

CERTIFICATE IN PROFICIENCY – ENGLISH FOR PROFESSIONAL COMMUNICATION: ACADEMIC REGULATIONS

Admission Requirements

To be admitted to the Certificate in Proficiency – English for Professional Communication:

- Students must take the Entrance Placement Test (EPT) and place into a level no higher than Intermediate High (CEEN 331 Intermediate English 3: Reading and Writing./CEEN 332 Intermediate English 3: Listening and Speaking.).
- Students must be at least 18 years of age and hold a CEGEP diploma (DEC) or equivalent.
- Students 21 years of age and over who do not have the normal academic background for admission may be admitted as Mature students.
- Students between 18 and 21 years of age who do not have a CEGEP (DEC) diploma or equivalent may be accepted into a qualifying program to be determined by Global and Strategic Communications. Formal admission to the certificate program will normally follow upon satisfactory completion of the qualifying program.
- Students below 18 years of age without a CEGEP diploma (DEC) will not be admitted to a certificate program, nor will they be permitted to take courses.

Admission Procedures

All students seeking admission to the Certificate in Proficiency – English for Professional Communication must also submit their Entrance Placement Test (EPT) result. Students who are eligible for admission to the program are strongly advised to submit an Application for Admission within their first session of studies. See Certificate in Proficiency – English for Professional Communication: Entrance Placement Test (EPT) and Certificate in Proficiency - English for Professional Communication for details.

Residency Requirements and Advanced Standing

- Students are required to complete at least 70% of the program requirements at McGill University.
- Advanced Standing of up to nine (9) credits may be granted for successfully completed equivalent courses taken at the university level within the last five years.
- Students are permitted to be away from the program for three (3) consecutive sessions without reapplying and retaking the Entrance Placement Test.

Time Limit

The program must be completed within four years of the date of admission. Students may request in writing an extension of this time limit, which may be granted under special circumstances with the approval of the Director.

Academic Standing Requirements

A student who obtains a grade of C (55%) or more in a given course is considered to have passed the course and is awarded three (3) university credits. Nevertheless, according to internal program regulations, a student must obtain a grade of B- (65%) or more in each course to be permitted to register for the next level and to qualify for the Certificate in Proficiency – English for Professional Communication.

A maximum of two unsatisfactory grades—i.e., below B- (65%) per course/level—is permitted in a Certificate in Proficiency program. A student who cannot pass to a higher level after two attempts must have the permission of the relevant program coordinator in order to have permission to remain in the program. Overall, a maximum of three unsatisfactory grades is permitted in any of the Certificate in Proficiency programs.

It is the student's responsibility to ensure that course and program requirements are met. Students who fail to meet these requirements will be denied permission to continue in the course/program.

In order to be eligible for graduation, students must complete all program requirements with a cumulative grade point average (CGPA) of at least 2.0, which will be computed over all courses (including supplemental and unsatisfactory grades) taken in the program.

Special Students

Students not wishing to be admitted to the program may register as a Special Student in a course, provided they have taken the Entrance Placement Test (EPT), or have completed the necessary prerequisites. Please consult Special Student Status for further information.

Special Students, although not formally admitted to the program, are expected to demonstrate seriousness of academic purpose, and are governed by the Academic Standing requirements mentioned above.