

MICHIGAN STATE
UNIVERSITY

September 26, 1997

MEMORANDUM (#AD/05/97-98)

TO: Deans, Associate Deans, Assistant Deans, Chairpersons, and Directors

FROM: Dr. Gerald D. Ludden, Chairperson, University Committee on Curriculum (UCC)
Dr. Barbara C. Steidle, Assistant Provost for Undergraduate Education
and Academic Services

RE: Implementation of the University's Tier II Writing Requirement for Bachelor's Degrees*

On January 8, 1991, the Academic Council approved the REPORT OF THE JOINT COMMITTEE ON WRITING REQUIREMENTS. The REPORT as approved by the Council is attached for your use.

The Office of the Provost developed the Writing Requirement statement for the Academic Programs section of the University catalog with review by the Chairperson of the Joint Committee on Writing Requirements. [For additional information, refer to that statement.]



Requests for new bachelor's degree programs (that must include Tier II writing requirements), and requests for changes in the Tier II writing requirements for approved bachelor's degree programs, must be developed within the context of the information that is provided in the statement on Information Related to Tier II Writing Requirements for Bachelor's Degrees below.

Requests for new courses, and requests for changes in courses, that are, or are to be, associated with Tier II writing requirements must be developed within the context of the information that is provided in the statement on Information Related to Courses Associated with Tier II Writing Requirements for Bachelor's Degree Programs below.

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Information Related to Tier II Writing Requirements for Bachelor's Degrees¹

1. The Tier II writing requirement involves writing in the student's discipline.
2. The Tier II writing requirement is to be included in the catalog statement on the requirements for the degree under University requirements.
 - a. The manner in which students would fulfill the Tier II writing requirement must be specified. A Tier II writing requirement must be met either by the completion of one or more specific Tier II writing courses [identified by "(W)" at the end of the course title(s)] or by the completion of a cluster of courses not designated as Tier II writing courses that in the judgment of the department or school and college meets the Tier II writing requirement.

- (1) As an exception, the UCC will consider a request to establish a Tier

II writing requirement that is to be met by the completion of one or more Tier II writing courses and a cluster of one or more courses not designated as Tier II writing courses.

- b. Each of the courses that is to be associated with the Tier II writing requirement must be identified by course subject code, number, title, and credits.
3. Insofar as possible, the courses that comprise the Tier II writing requirement should also be included in the catalog statement on the requirements for the degree under major requirements so as to ensure that the student who has met the requirements for the degree will also have met the Tier II writing requirement.
4. If the Tier II writing requirement is to be met by the completion of a single Tier II writing course [identified by "(W)" at the end of the course title], that course must be available for a minimum of 3 credits.
 - a. As an exception, the UCC will consider a request to establish a Tier II writing requirement that is to be met by the completion of a single Tier II writing course that is authorized for only 2 credits.
 - b. The UCC will not consider a request for a Tier II writing requirement that is to be met by the completion of a single Tier II writing course that is authorized for only 1 credit. However, the UCC will consider a request for a Tier II writing requirement that is to be met by the completion of a cluster of courses, one of which may be a 1-credit Tier II writing course.
5. A statement that demonstrates how either the specific Tier II writing course(s) or the courses that are included in the cluster meet(s) both the criteria for courses that are to be associated with the Tier II writing requirement that appear under the heading OUTCOMES on page 5 of the REPORT OF THE JOINT COMMITTEE ON WRITING as approved by the Academic Council (copy attached) and the unit-specific criteria for courses that are to be associated with the Tier II writing requirement must be included in the request.
 - a. A hard copy of the unit-specific criteria for courses that are to be associated with the Tier II writing requirement must be transmitted with the request. The unit-specific criteria need to provide information beyond that which is contained in the all-University criteria. Unit-specific criteria need to be related to the discipline.
6. The department or school and college should consider whether any related course requests (requests for new courses; requests for changes in courses; requests to delete courses) should be processed at the same time as a request for a new bachelor's degree program (that must include a Tier II writing requirement) or a request for changes in the Tier II writing requirement for an approved bachelor's degree program.
 - a. Any related request for a new Tier II writing course, or a request for changes in a Tier II writing course, must be processed at the same time as a

related academic program request.

7. A Tier II writing requirement must be approved by the UCC and the Academic Council, as well as by the appropriate department or school and college.
8. Upon Academic Council approval of the use of one or more specific Tier II writing courses or a cluster of courses to fulfill the Tier II writing requirement, such information is to be included in the Academic Programs section of the University catalog.

