

Writing Standards Policy

College of Business

Business students must demonstrate professional standards in writing if they are to be successful in the business world. To help reinforce this necessary skill, all written assignments in the CAB must meet minimal standards to be acceptable. These standards address spelling, punctuation, basic grammar, and appropriate format. Unacceptable grammatical errors and errors of form include the following:

- misspelled words
- sentence fragments
- run-on sentences or comma splices
- mistakes in capitalization
- serious errors in punctuation
- errors in verb tense or subject/verb agreement
- lack of conformity with assignment format
- improper citations

One way of avoiding some of these errors is to use the spelling and grammar software available with most word processing packages and in the computer labs. These software packages will identify many (but not all) errors so that they may be corrected. An additional resource is the Student Achievement Center. Personnel are available to help students with grammatical questions and other usage errors.

Papers with more than five of the aforementioned errors marked by the instructor on any one page, or more than fifteen in the entire document, are unacceptable. The instructor may stop reading when either figure is exceeded and will return the paper to the student without a grade.

If an individual paper is returned because of significant errors, it must be corrected and returned to the instructor by the next class meeting. Grades on all papers that are returned because of poor written communication skills will be reduced by one letter. It is, therefore, in a student's best interest to carefully review all written assignments and to use available help before submitting a paper the first time. Failure to produce an acceptably written document may result in an "F" on the assignment.