting a minimum requirement pass score after the first taking (should not require more than one extra GA). Money to cover the expense would be provided by Trust Funds for Enrollment and Retention.

  2. Senator Marsden moved approval of a new B.S. major and minor in Earth Science (Teaching) and a new B.S major and minor in Physics (Teaching), seconded by Senator Siegel. The motion was approved by the Faculty Senate.

  3. Senator Marsden moved approval of a new certificate program in Real Estate, seconded by Senator Harley. The motion was approved by the Faculty Senate.

  4. Senator Marsden moved approval to suspend the Specialist in Education Degree with a focus in Student Personnel Services in Higher Education, seconded by Senator Slater. The motion was approved by the Faculty Senate.

- **Foundation Professor Process Proposal.** Senator Marsden introduced the proposal to modify the procedures for selecting Foundation Professors. Senator Harley indicated that the reason for the requested change is to make the process simpler in an effort to encourage more faculty to apply. Senator Harley moved approval of the motion, seconded by Senator Miranda. Senator Schlomann indicated that as this is a substantial motion, action on the motion will be moved to the October 1 meeting.

  Senator Schlomann did indicate that under item 3, there should be a comma after the word department. A corrected version of the proposal will be available on the web prior to the next meeting.

- **Adding Disability Statement to Course Syllabi.** Senator Marsden indicated that the disability statement should be listed on course syllabi. Teresa Belluscio, from the Office of Individuals with Disabilities, and Kacey Coleman, the University attorney, were present to answer questions concerning the disability statement; and Ms. Coleman indicated the importance of including the statement in the course syllabi as a means of protection for the instructor.

**ADJOURNMENT:**
Senator Marsden made a motion to adjourn at 5:10 p.m.

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You will need to have the Adobe Acrobat Reader plug-in installed on your computer in order to view and print a hard copy of the minutes.
EASTERN KENTUCKY UNIVERSITY
Serving Kentuckians Since 1906

Dr. Aaron Thompson, Executive Director
Student Success Institute
Enrollment Management

Dr. Marsden:

Writing Proficiency and UWR Proposal

Much of this past year has been dedicated reviewing policies and programs that have direct impact on the success of our students. The UWR has been one of those programs that we have reviewed. It is our assessment and contention that the UWR serves a purpose of having a standardized benchmark for us to state writing proficiency for our students before they leave this University. However, with a significant amount of our students retaking the UWR, as many as three or four times, there is a need for us to look more in-depth at the UWR and see if it serves the purpose it purports to serve. With that thought in mind, members of Enrollment Management and the English Department are offering the following proposal for consideration.

- After a student takes the UWR three times and fails to meet the minimum pass score then he or she must take ENG 099 (this should not add more than one section per semester).

- Expand the Writing Center to accommodate those that would be recommended based on previous taking of the UWR and not meeting a minimum requirement pass score after the first taking (should not require more than one extra GA). Per Rita Davis money will be provided by Trust Funds.

Respectfully submitted:

Aaron Thompson, Executive Director
Student Success Institute
I. Proposed Catalog Copy

A. Add the following statement to Baccalaureate Degree Requirements: Comprehensive Requirements (p. 31 of the 87-89 edition):

"Satisfactory completion of the University Writing Requirement."

B. Add the following passage in an appropriate place under Academic Regulations, p. 34 of the 87-89 edition:

"University Writing Requirement"

"All students seeking baccalaureate degrees from Eastern must successfully complete an essay exam in English to satisfy the University Writing Requirement."

... [To be completed]

II. Details.

A. Background and Justification. The university at large has already acknowledged the importance of effective writing through its policy on composition. It has supported this emphasis by using outside consultants and fostering workshops on writing-across-the-curriculum, a rapidly growing movement in higher education. Continued support is expected.

Both employers and the general public have decried the apparent decline in communication skills of college graduates. The University must address this problem to ensure that its students are sufficiently prepared for advanced university work and for practical applications of effective writing after graduation.

Given the uneven state of language instruction in elementary and secondary schools, the numbers of students who may not have prepared sufficiently for college work, and the lack of attention some students give to effective language use, the University faces a major challenge to prepare students for effective written communication. We can meet that challenge only by a unified and consistent front which emphasizes writing throughout the curriculum. Like other aspects of language, writing skills will deteriorate without constant use. Effective writing needs to be reinforced constantly in composition, general education, elective, and specialized courses.
B. Current Policy. For reasons outlined above, the University has endorsed the policy on "Faculty Responsibility for English Composition" (see p.4), which requires effectively written work in all feasible courses and which places responsibility on individual faculty to evaluate that work and recommend remediation whenever necessary.

