

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 4, 2020
Effective Date:	August 4, 2020
Procedure Owner:	Chief Customer Experience Officer
Procedure Administrator:	Senior Manager, Registrar

Overview:

As a vital component of student success, English Language Proficiency (ELP) is required for admission to NorQuest College (college) programs. The ELP requirement pertains to all applicants, 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. The Office of the Registrar will review each applicant's circumstances to determine whether the ELP requirement has been met and will inform the applicant of the ELP decision using the college-issued email address.

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 or evidence 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 by achieving an appropriate result on an ELP test such as:
 - IELTS (International English Language Testing System)
 - TOEFL (Test of English as a Foreign Language)
 Other ELP tests may be deemed acceptable by the Office of the Registrar, and will be listed in the Academic Calendar.

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 at www.norquest.ca/elp. ELP test results that expire before the start date of the program will not be accepted.

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 primary 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 completed a two-year diploma or a degree program at a recognized post-secondary institution in Canada, with English as the primary language of instruction. Students who have successfully completed four or more terms of full-time post-secondary studies in English in Canada without obtaining a credential may request an ELP evaluation based on their academic success.
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 Language Arts or its equivalent. English as a Second Language courses will not be counted.

For some programs, minimum ELP requirements are established by regulatory authorities. As a result, one or more of the five methods for meeting ELP requirements may not apply for these programs. Details will be noted in the Academic Calendar.

Exemptions

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 must 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. An exemption will only be allowed in cases where full fluency is clearly demonstrated.

Appealing a Decision

- 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.
- In the appeal, the applicant 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.

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

Related NorQuest College Information:
Related External Information:
Next Review Date:
Revision History:

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.

Admission requirements: a set of criteria stipulating education, training, or experience needed to be accepted to a program of study. May include minimum marks, levels of achievement, exam scores, and/or documentation of relevant experience. Also known as *entrance requirements*.

- [Admissions Policy](#)
- [English Language Proficiency Recognized Countries](#)
- [Freedom of Information and Protection of Privacy Act](#)

June 2024

July 2014: new (replaces Standard Practice 2.23: English Language Proficiency Requirements)
 November 2014: update for document links
 June 2016: reviewed as per the Policy and Procedure Framework Procedure; updated content for changed process
 June 2017: update Academic Calendar definition
 June 2018: updated content for clarity
 August 2020: updated scope and content for clarity