

November 15, 2021

Tanner WouldGo, Chair  
Writing Program

**Re: Enforcement of Deadline to Complete the C Requirement**

Dear Tanner,

The Committee on Educational Policy (CEP) has reviewed and approved the request to discontinue enforcing [the C requirement](#) deadline through discontinuing the student's enrollment in the 7th quarter.

[Senate Regulation 10.2.3.1a](#), requires that all incoming students complete their Composition Requirement by the start of their 7th quarter of enrollment. The regulation, however, does not specify the consequences for not completing the requirement by the deadline. Effective immediately, CEP supports the following enforcement processes:

- Proactive enrollment in Writing 2 for students in their final quarter before reaching the deadline and for those who are beyond their deadline; and
- For those students who fall subject to disqualification at the end of a term, have reached their deadline, and have not completed the C requirement, CEP supports the colleges requiring the student to take the class as a condition of continued enrollment, or to complete the requirement elsewhere prior to readmission (if they are barred or disqualified based on their academic standing). These actions are consistent with [Senate Regulation 12.2b](#): *Continued registration of an undergraduate student subject to academic disqualification is at the discretion of the Faculty of the student's college or their agents and is subject to such conditions as they may impose.*

The committee looks forward to working with the Writing Program and campus stakeholders to determine additional actions to support students' completion of these requirements that are crucial to their degree progress.

Sincerely,



Tracy Larrabee, Chair  
Committee on Educational Policy

cc: Richard Hughey, Vice Provost and Dean of Undergraduate Education

David Brundage, Chair, Academic Senate

Matthew Mednick, Director, Academic Senate

Jasmine Alinder, Dean, Humanities Division

Pamela Edwards, Department Manager, Writing Program

Alan Christy, Chair, Council of Provosts

Tchad Sanger, University Registrar

Stacey Sketo-Rosener, Assistant Vice Provost of Undergraduate Advising