

## MEMORANDUM

The Senate Committee on Curriculum, Admission and Studies Policy (SCCASP)

To: Senate  
From: **Julia Wallace**, Chair of SCCASP  
Date: June 6th, 2025  
Subject: **Regulation Changes 2025/26**

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### For Senate approval

1. Adding Nursing to programs that do not permit admission with ESLR

**Motion:** That Senate approves the revisions to Regulations UG-ADM-General-4: R-ADM-General-Section 4. English Language Proficiency effective for the 2025/26 Undergraduate Calendar as presented.

*Attachment: UG-ADM-General-4: R-ADM-General-Section 4. English Language Proficiency*

2. Added band scores for the Pearson language test and updated the Duolingo band scores per their new guidelines

**Motion:** That Senate approves the revisions to Regulations R-GR-3 Application for Admission effective for the 2025/26 Undergraduate Calendar as presented.

*Attachment: R-GR-3 Application for Admission*

### For Information

1. *Attachment: UG\_2526\_MinorMods\_2025May20*
2. *Attachment: GR\_2526\_MinorMods\_2025May06*

# Program Change Request

Date Submitted: 05/09/25 9:11 am

Viewing: **UG-ADM-General-4 : R-ADM-General-Section 4. English Language Proficiency**

Last approved: 04/07/25 11:45 am

Last edit: 05/09/25 9:11 am

Last modified by: jenniferelliott

[Changes proposed by: jenniferelliott](#)

## In Workflow

1. **REGS ADM Review**
2. **PRE SCCASP**
3. SCCASP
4. Senate
5. PRE CalEditor
6. CalEditor

## Approval Path

1. 05/09/25 9:24 am  
Jen Sugar (jensugar):  
Approved for REGS ADM Review

## History

1. Jan 20, 2016 by Sandra Bauer (sandrabauer)
2. Mar 22, 2017 by Sandra Bauer (sandrabauer)
3. May 15, 2017 by Sandra Bauer (sandrabauer)
4. May 29, 2017 by Sandra Bauer (sandrabauer)
5. May 29, 2017 by Sandra Bauer (sandrabauer)
6. Jan 8, 2018 by Jen Sugar (jensugar)
7. Mar 17, 2021 by Jen Sugar (jensugar)
8. Nov 16, 2021 by Jen Sugar (jensugar)
9. Oct 27, 2023 by Jen Sugar (jensugar)
10. Apr 7, 2025 by Jen Sugar (jensugar)

Calendar Pages Using this Program

[General Admissions Requirements and Procedures](#)

Effective Date

2025-26

Workflow	majormod
Program Code	UG-ADM-General-4
Level	Undergraduate
Faculty	Not Applicable
Academic Unit	Regulations: Admissions
Degree	
Title	R-ADM-General-Section 4. English Language Proficiency

## Program Requirements

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### 4. English Language Proficiency

The language of instruction at Carleton University is English. For admission, students will need to demonstrate that their knowledge and use of English are strong enough for studies in an English language university. Students can demonstrate their English language proficiency in the following ways:

1. Students can present transcripts to show they have studied full-time for the last three years in a high school, college, or university in Canada, the United States, the United Kingdom, or any other country in which the primary language is English and where the language of instruction in the relevant educational institution was exclusively English. Students choosing this option should note:
  - Time spent in English as a Second Language (ESL) courses will not be counted towards meeting these requirements.
  - Language requirements will not be waived based on letters written by educators, or as a result of completing senior-level high school English courses.
2. Students whose first language is French can present transcripts to indicate that they have taken four years of *anglais* during the final four years of study in a Canadian secondary school.
3. Previous Carleton students can demonstrate their English proficiency if they have completed [ESLA 1900](#) with a grade of B- or higher.
4. Students may submit an English language test result (see options below).

#### Option 1

##### Admission with no English as a Second Language Requirements (ESLR)

Students who demonstrate English language proficiency by submitting transcripts that meet the requirements above, or who submit any of the scores shown in Table 1 at: <https://admissions.carleton.ca/esl/>, may be eligible for an offer of admission with no further ESL requirements, and may begin full-time studies in an undergraduate degree, or as a Special student.

#### Option 2

##### Admission with English as a Second Language Requirements (ESLR) — ESL course(s) required

Applicants who do not meet the requirements stated in Option 1, and who submit official English language test scores within the ranges listed in Table 2 at: <https://admissions.carleton.ca/esl/>, may be offered admission with an English as a Second Language Requirement (ESLR). These applicants may be offered admission to an undergraduate degree program or as a Special student. When they first start their program, these students will be required to take one or more of Carleton's ESLA course(s) along with a limited number of courses from their degree program. This admission with an ESLR allows students to earn academic credits from degree courses taken while completing the English language requirements.

