

## POLICY AND PROCEDURES

<b>POLICY NAME:</b> International Student English Language Learner	<b>POLICY NUMBER:</b> 2.1.5	<b>CATEGORY:</b> Academic
<b>RESPONSIBLE EXECUTIVE:</b> Principal	<b>APPROVAL AUTHORITY:</b> Executive Council	<b>EFFECTIVE DATE:</b> September 1, 2022
<b>NEXT FULL REVIEW DATE:</b> September 1, 2027	<b>REVISED:</b>	<b>REPLACES:</b>

### **Purpose**

1. Admission standards at Coquitlam College (the College) are set to ensure that admitted students have the necessary knowledge and background to be reasonably assured of success in their academic pursuits.
2. Effective August 2021, Group 4 independent schools that offer educational programs to international students who are English Language Learners (ELL) in schools with English as the primary language of instruction, must have an ELL Assessment Policy.

### **Scope**

3. This Policy applies to students in the College’s English Studies and Senior Secondary programs.

### **Policy Statements**

4. English is the primary language of study at the College; applicants must therefore be able to demonstrate the appropriate level of English language proficiency in order to register in credit courses.
5. Applicants are responsible for ensuring the accuracy and relevancy of all information submitted in support of their application, including any documents prepared by an educational agent on their behalf.
6. The College reserves the right to request and/or confirm any information necessary to support an application for admission.
7. Canadian citizens, permanent residents, and individuals determined by Immigration, Refugees and Citizenship Canada to study in Canada, are eligible to apply for admission.
8. Applicants must satisfy all admission criteria prior to the start date of classes. Failure to do so may result in the student being unable to attend class.
9. The College will provide a review process for applicants who are not satisfied with an admission decision.
10. All submitted documents and transcripts become the property of Coquitlam College.

### **Procedures**

11. Admission into Literary Studies 10 (LTST 10), Composition 10 (CMPS 10), Literary Studies 11 (LTST 11) and English Studies 12 (ES 12) is based upon assessment of prior learning and/or official transcripts submitted by an applicant. Students who do not provide documentation

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sufficient for direct entry into high school English courses may write an external language exam or write the Coquitlam College English Diagnostic Exam. The English Studies Department Head and a Senior Administrator will assess student performance and determine eligibility for direct entrance into a high school course.

12. Students who do not receive direct entry into high school English courses will register for the appropriate non-credit English Studies courses to gain access to high school English courses.
13. Coquitlam College offers an English Studies program with four levels: Beginner, Intermediate, Advanced, University Preparation. Students in the Advanced level may register in one (1) high school course, and students in University Preparation may register in two (2) high school courses. Students must complete University Preparation English courses prior to entry into high school English Studies courses.
14. The College will incorporate assessment results to assign English students to the appropriate level of learning.
15. The British Columbia English Language Learning (ELL) Standards will be utilized in the College's English Studies Program.
16. ELL Standards and proficiency scales will be used in assessments in the English Studies program.
17. Reporting of student success will take place during the semester and at the end of the semester. Student-led self-assessment will be a component of an instructor's calculation of final grade.
18. Learning accommodations will be incorporated into the English Studies program when appropriate on a case-by-case basis.
19. English Studies assessments will be placed in the student's academic file at the College.
20. The College will inform parents and/or guardians of student progress at least two (2) times per semester.
21. Students must submit an internationally recognized English language proficiency test result or complete the College English Proficiency Diagnostic Exam.
22. The College reserves the right to include information regarding the student's academic background when processing the student's admission application.
23. External proficiency exams must include information regarding a student's listening, speaking, reading and writing ability.

### **Requesting a Review of an Admission Decision**

24. If an applicant believes that they have been unjustly denied admission to the high school program, they may submit a request to review the admission decision to Student Services.
25. Grounds for review are normally limited to evidence of an administrative error made by Student Services staff. Dissatisfaction with College policy or admission criteria, disagreement as to the evaluation of admissibility (e.g., 'grade point average'), arguments related to the authenticity of documents submitted, or failure to meet admission deadlines are not legitimate grounds for a review.
26. Admission review decisions are final.

### Related Documents

- [Independent School Act](#)
- [BC Ministry of Education English Language Learning Standards](#)
- [2.1.3 Admissions Policy](#)
- Appendix A: Guidelines for Assessment and Testing