Very Important Points

ESLA and the English as a Second Language Requirement (ESLR)

Read this information NOW and then save it for future reference.

www.carleton.ca/slals/credit-esl/

It is your responsibility to ...

• Focus on improving your English language skills as soon as you start your studies
• Know your ESLR holds (under ADMINISTRATIVE HOLDS in Carleton Central) and what they mean http://www.carleton.ca/slals/credit-esl/advancing/
• Be aware of all University regulations that apply to you
• Access your Carleton University email account regularly to check for important messages (MyCarleton Login Portal, https://students.carleton.ca/)

Quick Links within this document (CTRL and click on link)

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Academic Services on Campus
What is the English as a Second Language Requirement (ESLR)?

- Undergraduate calendar English as a Second Language Requirement entry (see Section 4), http://calendar.carleton.ca/undergrad/regulations/admissions/general/#4
  - Students who are in the ‘Option 1’ calendar group satisfy the ESLR;
  - Students who are in the ‘Option 2’ group are admitted with an ESLR and have to make sure they meet the ESLR conditions (e.g. registration, attendance etc.)

- See your ADMINISTRATIVE HOLDS in Carleton Central, https://central.carleton.ca/
  - The current ESLA course level you are required to register in and your credit limit are listed in your holds
  - Note: you may have further restrictions to your credit limit
  - Your ESLR Period Deadline is also listed in your holds
  - ESL holds are updated at the end of the term, once your ESLA final grades have been processed

- When you satisfy the ESLR you will still have a hold on your records
  - The hold is there for informational and historical purposes – to show you satisfied the ESLR
  - It will NOT block or restrict access to registration in any way and will always remain active on your record

How do I satisfy the ESLR?

- You will need a B- or higher in ESLA 1900 or English language test scores that meet the requirement (see section 4, Option 1 in the calendar link above for acceptable tests and required scores)

How much time do I have to complete the ESLR (my ESLR Period Deadline)?

- You have one calendar year (3 consecutive terms) to successfully complete all the required levels of ESLA you must take
  - You are expected to have no breaks in study, even in the summer term
  - Plan on being on campus for one entire year when making travel arrangements for the future

- If you don’t study during a term(s) or withdraw from your ESLA course, your ESLR Period Deadline will not change

- Your ESLR Period Deadline is assigned in your first term of study and is viewable on Carleton Central about a month after your studies begin
  - Example: if it says ‘start F17; expected finish S18’, you started your studies in the Fall 2017 term and your ESLR Period Deadline is at the end of the Summer 2018 term
  - If your hold says FINAL at the end, it means you will not be allowed to study ESLA after this deadline
  - Note: if the ESLR is not satisfied by the deadline, your studies will stop and not start again until you satisfy the ESLR through testing – you won’t be eligible for an ESLR Period Extension

- What happens if I don’t satisfy the ESLR by my deadline?
  - If you still haven’t satisfied the ESLR and your ESLR Period Deadline has expired, you will receive a hold that blocks access to registration OR if you are eligible, a hold stating that you have been granted an ESLR Period Extension
  - To be eligible for an ESLR Period Extension to continue your ESLA studies, you must be SUCCESSFUL in an ESLA course during your initial year (jumping/skipping levels through testing doesn’t count)
    - If granted an extension, you are eligible to study ESLA for ONE more term
    - There is no need for you to request an extension - eligible students will automatically receive an extension once the final grades for the term of the deadline have been processed
    - Make sure to check the ‘Reason’ information in your hold to see when you can use the extension; extensions expire and/or are valid for only a specific term(s)
• You can postpone starting an extension by up to one term (as long as there is no issue with being away from studies 3 or more terms) **Note:** once an extension has been started, there can be no breaks in study

  o What is an exceptional ESLR Period Extension?
    • If you were **never successful** in an ESLA course OR you **weren’t successful in your ESLR Period Extension**, your studies will stop and not start again until you can satisfy the ESLR through English language testing (see section 4, Option 1 in the ESLR calendar entry) unless you are granted an exceptional ESLR Period Extension
    • Contact the main office to request consideration for an exceptional ESLR Period Extension to allow you to register in ESLA one more time
    • **Note:** very few students are eligible for this type of extra extension

