

Procedures and Criteria for Evaluation of Graduate Literacy (GL) Exemption

The GL paper submission (the submission) provides an opportunity for incoming graduate students to earn exemption from a required writing class (TPW 400 or equivalent) by submitting a paper for evaluation of writing ability by the GL committee (the committee). The exact nature of paper for submission will be decided by the committee but typically will combine a Geog 801 written assignment with GL submission. Students will submit two copies, one for their Geog 801 assessment and one with name removed for the committee to evaluate. Geog 801 instructor will keep a record of names and titles. Students will be instructed that, while optional (in that they can plan to take TPW 400), this is their opportunity for applying for exemption.

Submissions will be read by at least two committee members and categorized into *exempt*, *possibly exempt* and *not exempt*. Those falling into the latter two categories will be reviewed by the committee as a whole and decisions will be made on all submissions. Committee decisions will be given within 2 months of submission dates.

The evaluation criteria are based around the need to identify students who already have the writing skills to tackle the task of thesis/project production. In particular the committee will examine the following components of the written submission:

- Clarity, accuracy and conciseness of expression
- General structure and organization of paper
- Accuracy and adequacy of citations and reference list (or bibliography)
- Abstract that presents essentials of paper
- Language appropriate to goal and audience of paper

Students will be presented with marked up papers including comments and summary statement(s) outlining and justifying the committee's decision. Students can appeal the decision to the committee by providing written arguments as to why the paper should be re-reviewed. The decision to re-review the paper will be made by the committee based on the arguments presented by the student. At this time, an independent reviewer (typically another faculty member) will assess the paper using the same criteria. The review process will also be opened to the general faculty, particularly in difficult cases and all involved faculty will make a final vote. The original paper must be re-submitted by the student but the student can choose to submit a fresh (not marked up) paper if they wish.