
English Language Proficiency Requirements Procedures (152a)

Policy Sponsor:	Office of the Registrar
Name of Parent Policy:	English Language Proficiency Requirements Policy (152)
Policy Contact:	Coordinator, Enrolment, Records & Examination Services
Procedure Contact:	Coordinator, Enrolment, Records & Examination Services
Effective Date of Procedures:	June 18, 2014
Review Date:	Annually

Purpose

These procedures explain the options for proving English Language Proficiency for prospective undergraduate students at Athabasca University (AU).

Definitions

Designated bilingual programs	Programs through which students demonstrate proficiency in more than one language by completing at least 30 credits in each recognized language.
English Language Proficiency	The minimum level of written and oral communication skills needed to undertake courses offered by Athabasca University.
English Speaking Country	Any sovereign state or non-sovereign entity in which English is recognized as an official language.
Official Student Record	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.



Procedure

1. Applicants will not be permitted to register in credit courses except those listed in the [English Language Proficiency Program](#) until they have demonstrated the required levels of English Language Proficiency.
2. Applicants to AU who have not completed their secondary or post-secondary education in English speaking countries must demonstrate their English Language Proficiency in one of the following ways:
 - A minimum of 15 credits (e.g. five, 3-credit courses) eligible for transfer credit from a recognized English speaking university; or one year of transfer credit based on work completed at a non-university post-secondary institution, with an overall average of 75 per cent (GPA of 3.0).
 - A minimum score of 6 on the International English Language Testing System (IELTS);
 - A minimum score of 60 on the Carleton University's Canadian Academic English Language Assessment (CAEL);
 - A minimum score of 80 on the English Proficiency Test administered by the English Language Institute of the University of Michigan (MELAB);
 - A minimum overall score of 59 on the Pearson Test of English (PTE);
 - A minimum score of 213 on the Computer-based Test of English as a Foreign Language, with 4.5 on the Test of Written English; or 80, with an essay score of 20, on the Internet-based Test of English as a Foreign Language (T.O.E.F.L.);
 - Successful completion of AU's [English Language Proficiency Program](#), with an overall average of 75 per cent (GPA of 3.0).
3. Students must submit their proof of English Language Proficiency via:
 - a. email to enrol@athabascau.ca
 - b. fax to 1-780-675-6147
 - c. in person at Athabasca University
 - d. mail/courier to:

Athabasca University
Office of the Registrar
Enrolment Services and Academic Records
1 University Drive
Athabasca, AB T9S 3A3
1-780-675-6288 (telephone number to be listed on courier waybill)

The date reflected for the submission will be based on the date the documentation is received or the post-mark or shipment date. Notification of the result of the request will be provided by either e-letter or letter mail.



4. Copies of the proof of English Language Proficiency will be stored with the official student records and may be subject to audit.
5. The Office of the Registrar maintains a list of [English speaking countries](#) from which applicants would usually be deemed to have met English Language Proficiency.
6. All appeals to this policy must be made within two months of the Office of the Registrar's original decision by using the [online appeal form](#), which will direct the appeal to the designated Appeal Officer. The Appeal Officer has the final decision making authority on all appeals related to this policy. All decisions will be communicated in writing to the Appellant.

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

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

[English Language Proficiency Requirements Policy \(152\)](#)

History

General Faculties Council, June 14, 2014, Motion # 20-04 (associated policy approved)