



**GEORGIA  
SOUTHWESTERN  
STATE UNIVERSITY**

**ACADEMIC PROPOSAL**

Date Received by Committee Chair \_\_\_\_\_

1. Teacher Education Committee on (date submitted) \_\_\_\_\_
2. Academic Affairs Committee on (date submitted) 0015415004 9/23/04
3. Graduate Affairs on (date submitted) \_\_\_\_\_

From (School/Department) Office of Academic Affairs Office of Academic Affairs

Signature of Unit Head Lynda Lee Purvis

Person to be Contacted Lynda Lee Purvis Lynda Lee Purvis

Type of Action (check one):  Addition  Deletion  Substantive Change  
 Submission for File  Other (please specify) \_\_\_\_\_

Action desired for (check one):  Program  Course  Other (specify) Regents' Test Policies  
 Course/Program Name and (for courses) Course Description and Hours Credit: \_\_\_\_\_

Affects all baccalaureate programs.

**Brief Description of Proposal:**

New BOR Regents' Reading and Writing Skills Requirements for the Regents' Test are attached. These revised procedures implement Policy 307 of the Board of Regents of the University System of Georgia. These changes were designed to meet financial aid course funding restrictions set forth by the US Department of Education. The main impact to GSW is the inclusion of the following statement on all baccalaureate degree curriculum sheets: "Students enrolled in this degree program shall pass the Regents' Reading Skills and Regents' Writing Skills Courses, RGTR 0198 and RGTE 0199 respectively, as a requirement for graduation either by passing the courses or by exemption."

**This section to be completed by appropriate Committee Chair (and Secretary of Faculty Senate):**

Check Committee taking Action:

- (1)  Teacher Education Committee (2)  Academic Affairs (3)  Graduate Affairs

Action taken by Committee: (Check One)  Approved  Not Approved  Tabled

Comments/Reasons for Non Approval or Tabling:

Signature of Chair Lynda Lee Purvis Date 10/7/04

Requires action of the Faculty Senate and Faculty?  Yes or  No (Check one)

Faculty Senate Action: Forwarded by the Senate to the Faculty (Check one):

With Endorsement  Without Endorsement, or  Remanded back to Committee

Signature of Secretary, Faculty Senate Debra E. ... Date 10/27/04

1. Will this proposal change the requirements for any degree program? If so, explain and attach existing and proposed program sheets with changes clearly marked.

It will affect all baccalaureate degree programs by requiring the successful completion of the two courses RGTR 0198 - Regents' Reading Skills and RGTE 0199 - Regents' Writing Skills, either by passing the courses or by exemption.

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2. Is the proposed course/program recommended or required by an accrediting agency? Is so, explain.

No.

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3. Is the proposed course/program substantially similar to an existing one in another GSW department or school? Is so, explain and justify.

Similar to current Regents' Test policies and procedures

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4. Justification and/or objectives for proposal (including relationship to GSW Strategic plan, if appropriate).

To be in compliance with BOR policy 307 pertaining to requirements for the Regents' Test policies and procedures

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5. What additional resources will be required to implement the proposal? Faculty? Facilities? Equipment? Library holdings? Others?

None

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6. What impact will this proposal have on other courses, programs, departments, schools, or units?

The completion of the two skills courses will be a requirement for all baccalaureate programs.

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7. Anticipated start date: spring 2005

8. Estimated number of students enrolled first semester: all undergraduates Enrolled on a continuing basis \_\_\_\_\_

9. Required attachments for this proposal:

- a. Course outlines must include the course number, course title, course description for the Bulletin (followed by credit hour designations including lab hours, if appropriate), course content, and learning objectives for the course. A suggested text and a bibliography may be included as well.
- b. Proposals for new degree must include a curriculum sheet.
- c. Proposals for changes in degree programs must include existing and proposed curriculum sheets with changes clearly marked.

TO: clr@canes.gsw.edu

## **Administrative Procedures/Regents' Reading and Writing Skills Requirements**

These procedures implement Policy 307 of the Board of Regents of the University System of Georgia.

### **I. REGENT'S READING AND WRITING SKILLS REQUIREMENTS**

Students enrolled in undergraduate degree programs leading to the baccalaureate degree shall pass the Regents' Reading Skills and Regents' Writing Skills courses as a requirement for graduation. These courses are offered for institutional credit. Students may exempt these courses through examination by passing the Regents' Tests or an approved alternative test in reading comprehension and in writing. Students who have earned 45 credit hours and have not passed or exempted the courses must take the Regents' Skills courses during each subsequent semester of enrollment. Students enrolled in a Regents' Skills course must pass the corresponding Regents' Test in order to receive a passing grade for the course.

