The California State University
Office of the Chancellor
400 Golden Shore
Long Beach, California 90802-4275

(562) 985-2800

Date: February 28, 1997

To: Presidents

From: Barry Munitz
Chancellor

Subject: Determination of Competence in English and Mathematics—Executive Order No. 665

I am transmitting to you five copies of Executive Order 665, the Determination of Competence in English and Mathematics. The Executive Order is issued pursuant to Title 5, California Code of Regulations, Section 40402.1, Board of Trustees' Resolution Number REP 01-96-02, and Sections 1 and 2 of Chapter III of the Standing Orders of the Board of Trustees of The California State University.

In accordance with the policy of The California State University, the campus President has the responsibility for implementing Executive Orders where applicable and for maintaining the campus repository and index for all Executive Orders.

BM:rp

Attachment

Distribution: Chancellor's Office Staff

The California State University
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Executive Order No.: 665

Title: Determination of Competence in English and Mathematics

Effective Date: Fall Term 1998

Supersedes: Executive Order No. 582 and Executive Order 514

This Executive Order is issued pursuant to Title 5, California Code of Regulations, Section 40402.1, Board of Trustees' Resolution Number REP 01-96-02, 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 applies to all students who enter the California State University in or after the fall term 1998.

I. Assessment of Competence in Mathematics and Placement in Remedial or Developmental Programs/Activities

A. Policy Development

The Advisory Committee on Entry Level Mathematics, appointed by the chancellor from among the CSU faculty and administration, shall have primary responsibility for policy development and recommendation regarding entry level mathematics skills testing and instruction.

B. Entry Level Competence

1. Each entering CSU undergraduate student shall be required to take the CSU Entry Level Mathematics (ELM) examination for placement in appropriate programs/activities, except those who qualify for the following exemptions:

    a. First-time freshmen can qualify for an exemption on the basis of satisfactory performance on examinations determined to be appropriate by the Entry Level Mathematics (ELM) Development Committee. These examinations and the required minimum scores are described in Addendum A.

    b. Transfer students can qualify for an exemption either on the basis of satisfactory performance on an examination listed in Addendum A or by completion and transfer to CSU of a college course that satisfies the General Education-Breadth or Intersegmental General Education Transfer Curriculum (IGETC) quantitative reasoning requirement, provided such course was completed with a grade of "C" or better.

2. Satisfying the ELM requirement shall be defined as any one of the following:

    a. Qualifying for exemption from the ELM examination;

    b. Passing the ELM examination; or

    c. Taking the ELM examination and, in the event of not passing it, demonstrating competence in intermediate algebra by passing campus-approved mathematics programs/activities or by retaking and passing the ELM examination.

3. A non-exempt student shall be required to take the ELM examination after admission and before enrollment in the CSU.

4. Satisfaction of the ELM requirement shall be a prerequisite to enrollment in a CSU course that satisfies the General Education-Breadth requirement in quantitative reasoning. Campuses may establish time limits for the applicability of ELM scores and mathematics course grades to eligibility for enrollment in specified coursework as determined locally. In cases where the time limit is exceeded, each campus may require that a student demonstrate current competence prior to entry into a course which satisfies the General Education-Breadth requirement in quantitative reasoning.

5. Campuses shall ensure that students who do not demonstrate the requisite competence in mathematics are placed in appropriate remedial or developmental programs/activities during the first term of enrollment and each subsequent term until such time as they demonstrate competence.

6. Campuses are encouraged to establish and enforce limits on remedial/developmental activity and to advise students who are not making adequate progress in developing foundational skills to consider enrolling in other educational institutions as appropriate.

7. Campuses may permit students to retake the ELM examination at local option, particularly after self-study and/or enrollment in self-contained classes, study, or tutoring.

8. Campuses are free to designate other courses for which satisfaction of the Entry Level Mathematics (ELM) requirement is prerequisite.

9. The CSU Entry Level Mathematics Development Committee shall review the ELM examination at least annually and revise it as necessary. The committee shall determine the "passing" score denoting entry level mathematics competence on the ELM examination which shall be applicable systemwide.

10. Appointed periodically by the chancellor from among the CSU faculty and administration, an ELM Evaluation Committee shall conduct evaluation studies of test validity, reliability, utility, and other program issues as assigned and recommend appropriate action.

II. Assessment of Competence in Writing Skills and Placement in Remedial or Developmental Programs/Activities

A. 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.

B. Entry Level Competence

1. Each entering CSU undergraduate student shall be required to take the CSU English Placement Test for placement in appropriate English programs/activities, except those who qualify for the following exemptions:

    a. First-time freshmen 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 and the CSU English Placement Test Evaluation Committee. These examinations and the required minimum scores are described in Addendum B.

b. Transfer students can qualify for an exemption either on the basis of satisfactory performance on an examination listed in Addendum B or by completion and transfer to CSU of a college course that satisfies the General Education-Breadth or Intersegmental General Education Transfer Curriculum (IGETC) requirement in written communication, provided such course was completed with a grade of "C" or better.

c. 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.

2. Satisfying the EPT requirement shall be defined as any one of the following:

   a. Qualifying for exemption from the EPT examination;

   b. Passing the EPT examination; or

   c. Taking the EPT examination and, in the event of not passing it, demonstrating competence by passing campus-approved English programs/activities.

