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## English Language Proficiency Requirements Policy

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<b>Policy Sponsor:</b>	Office of the Registrar
<b>Policy Contact:</b>	Coordinator, Enrolment, Records & Examination Services
<b>Policy Number:</b>	152
<b>Effective Date:</b>	June 18, 2014
<b>Approval Group:</b>	General Faculties Council
<b>Approval Date:</b>	June 18, 2014, Motion # 20-04
<b>Review Date:</b>	Annually
<b>Procedures:</b>	<a href="#">English Language Proficiency Requirements Procedures (152a)</a>

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### **Purpose**

This policy clarifies the university requirements for English Language Proficiency for prospective undergraduate students at Athabasca University (AU).

### **Definitions**

<b>Designated bilingual programs:</b>	Programs through which students demonstrate proficiency in more than one language by completing at least 30 credits in each recognized language.
<b>English Language Proficiency:</b>	The minimum level of written and oral communication skills needed to undertake courses offered by Athabasca University.
<b>Official Student Record:</b>	A file containing documents and data, regardless of their physical medium (paper, electronic), their format, type or characteristics, created to gather, to store and to preserve information regarding a student's entire history of learning at a post-secondary institution. The file includes courses, grades, credits and degrees pertaining to the file's subject.



## **Policy Statements**

1. English is the primary language of instruction at AU, except in specifically designated bilingual programs.
2. Applicants whose native language is not English, or who have not completed their secondary or post-secondary education in English speaking countries as specified by the Office of the Registrar, must demonstrate English Language Proficiency in the ways outlined in the English Language Proficiency Requirements Procedures before they are allowed to register in AU courses.
3. Athabasca University reserves the right to use discretion in determining adequate levels of language proficiency required for success in its academic programs.
4. All documents submitted as demonstration of language proficiency will be retained as part of the official student record.
5. Applicants who do not satisfy the above requirements and wish exemption may appeal to the Office of the Registrar with a letter detailing the reasons for their appeal. All appeals related to this policy must be made in accordance with the English Language Proficiency Requirements Procedures. All appeals to this policy will be addressed by an Appeal Officer as designated by the policy sponsor. The Appeal Officer has the final decision making authority on all appeals related to this policy.

## **Applicable Legislation and Regulations**

[Alberta Designation Requirements](#)

[Bill C-35 – An Act to amend the Immigration and Refugee Protection Act](#)

## **Related References, Policies, Procedures and Forms**

[English Language Proficiency Requirements Procedures \(152a\)](#)

[Athabasca University Graduate English Language Proficiency Requirements](#) (approved at AUAC Motion #226-15, December 15, 2010)

## **History**

General Faculties Council, June 18, 2014, Motion # 20-04 (approved)