Please note that students beginning their studies with an English Language Requirement (ESLR) are not eligible for admission to the following programs:

- Architectural Studies
- Health Sciences
- Humanities
- Industrial Design
- Information Technology
- International Business
- Journalism
- Journalism and Humanities
- Media Production and Design
- [Nursing](#)
- Public Affairs and Policy Management
- Post-Baccalaureate Diploma (all)

Students admitted with an ESLR are required to:

**1. Complete the ESLR within one calendar year of their first enrolment in credit courses.**

- To satisfy the ESLR, students must earn a minimum grade of B- in [ESLA 1900](#) [1.0] Advanced English as a Second Language for Academic Purposes.
- Students can satisfy the ESLR at any time by submitting an approved English Language assessment result that meets the levels stated in [Table 1](#).
- In exceptional circumstances, permission to continue registration in ESLA courses after the one calendar year deadline has passed (an ESLR extension) will be granted by the University's School of Linguistics and Language Studies (SLaLS). Registration will be denied to students who have not satisfied the ESLR if they do not show continuous registration, attendance, and progress in their required ESLA courses (as determined by SLaLS).

**2. Register and attend the required credit ESLA course(s) every term until the ESLR has been satisfied.**

- ESLA registration must start in the student's first term of study.
- ESLA registration is required in order to register in any other course(s).
- Students who have not registered appropriately will be deregistered from all credit courses. This includes those students registered in credit courses but not the required ESLA course registration, those registered in more non-ESLA credits than their test results permit, those registered with expired ESLA placements, and those whose ESLR period has not been extended.
- Students who do not achieve the minimum final grade required to advance to the next level of an ESLA course after three attempts at one level will not be permitted to register in any credit courses for one calendar year. Such students must take a SLaLS-approved English language proficiency test and place into a higher ESLA course level before returning to their studies.

Students considering a break in study or withdrawing from their ESLA course should contact SLaLS to discuss their ESLR standing. After a break in studies or lack of completion of an ESLA course for three terms or longer, students may be required to re-take a SLaLS-approved English language proficiency test, and must receive permission to continue registration in ESLA courses before returning to their studies.

For further information regarding English language proficiency requirements and admission, contact [Admissions Services](#)

(undergraduate degree applicants) or the [Registrar's Office](#) (special student applicants). For information on English as a Second Language (ESLA) credit courses, placement, and ESLR standing, contact the [School of Linguistics and Language Studies \(SLaLS\)](#).

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New Resources	No New Resources
Summary	Addition of Nursing to the list of programs not eligible with ESLR.
Rationale for change	Students are unable to complete the nursing course requirements while also completing ESLR course requirements.
Transition/ Implementation	N/A

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Program reviewer  
comments

Key: 1338

# Program Change Request

Date Submitted: 02/11/25 2:11 pm

Viewing: **R-GR-3 : R-GR-General Regulations:  
3. Application for Admission**

Last approved: 06/12/24 4:31 pm

Last edit: 02/13/25 4:26 pm

Last modified by: nataliephelan

Changes proposed by: nataliephelan

## In Workflow

- 1. REGS RO GR Review
- 2. PRE SCCASP
- 3. SCCASP
- 4. Senate
- 5. CalEditor

## Approval Path

- 1. 02/13/25 4:30 pm  
Kevin McEwan  
(kevinmcewan):  
Approved for REGS RO  
GR Review
- 2. 02/13/25 4:31 pm  
Natalie Phelan  
(nataliephelan):  
Approved for PRE  
SCCASP
- 3. 03/05/25 10:07 am  
Erika Strathearn  
(erikastrathearn):  
Approved for SCCASP
- 4. 05/05/25 10:45 am  
Dotty Nwakanma  
(dottynwakanma):  
Approved for Senate
- 5. 05/05/25 10:52 am  
Natalie Phelan  
(nataliephelan): Rollback  
to Senate for CalEditor

## History

- 1. Nov 15, 2017 by Sandra  
Bauer (sandrabauer)
- 2. Nov 15, 2017 by Sandra  
Bauer (sandrabauer)
- 3. Nov 15, 2017 by Sandra  
Bauer (sandrabauer)
- 4. Jan 4, 2018 by Sandra  
Bauer (sandrabauer)
- 5. May 15, 2018 by Mike  
Labreque (mikelabreque)

Calendar Pages Using this Program		<a href="#">General Regulations (Graduate)</a>
Effective Date	2025-26	
Workflow	majormod	
Program Code	R-GR-3	
Level	Graduate	
Faculty	Not Applicable	
Academic Unit	Regulations: RO	
Degree		
Title	R-GR-General Regulations: 3. Application for Admission	

## Program Requirements

### 3. Application for Admission

#### 3.1 Accommodation Policy for Students with Disabilities

Carleton University has a Senate-approved policy on academic accommodation for students with disabilities. For more information, consult the [Paul Menton Centre for Students with Disabilities](#).