3. Non-exempt students shall be required to take the EPT examination after admission and before enrollment in the CSU.

4. Satisfaction of the EPT requirement shall be a prerequisite to enrollment in a CSU course that satisfies the General Education-Breadth requirement in written English communication. Campuses shall ensure that students who do not demonstrate requisite competence are required to enroll in appropriate remedial or developmental programs/activities during the first term of enrollment and each subsequent term until such time as they demonstrate competence.

5. Campuses are encouraged to establish and enforce limits on remedial/developmental activity and to advise students who are not making adequate progress in developing foundational skills to consider enrolling in other educational institutions as appropriate.

6. 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.

7. The CSU English Placement Test Development Committee shall review the EPT at least annually and revise it as necessary. The committee shall determine the "passing" score denoting English competence on the EPT examination which shall be applicable systemwide. The committee shall be appointed by the chancellor.

8. 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.

C. Graduation Writing Assessment Requirement (GWAR): Baccalaureate Level

1. 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 the baccalaureate degree and, if not previously met in the CSU, for a second baccalaureate degree.

2. Students shall be matriculated at the CSU campus where they satisfy the Graduation Writing Assessment Requirement (GWAR).

3. As soon as possible after students are admitted, campuses shall inform them of writing skills proficiency requirements for graduation, as distinct from lower division curricula and tests. Certification of writing competence shall be made available to students as they enter the junior year. Students should complete the requirement before the senior year.

4. Certification of graduation writing proficiency is an all-campus responsibility. Certification may rely on evidence of writing ability as demonstrated in written coursework, essay examinations, or other measures of student writing competence. Measures may be developed which best fit individual campus needs. However, certification by examination shall include a common essay written and evaluated under controlled conditions and scored by at least two faculty readers.

5. Certification of graduation writing competence shall be transferable from one CSU campus to another.

6. 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 (GWAR). Campus GWAR programs shall be subject to periodic review and evaluation at least every five years under the supervision of the Advisory Committee on Student Writing Skills.

D. Graduation Writing Assessment Requirement: Graduate Level

1. Campuses may require demonstration of writing proficiency as a condition for admission to a graduate program.

2. Campuses shall require demonstration of writing proficiency prior to the award of a graduate degree. The level of proficiency shall be no less than the level required for GWAR certification at the baccalaureate level.

3. Campuses may require additional demonstration of advanced-level writing proficiency as a condition for admission to a graduate program and/or award of the graduate degree.

B Munitz

Barry Munitz, Chancellor

Date: February 28, 1997

The Entry Level Mathematics Examination (ELM)

The ELM examination tests for entry level mathematics skills acquired through three years of rigorous college preparatory mathematics coursework (normally Algebra I, Algebra II, and Geometry). All undergraduate students must take the test or be exempted from it prior to enrollment in any course, including remedial courses. Specific policies regarding retesting and placement will be determined by the campus. Exemptions from the test are given only to those students who can present proof of one of the following:

- A score of 3 or above on the College Board Advanced Placement mathematics examination (AB or BC).
- A score of 560 or above on the mathematics section of the College Board SAT taken prior to March 1994.
- A score of 560 or above on the College Board Math Achievement Test* Level I or Level II taken prior to March 1994.
- A score of 560 or above on the mathematics section of the College Board SAT I* Reasoning Test **or** on the College Board SAT II* Mathematics Tests Level I, II, or IIC (Calculator) taken on or after March 1, 1994. *(See note below.)*
- A score of 24 or above on the American College Testing Mathematics Test taken prior to October 1989.
- A score of 25 or above on the enhanced ACT Mathematics Test taken October 1989 or later.

***Note:** The College Board SAT and Achievement Tests were replaced by SAT I and SAT II, respectively, beginning March 1994. Beginning April 1, 1995, the SAT I and SAT II exams were scored on a new scale; however, the SAT scores qualifying for exemption from the ELM remain the same.

English Placement Test (EPT)

The English Placement Test, developed cooperatively by the CSU faculty and Educational Testing Service (ETS), is designed to assess the level of analytical reading and writing skills of students entering the California State University. The test is offered only to admitted students and has no effect on admission decisions. The CSU English Placement Test must be completed by all non-exempt undergraduates prior to enrollment in any course, including remedial courses. Exemptions from the EPT are given only to those who present proof of one of the following:

- A score of 3, 4, or 5 on either the Language and Composition or the Composition and Literature examination of the College Board Scholastic Advanced Placement program.
- A score on the CSU English Equivalency Examination that qualifies the student for "Pass for Credit" or "Exemption."
- A score of 470 or above on the Verbal section of the College Board Scholastic Aptitude Test (SAT) taken prior to March 1994.
- A score of 470 or above on the Verbal section of the College Board SAT I* Reasoning Test taken between March 1994 and March 1995. *(If taken after March 1995, see note below.)*
- A score of 22 or above on the American College Testing (ACT) English Usage Test taken prior to October 1989.
- A score of 25 or above on the enhanced ACT English Test taken October 1989 or later.
- A score of 600 or above on the College Board Achievement Test* in English Composition with essay taken prior to January 1994.
- A score of 600 or above on the College Board SAT II* Writing Test taken between January 1994 and March 1995. *(If taken after March 1995, see note below.)*
- A score of 550 or above on the Verbal section of the College Board SAT I* Reasoning Test taken on or after April 1, 1995. *(See note below.)*
- A score of 660 or above on the College Board SAT II* Writing Test taken on or after April 1, 1995. *(See note below.)*

***Note:** The College Board SAT and Achievement Tests were replaced by SAT I and SAT II respectively, beginning March 1994. Beginning April 1, 1995, the SAT I and SAT II exams were scored on a new scale.