Students with 30 or more semester credit hours transferring from outside of the System or from a System program that does not require the Regents' Skills courses must take the courses if they have not passed or exempted the courses before their third semester of enrollment.

The following are the specific implementation procedures:

- a. Students in programs leading to the baccalaureate degree are expected to have satisfied the Regents' Reading and Writing Skills Requirements by the time they complete 45 college-level semester credit hours. Students satisfy the requirements by passing Regents' Reading Skills (RGTR 0198) and Regents' Writing Skills (RGTR 0199) or by exemption.
- b. These requirements apply regardless of whether the student has taken or passed any other courses, including English courses, or completed any other institutional requirements.
- c. College-level credit hours include all credit with the exception of institutional credit.
- d. Students who have earned 45 college-level credit hours and who have not satisfied the requirements will be required to register for the appropriate course(s) the next semester enrolled. The only exception that may be made is for part-time students taking one of the courses and no college-level credit courses.

- e. Students may exempt RGTR 0198 by scoring at or above specified scores on the following examinations:
- Regents' Reading Test exemption score: 61
  - SAT-I Verbal exemption score: 510
  - ACT Reading exemption score: 23
  - (SAT or ACT scores must be from a national administration. Scores from institutional SAT or residual ACT tests will not be acceptable for this purpose.)
- f. Students may exempt RGTE 0199 by scoring at or above specified scores on the following examinations:
- Regents' Essay Test exemption score: 2
  - College Board Advanced Placement (AP) English Language and Composition Exemption score: 3
  - College Board Advanced Placement (AP) English Literature and Composition exemption score: 3
  - International Baccalaureate (IB) higher-level English exemption score: 4
  - SAT II English Writing exemption score: 650.
- g. Additional standardized test scores may be specified by the Senior Vice Chancellor for Academics and Fiscal Affairs for use in exempting RGTR 0198 and RGTE 0199. Such scores must be from a national test administration and must indicate a very high probability (at least .95) of passing one of the courses or the associated component of the Regents' Test. Tests used to exempt the writing requirement must include an externally-graded writing sample.
- h. Students with fewer than 45 semester hours of college-level credit are not required to take either RGTR 0198 or RGTE 0199. (Although institutions may require students to take courses before earning 45 hours, there should be an opportunity for students who plan their schedules appropriately to take Regents' Tests twice before they are required to take a course. Such planning may require enrollment in English the first two semesters and may include additional requirements established by the institution. Students who postpone taking English or who postpone taking Regents' Tests will not necessarily have two opportunities to take the test before the course requirement is imposed.)
- i. Students should take the Regents' Tests in the semester after they have earned 30 credit hours if they have not taken them

previously. Institutions may not prohibit students who have earned at least 30 credit hours but are not yet subject to the 45-hour Regents' course requirements from taking the Regents' Tests for the first time.

- j. Students may be permitted or required to take the Regents' Tests prior to the completion of 30 credit hours.
- k. Students may be permitted to take the Regents' Tests during a semester in which they are not enrolled.
- l. Having passed RGTR 0198 and RGTE 0199 shall not be a condition of transfer into an institution. All transferring students from programs leading to the baccalaureate degree within the System shall be subject to all provisions of this policy. Students with 30 or more semester credit hours transferring from outside of the System or from a System program that does not require the Regents' courses should take the Regents' Tests during their first semester of enrollment in a program leading to the baccalaureate degree unless they have otherwise exempted the courses.. Those who have not exempted the courses before their third semester of enrollment are subject to the course requirements.
- m. Students entering with AP credit, credit from other advanced placement programs or examinations, and/or joint enrollment credit may take the Regents' Tests during their first two semesters of enrollment. They are not subject to System-mandated course requirements unless they have earned at least 45 hours and been enrolled at least two semesters.
- n. Passing or exempting RGTR 0198 or RGTE 0199 is not a requirement for an Associate of Applied Science degree or an Associate of Science degree in an allied health field, although institutions may choose to require the courses for these degrees.
- o. The Regents' Reading Test and Regents' Essay Test are to be administered in accordance with the instructions provided in the Regents' Testing Program Administration Manual.
- p. Institutions are responsible for enforcing the requirements related to the Regents' Reading Skills and Regents' Writing Skills courses..