#### 3.2 Application Forms

Applications for admission to Graduate Studies should be made through the online applications available at [Carleton 360](#).

A non-refundable application fee (CDN or US funds) is required with each application.

### 3.3 Deadlines

Normally, students are admitted to commence study in the fall term. However, some academic units may consider applicants to commence in the winter term or the spring/summer term.

For information on the specific deadlines for applications (with or without financial assistance), please visit the online application site at [Carleton 360](#). In the online application site, application deadlines can be found on the left-hand navigation panel under "Program Deadlines."

Students applying to joint programs with the University of Ottawa should note that application procedures, especially deadlines, are different in the two institutions, and they should contact the individual institution for information.

### 3.4 Transcripts

Official transcripts of the applicant's entire university record must be sent to Graduate Studies. All foreign documents, e.g., transcripts, must be translated into English and be notarized.

### 3.5 Letters of Reference

All applications must be supported by a minimum of two confidential letters of reference. The total number of referees required for your application depends on the program to which you are applying. A suitable referee is an individual who is fully knowledgeable and aware of your education and abilities. Referees should be academic in nature where possible. Professional referees will only be accepted in situations where the applicant's professional experience is most relevant. You will need to supply the names of your referees, and their email address, in the online application.

### 3.6 Proficiency in English

Proficiency in English is necessary to pursue graduate studies at Carleton University. All applicants whose first language is not English must satisfy this requirement in one of the following ways:

1. To present an official overall score of 70 on the Canadian Academic English Language (CAEL) Assessment with a minimum score of 60 in each band; or
2. To present an official Test of English as a Foreign Language (TOEFL) score of 580 on the paper-based test (PBT), or an overall score of 86 on the internet-based test (IBT) with a minimum score in each component of: 22 (writing), 22 (speaking), 20 (reading), and 20 (listening); or
3. To present an official overall International English Language Testing System (IELTS) score of 6.5, with a minimum of 6.0 in each band score; or
4. To present an official minimum score of 60 on the Pearson Test of English (Academic), with a minimum score of 60 in each Communicative Skill; (Academic); or
5. To present an official Duolingo English Test (DET) overall score of 125, 125 with minimum 120 in each integrated sub-score; sub-scores of: 130 (literacy), 115 (conversation), 135 (comprehension), and 110 (production); or
6. To have completed ESLA 1900 at Carleton University with a final grade of B- or higher.

### Exemptions

Applicants who meet one of the following criteria are normally not required to submit proof of English Language Proficiency (ELP), unless otherwise required by an individual program:

- most recent degree and transcripts are from a Canadian institution
- present official transcripts to indicate completion of an undergraduate or graduate degree from an educational institution at which English was the primary language of instruction in a country listed [on our ELP exemption list](#)



5/16/25, 10:31 AM R-GR-General Regulations: 3. Application for Admission	
Additionally, applicants may petition Graduate Studies to be exempt from ELP test requirements if they demonstrate:	
<ul style="list-style-type: none"><li>• Employment for at least three years in a position in which English was the language of business in a country <a href="#">listed on our ELP exemption list</a></li></ul>	
Graduate Studies reserves the right to require further documentation or additional testing if they feel it necessary to demonstrate the required level of English language proficiency.	
Note that some programs demand higher levels of competence in English, as specified in their Admissions Requirements in this Calendar.	
Applicants whose first language is not English and who do not meet the requirements stated above may be offered admission to a graduate degree program with an English as a Second Language Requirement (ESLR) and/or will be required to take prescribed remedial course work as a condition of continuing in their program.	
New Resources	No New Resources
Summary	In Section 3.6, adding the band scores for the Pearson ESL test, and updating the Duolingo scores.
Rationale for change	For consistency, we are adding the band scores for Pearson as the graduate calendar includes the detailed breakdown for all of the other accepted tests. There is no change in the accepted scores, which have been posted on various websites for some time. The Duolingo scores have also been updated to reflect the new minimum requirement of 120 in each sub-score, with the overall score remaining the same.
Transition/Implementation	N/A
Program reviewer comments	<b>nataliephelan (05/05/25 10:52 am):</b> Rollback: This regulation still needs to be approved at Senate; all other graduate items have been approved except this regulation.

Key: 1793