

ENGLISH LANGUAGE PROFICIENCY PROCEDURE

This procedure is governed by its parent policy. Questions regarding this procedure are to be directed to the identified Procedure Administrator.

Functional Category:	Academic
Parent Policy:	Admissions Policy
Approval Date:	August 18, 2018
Effective Date:	July 1, 2018
Procedure Owner:	Vice President, College Services and Chief Financial Officer
Procedure Administrator:	Dean, Student Services and Registrar

Overview:

As a crucial component of student success, English Language Proficiency (ELP) is required for admission to NorQuest College (college) programs. The ELP requirement pertains to applicants whose first language is not English, regardless of citizenship or country of origin.

Authority to establish this procedure is derived from the [NorQuest College Board of Governors Policy No. 5](#), which delegates authority to the President and CEO to establish policies and procedures for the college's management and operation.

Procedures:

English Language Proficiency Requirements

ELP requirements vary by program and are detailed in the NorQuest College Academic Calendar. Each applicant's circumstances will be reviewed by the Office of the Registrar to determine whether ELP requirements have been met.

If the college receives contradictory ELP evidence (e.g. low grades in English courses, low scores on English placement or ELP tests, significant communication difficulties, etc.), additional English language testing may be required.

Acceptable Evidence of English Language Proficiency

Students may demonstrate ELP by providing evidence of successful completion of one of the following:

1. **NorQuest College coursework.** College programs may consider the completion of designated college courses as evidence of ELP. Details about acceptable courses and grades will be detailed in the Academic Calendar.
2. **ELP Test Results.** Acceptable evidence of ELP may be obtained through ELP tests such as:
 - TOEFL (Test of English as a Foreign Language)
 - CLBA (Canadian Language Benchmarks Assessment)
 - IELTS (International English Language Testing System)
 - CAEL (Canadian Academic English Language) Assessment
 - CELBAN (Canadian English Language Benchmark Assessment for Nurses)
 - Other ELP tests deemed acceptable by the Office of the Registrar

ELP test results must include evidence of competencies in reading, writing, listening and spoken English. Test results must be valid and

verifiable. Requirements for submission of test results are available www.norquest.ca/elp. ELP test results that are more than two years old as of the start date of the program will not be accepted. The Office of the Registrar reserves the right to require additional documentation or verification of test results when necessary.

3. **High school in Canada.** ELP requirements are met when a student shows they graduated from an approved Canadian high school, with at least three consecutive years of full-time academic study and satisfactory completion of Grade 12 English or its equivalent. The high school's language of instruction must be English. A General Education Diploma (GED) is not acceptable.
4. **Post-secondary credentials in Canada.** ELP requirements are met when a student shows they successfully completed a recognized Canadian diploma or degree program, requiring at least two full years of academic study at a post-secondary institution where the language of instruction is English.
5. **Other studies in English.** ELP requirements are met when a student shows they successfully completed at least three consecutive years of full-time secondary or post-secondary study in an ELP Recognized Country or in a recognized institution where the primary language of instruction is English. These studies must include satisfactory completion of Grade 12 English or its equivalent. English as a Second Language and Language Instruction for Newcomers to Canada courses will not be counted towards these studies.

For some programs, minimum ELP requirements are established by regulatory authorities. As a result, other studies in English may not be acceptable evidence of ELP for these programs. Details will be noted in the Academic Calendar.

Exemptions

Applicants whose first language is English are exempt from ELP requirements.

Applicants who are applying to a Workplace delivery of a program may be exempted from ELP requirements based on a signed statement from their employer regarding ELP that is deemed acceptable by the Office of the Registrar. This option will be listed in the Academic Calendar for applicable programs.

Applicants who are fully fluent in English, but who do not meet ELP requirements in one of the ways listed above, may submit a formal written request for an ELP exemption to the Office of the Registrar. The written request must fully describe the applicant's personal and educational use of and experience with English, and should be supplemented by one or more letters of corroboration from professionals (e.g. former instructors) who are familiar with the applicant's abilities in listening, speaking, reading, and writing English.

ELP Evaluation Results

Upon review of proof of ELP or a request for exemption, the Office of the Registrar will notify the applicant of the ELP decision using the college-issued email address.

	<p>Appealing a Decision</p> <ul style="list-style-type: none"> • Applicants have the right to appeal any ELP admission decision. • An appeal to the Office of the Registrar must be received in writing within 30 days of the email notification of the decision. • Applicants must demonstrate why the ELP decision should be reconsidered. • The appeal decision will be made by the Team Lead, Admissions. • Any decisions in regards to the appeal are final. The Office of the Registrar will notify the applicant of the appeal decision using the college-issued email address.
Definitions:	<p>Academic Calendar: An annual publication of academic regulations, academic dates, programs of study, and course descriptions. The NorQuest College website is the official source of Academic Calendar information.</p> <p>Admission: The decision of the college to accept an applicant based on the process of applying to and providing the necessary documentation for consideration for entry to a program or course of studies.</p> <p>Admission requirements: A set of criteria stipulating education, training, or experience needed for eligibility to enter an educational program or occupation. May include minimum marks, levels of achievement, exam scores, and/or documentation such as criminal records check and immunization records. Also known as <i>entrance requirements</i>.</p> <p>ELP Exempt Country: A country that has English as its official language of instruction and from which the college recognizes previous studies as meeting ELP requirements. The Office of the Registrar publishes an ELP Exempt Countries Chart to the college website.</p>
Related Information:	<ul style="list-style-type: none"> • Academic Calendar • Admissions Policy • English Language Proficiency Exempt Countries • Freedom of Information and Protection of Privacy Act
Related Documentation:	N/A
Next Review Date:	June 2022
Revision History:	<p>July 2014: New (replaces Standard Practice 2.23: English Language Proficiency Requirements)</p> <p>November 2014: update for document links</p> <p>June 2016: reviewed as per the Policy and Procedure Framework Procedure; updated content for changed process</p> <p>June 2017: update Academic Calendar definition</p> <p>June 2018: updated content for clarity</p>