California State University Fullerton
Credential Programs Committee
Policy 2: Proficiency in Written and Spoken English

Background
This policy applies to all credential programs at California State University Fullerton. Executive Order No. 758, Teacher Education Basic Credential Programs, was issued on October 6, 2000 by Chancellor Charles B. Reed. It establishes standards for entrance to and continuation in teacher education credential programs. The document lists a number of requirements for admissions to credential programs, including g.p.a.; early field experiences; and prerequisite courses. It also requires at least one interview and two letters of recommendation to help determine a candidate’s aptitude for teaching. Also included is Requirement 7: “The candidate shall have demonstrated proficiency in written and spoken English, as determined by the campus, and shall have taken the California Basic Educational Skills Test.”

Policy Elements
1.0 Assessment of Written and Spoken English
Prior to admission to a credential program, all credential candidates will be assessed in written and spoken English to ensure that they are able to speak and write English clearly. Since teachers must be understood by their students, and because they model the use of English in their classrooms, it is imperative that they have competence and fluency in speaking and writing English.

2.0 Proficiency in Written English
Evidence of writing skills in English shall include the following. These are minimal requirements; individual programs may require additional criteria.
2.1 A passing score on the CBEST writing portion.
2.2 Demonstration of writing skills in an autobiography to be submitted with application for admission.
2.3 In addition, credential programs may also require a passing score on a controlled writing sample.

3.0 Proficiency in Spoken English
Evidence of competence in speaking English shall include the following at minimum:
3.1 An assessment of skills in spoken English by the program admission interviewers. They will base this assessment on the candidate’s reading of a passage related to the credential area, and/or the candidate’s spoken English in answering interview questions and maintaining a discussion.
3.2 Individual credential programs may also require additional assessments of proficiency in spoken English.

4.0 Failure to Demonstrate Proficiency in English Prior to Admission to the Program
If the candidate fails to demonstrate proficiency in written or spoken English, the candidate will not be admitted to the credential program.

5.0 Failure to Demonstrate Proficiency in English During the Credential Program.
For students admitted to a credential program, assessment of proficiency in English is an on-going process. Proficiency will be evaluated throughout the program by Master
6.0 Approaches to Improving Proficiency in English
When students are unable to demonstrate the necessary proficiency in English, the program coordinator will suggest measures to address the problems. Following are some possible ways for the candidate to improve skills in English.

Written English
   6.1 Tutorial help at the University Learning Center
   6.2 Enrollment in a composition course, e.g., English 301

Spoken English
   6.3 Enrollment in an English pronunciation course in the American Language Program.
   6.4 Scheduled practice sessions with volunteer tutor or friend.
   6.5 Sessions with a tutor from the Foreign Language Education Program through the University Learning Center.

7.0 Reassessment
Candidates who believe they are able to demonstrate proficiency in English should inform the appropriate program coordinator, who will arrange for reassessment as part of the process for re-applying to the program.

8.0 Appeal Process
Candidates who disagree with the initial assessment results or the reassessment may appeal through the California State University Fullerton Credential Programs Committee, following procedures established in Policy One. An Appeals Panel will then be established to determine the student’s proficiency in written or spoken English.