Information Related to Courses Associated with Tier II Writing Requirements for Bachelor's Degree Programs

1. Courses that are to be associated with a Tier II writing requirement must be administered by the department or school or college that also administers the student's bachelor's degree program with the following exceptions:
 - a. The Tier II writing requirement for the Bachelor of Arts or Bachelor of Science degree program with a major in Interdisciplinary Studies in Social Science that is administered by the College of Social Science may be met by the completion of a Tier II writing course [identified by "(W)" at the end of the course title] or a cluster of courses that is administered by a department, as specified in the statement on Requirements for the Bachelor of Arts or Bachelor of Science Degree in Interdisciplinary Studies in Social Science in the Academic Programs section of the University catalog.
 - b. An interdepartmental course may be included in a Tier II writing requirement for any of the participating units, provided that all of the participating units have signed off on the request to include the interdepartmental course in a Tier II writing requirement. An interdepartmental course may be a Tier II writing course [identified by "(W)" at the end of the course title] or may be included in a cluster of courses.
2. A request for a new course, or a request for changes in a course, that is to be associated with the Tier II writing requirement for a bachelor's degree program must:
 - a. be developed by the department or school or college that administers the bachelor's degree program, taking into consideration both the criteria for such courses that appear under the heading OUTCOMES on page 5 of the REPORT OF THE JOINT COMMITTEE ON WRITING REQUIREMENTS as approved by the Academic Council (copy attached) and the unit-specific criteria for such courses.
 - (1) A hard copy of the unit-specific criteria for courses that are to be associated with the Tier II writing requirement must be transmitted with the request. The unit-specific criteria need to provide

information beyond that which is contained in the all-University criteria. Unit-specific criteria need to be related to the discipline.

- b. take into consideration the characteristics of either a specific Tier II writing course or a cluster of courses that follow:
 - (1) A specific Tier II writing course is:
 - (a) characterized by continuous attention being given to writing.
 - (b) identified by "(W)" at the end of the course title.
 - (2) A course in a cluster of courses that in the judgment of the department or school or college meets the Tier II writing requirement:
 - (a) involves a modest writing component or some writing experience. Although an individual course in the cluster does not involve a sufficient amount of writing to meet the Tier II writing requirement, the group of courses in the cluster meets that requirement.
 - (b) should not be identified by "(W)" at the end of the course title, unless the course is to be identified as a Tier II writing course.
3. A course that is to be associated with a Tier II writing requirement must:
 - a. be a 300 or 400 level course.
 - b. have as a prerequisite "Completion of Tier I writing requirement."
 - c. be identified by "(W)" at the end of the course title, if the course is to be a Tier II writing course.
 - d. be available for a minimum of 3 credits, if the Tier II writing requirement for a related bachelor's degree program is to be met by the completion of that course alone.
4. The department or school and college should consider whether:
 - a. any related request for a new bachelor's degree program (that must include a Tier II writing requirement) should be processed at the same time as a request for a new Tier II writing course [identified by "(W)" at the end of the title] or a request for changes in a Tier II writing course.
 - b. any related request for changes in a Tier II writing requirement for an approved bachelor's degree program should be processed at the same time as

a request for a new Tier II writing course [identified by ("W)" at the end of the title] or a request for changes in a Tier II writing course.

- c. any related course requests (requests for new courses; requests for changes in courses; requests to delete courses) should be processed at the same time as a request for a new Tier II writing course [identified by ("W)" at the end of the title] or a request for changes in a Tier II writing course.

Attachments:

1. REPORT OF THE JOINT COMMITTEE ON WRITING REQUIREMENTS as approved by the Academic Council on January 8, 1991 (6 pages), attached to which is:
 - a. Writing Across the Curriculum: A Selected Bibliography.

¹ Courses used to satisfy the Tier II writing requirement are not available to students for enrollment on a Credit-No Credit basis. [For additional information, refer to THE CREDIT-NO CREDIT SYSTEM in the statement on Grading Systems in the Academic Programs section of the University catalog.]

*IMPORTANT NOTE: This memorandum is being issued as an update of:

1. the portion of the memorandum to Deans, Associate Deans, Assistant Deans, Chairpersons, and Directors from Dr. James B. Hamilton, Assistant Provost for Undergraduate Education, and Dr. Barbara C. Steidle, Assistant Provost for Academic Services, re Implementation of the University's Integrative Studies and Writing Requirements for the Bachelor's Degree dated April 4, 1991 (#A/33/90-91) (7 pages) and attachments that pertain to the Tier II Writing requirement.
2. the memorandum to Assistant and Associate Deans from Dr. Barbara C. Steidle, Assistant Provost for Undergraduate Education and Academic Services, re Implementation of the University's Tier II Writing Requirement for Bachelor's Degrees/1993-95 Academic Programs Section of the University Catalog dated February 1, 1993 (4 pages) and attachments.

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3. the memorandum to Members of the University Committee on Curriculum (UCC) from Dr. Bruce Allen, Chairperson, UCC, re Implementation of the University's Tier II Writing Requirement dated March 3, 1995 (2 pages).

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