C. The Proposal. The University shall introduce a University Writing Requirement (UWR) which shall consist of at least three areas of emphasis.

1) The University re-endorses "Faculty Responsibility for English Composition."

2) In addition, each academic department shall attempt to ensure that its majors (both associate and baccalaureate) have satisfactorily corrected deficiencies in communication skills. To aid in these first two efforts, additional workshops will be developed in writing-across-the-curriculum.

3) The University shall also require satisfactory completion of an essay exam for baccalaureate students as a part of the University Writing Requirement. The exam, coming approximately halfway through their university experience, will encourage students to acknowledge that writing is important in all classroom settings. After students have completed the requirement, they may have established sound writing habits more likely to be lasting.

D. The Exam & Administration. The exam itself would be devised by the Department of English with input from others. It will be an essay requiring a "thesis" on a general topic supported by "evidence" from personal experience, reading, etc. To pass, the writer must demonstrate rhetorical appropriateness, specific support, organization, and grammatical effectiveness (these are standard expectations for ENG 101 and 102 courses). A brochure answering common questions about the University Writing Requirement and the exam would be made available through advisors and others. The Office of Institutional Research will supervise mass administrations twice each semester. Smaller groups could have an administration if that proves necessary.

E. Purpose. As part of a University Writing Requirement, the essay exam will assess students' writing abilities, including mechanical, thinking, and organizing skills. It will confirm that essential skills acquired during the composition course requirements have been achieved and maintained after approximately four semesters of writing in a variety of settings. When viewed by faculty and students as a university requirement, the examination would emphasize that all writing must meet minimal standards for effective communication.
F. When To Take the UWR Exam? At present the exam would not be required for associate degree students. Perhaps, after EKU gains experience, an appropriate exam for associate degree students would be added.

For baccalaureate degree students the exam would be required in the first semester of enrollment after the student completes the 60th hour. Transfer students would follow the same time frame if they transfer fewer than the specified hours. If they transfer 60 hours or more, they would take it in the first semester of enrollment.

G. Evaluation. Faculty members from English and other departments will be prepared in holistic evaluation techniques to produce a pass-fail evaluation by two readers. If there is disagreement, a third reader will evaluate. These evaluations should be done in group evaluation sessions with frequent checks for reliability.

The Department of English will conduct special sessions for faculty participating in the evaluation process. Emphasis will be devoted to uniform standards and grading techniques by using ETS holistic grading methods.

H. Student Failure of the UWR Exam. A student who fails the exam will be informed of options to improve writing skills. These include self-directed study, private or university supported tutorial assistance, attendance at the Writing/Reading Center, repeating or auditing appropriate writing courses, or taking specially designated sections of an appropriate course which will incorporate the essay requirement.\(^2\)

Students who fail the first attempt may retake the exam under the following conditions:
1) Prior to the next enrollment, they must file with their advisors a remediation plan,
2) They may not enroll for more than 12 hours in any fall or spring semester until the exam requirement is satisfied, and
3) They may not enroll beyond 100 hours until the exam requirement is satisfied.

I. Records. Advisors will be informed of their advisees' satisfactory completion by the OASUS, but they will be responsible for reminding the student of the exam and when to take it. Progress sheets will show the date when the exam was completed. When the "Degree Audit Reporting System" is in place, it will identify when the exam was completed. The dean's office will check for completion in preparation of all contracts and for

\(^2\)For some students ENG 106 would be appropriate. For others with severe writing problems, other measures may be required.
graduation check-out.

J. Effective Date. The UWR and exam policy will go into effect with the 1989-91 Catalog. Thus all new students in Fall 1989 or all students choosing the 1989 catalog will have the exam as a graduation requirement. Students completing degrees under previous catalogs will not need to meet the requirement, but they may choose to do so.

--from Faculty/Staff Handbook, 1987

FACULTY RESPONSIBILITY FOR ENGLISH COMPOSITION

It is the responsibility of all faculty to include written work and to stress the importance of writing effectively (insofar as this is compatible with the objectives of the course and the limitations of time and physical resources).

It is the responsibility of every faculty member to require that written work be submitted in standard English.

It is consistent with the objectives of the University and with fair grading practices that English usage be considered, to a suitable extent, in evaluating course work.

It is the responsibility of all faculty to be attentive to obviously ineffective writers and advise such students to work on writing skills by self-study, by work in the Writing/Reading Center, or by taking, retaking, or auditing courses in composition. This applies especially to the students who may have passed their composition courses but who do not have the necessary skills or fail to apply them.

Each instructor shall explain to each class the extent to which this policy will be applied.