

Graduate Entrance Writing Requirement

Graduate students will be required to pass (or to have passed) the graduate entrance writing requirement before being fully classified into a graduate program, unless an earlier completion is specified for a particular program. The requirement can be satisfied through **one** of the following means:

1. **The CSUSB 306 course:** Completion, with a grade of "B" (3.0) or better, within seven years prior to acceptance into the program of one of the following courses: EDUC 306, ENG 306, HUM 306, MGMT 306, NSCI 306, or SSCI 306.
2. **The Writing Requirement Exemption Exam (WREE):** Contact the [Testing Office](#) for more information on testing dates, registration and required materials.
3. **Upper-division writing requirement (UDWR) tests taken at other CSU's:** CSUSB accepts only three UDWR tests as equivalent to our WREE and 306: those from CSU Fresno, CSU Sacramento, and San Diego State University.
4. **Completing an equivalent course at another university:** Completion, with a "B" (3.0) or better, of an *equivalent advanced expository writing course* at another college or university within seven years prior to acceptance into the program. (See the instructions for submitting a Waiver of University Regulations for a list of required documentation).
5. **Published scholarly articles:** The article should show evidence of analysis/synthesis and documentation of sources. Unacceptable: articles written for community newspapers, and club, church or company newsletters which show no evidence of research-based analytical writing.
6. **A major study or report written for an employer:** The report must demonstrate the elements of summary, synthesis, analysis, research and the proper citing of sources. Unacceptable: reports which show no clear evidence of authorship and/or the student's contribution to the project.
7. **GMAT score:** Students who score 5.0 or higher on the writing portion of the Graduate Management Admissions Test (GMAT) may waive the Graduate Entrance Writing Requirement.
8. **GRE score:** Students who score 5.0 or higher on the writing portion of the Graduate Record Examination (GRE) may waive the Graduate Entrance Writing Requirement.

To satisfy the requirement using items 3-8, submit a Waiver of University Regulations to the Dean of Graduate Studies and provide appropriate documentation. Approval is subject to the Dean's discretion.

Acceptable Documentation for Waiving the Requirement

Below is a list of the types of documentation students may submit in support of their petitions to waive the graduate writing requirement. While a wide variety of documents is acceptable, all must show evidence of synthesis, summary, analysis, research and properly cited sources, the elements required by the WREE and the CSUSB 306 course.

- **Dissertation or master's thesis from another university:** Students must submit a signed copy of the dissertation or thesis and a copy of the transcript showing the completion of the degree.
- **Senior project, thesis or research paper completed at another university:** The document must show knowledge of the style guide of the discipline and show synthesis, summary, analysis, research and properly cited sources. Students must submit a catalog description of the course and a copy of their transcript showing course completion.

- **Upper-division writing requirement (UDWR) tests taken at other CSU's:** CSUSB accepts only three UDWR tests as equivalent to our WREE and 306: those from CSU Fresno, CSU Sacramento, and San Diego State University. Submit proof of your score.
- **Completing an equivalent upper-division or graduate writing course at another university:** Completion, with a "B" (3.0) or better, of an *equivalent advanced expository writing course* at another college or university within seven years prior to acceptance into the program. Submit a copy of your transcript with the grade highlighted and a catalog description of the course. The description must indicate that the course required research-based writing. If the description does not, then students should include a course syllabus or a paper written for the course. RESEARCH PAPERS WRITTEN FOR CSUSB GRADUATE COURSES ARE NOT ACCEPTABLE.
- **Published scholarly articles:** The article should show evidence of analysis/synthesis and documentation of sources. Unacceptable: articles written for community newspapers, and club, church or company newsletters which show no evidence of research-based analytical writing. Include a copy of the article.
- **A major study or report written for an employer:** The report must demonstrate the elements of summary, synthesis, analysis, research and the proper citing of sources. Unacceptable: reports which show no clear evidence of authorship and/or the student's contribution to the project. Include a copy of the report.
- **GMAT score:** Students who score 5.0 or higher on the writing portion of the Graduate Management Admissions Test (GMAT) may waive the Graduate Entrance Writing Requirement. Attach proof of your scores.
- **GRE score:** Students who score 5.0 or higher on the writing portion of the Graduate Record Examination (GRE) may waive the Graduate Entrance Writing Requirement. Attach proof of your scores.

Instructions for completing the form

1. Complete the top of the form (name, contact information) and check letter (a). *Waiver of the Graduate Entrance Writing Requirement.*
2. Complete the Student Statement, sign, and attach your documentation.
3. Submit the waiver to your Graduate Coordinator for signature. The waiver will then be forwarded to the Dean of Graduate Studies for review.
4. You will be notified of the Dean's decision via email. An electronic copy of the waiver will be attached for your records.
5. If you submitted a writing sample, you may pick it up at the Office of Graduate Studies.

CSUSB Office of Graduate Studies

Chaparral Hall room 123

Phone: (909) 537-5058

California State University, San Bernardino (CSUSB)
Postbaccalaureate/Graduate Petition for Waiver of University Regulations
PLEASE TYPE OR PRINT CLEARLY

Name _____ Date _____
Street Address _____ Telephone () _____
City, State, Zip _____ Coyote ID# _____
Coyote Email _____@coyote.csusb.edu _____

I am enrolled in the following degree: _____

I hereby petition for wavier of the following University regulation:

- _____ a. Waiver of the Graduate Entrance Writing Requirement. **Documentation required.**
If submitting a writing sample (please check one): I would like to be contacted to pick up my writing sample
 I would like Graduate Studies to recycle/shred my writing sample
- _____ b. Waiver of the 12 unit limit prior to classification.
- _____ c. Wavier of the 7 year limit on applicable coursework.
Requires certification of currency by faculty member. See instructions for wording.
List all courses to be waived: _____
- _____ d. Extension of time to complete an incomplete course.
Course number and title: _____ Incomplete received: Qtr: _____ Year: _____
Instructor Signature _____ Extended to: Qtr: _____ Year: _____
- _____ e. Retroactive Withdrawal for Qtr: _____ Year: _____ **Documentation required.**
List Courses: _____

Instructor's Signature
Instructor's Signature
Instructor's Signature
- _____ f. Other: _____
-

Student's Statement. (Indicate why you feel this petition should be granted. Attach additional page if necessary.)

I certify that I have read the attached information sheet pertaining to the waiver of University regulations that I am requesting, have attached all pertinent information and required documentation to support my request, and have obtained all necessary signatures of certification.

Student's Signature

Program Certification.

Graduate Program Coordinator's Signature

_____ Approved _____ Not Approved
Reason: _____

Dean of Graduate Studies Signature

Date