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**Until I satisfy the ESLR, what do I need to do?**

➤ **Attend your ESLA classes regularly:** you may only attend classes that you are registered in
  
  o You can lose a % of your final grade if you don’t attend classes
  
  o You are expected to attend from the first day of classes; if you arrive after the term begins it may have a bad effect on your final grade
  
  o Missing classes, especially without a documented reason like a medical certificate, will lower your grade
    • Being 30 minutes late/leaving early equals an absence
    • Being 10 minutes late equals a late; 3 late arrivals equal 1 absence
    • Returning late from a class break equals an absence
  
  o If you are absent because you were too sick to attend class, you must have a medical certificate issued and signed by a registered doctor/nurse practitioner; the certificate, which indicates the period of time you have been sick, must be submitted to your instructor on your first day back; the certificate can only be used if it includes the days you missed class
  
  o If you are absent from class, it is your responsibility to find out what you’ve missed; contact your instructor to discuss whether you can make up any missed assignments

➤ **Take your ESLA studies seriously:** your ESLA final grade matters

<table>
<thead>
<tr>
<th>ESLA Level (1.0 credit / 1 term)</th>
<th>You can MOVE to the NEXT level of ESLA if your final grade is</th>
<th>Your COURSE LOAD may INCREASE* if your final grade is</th>
</tr>
</thead>
<tbody>
<tr>
<td>in ESLA 1300 (Introductory)</td>
<td>C or higher</td>
<td>B- or higher</td>
</tr>
<tr>
<td>in ESLA 1500 (Intermediate)</td>
<td>C+ or higher</td>
<td>B- or higher</td>
</tr>
<tr>
<td>in ESLA 1900 (Advanced)</td>
<td>B- or higher</td>
<td>B- or higher</td>
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<tr>
<td></td>
<td>(to satisfy the ESLR)</td>
<td></td>
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<tr>
<td>ESLA 1905 (Advanced)</td>
<td>Not currently offered</td>
<td></td>
</tr>
</tbody>
</table>

*see further restrictions

  o Your ESLA final grade will determine your next term’s ESLA level and affects your course load
  
  o The grades will affect whether you are **eligible for an ESLR Period Extension** if you still haven’t satisfied the ESLR by your deadline (see more information on extensions)
You can only attempt an ESLA course LEVEL 3 times

- If the third unsuccessful attempt at the course level was while you were studying in your ESLR Period, you can’t study for one year and before you can return, you must retest and receive a placement into a higher ESLA level. (Note: you can return earlier if you satisfy the ESLR through testing)
- If the third unsuccessful attempt was during an ESLR Period Extension, your extension ends and your studies will stop and not start again until you satisfy the ESLR through testing (see section 4, Option 1 in the calendar).

ESLA grades also may:
- Affect your status as a degree student if you are repeatedly unsuccessful in your courses
- Be included in the calculation of your GPA
- Show on your transcripts
- Be accepted as an elective (see section 6.9 of the calendar), http://calendar.carleton.ca/undergrad/regulations/academicregulationsoftheuniversity/acadregsuniv6/#6.9

- Check your Carleton email for important messages about your registration/ESLR and check your ESLR holds regularly throughout the term, especially during registration and at the end of the term

### How does the ESLR affect my registration?

- **Register according to your ESLR**: You must be
  - In the correct ESLA course level
  - In no more credits than you are permitted
  - Have a valid ESLA placement (only 2 or less terms since you completed an ESLA course or test results from less than 2 years ago)

- If you are not correctly registered, the Registrar’s Office will correct your registration: The Registrar’s Office will either
  - Add the required ESLA course to your registration (which may change your registration in other courses) or
  - Completely withdraw you from ALL courses for the term

- Until you satisfy the ESLR and starting from your first term of studies, you can never study during a term without also studying ESLA

- You are expected to study every term until you satisfy the ESLR (including the summer term)
  - If you have an ESLR deadline at the end of the summer term and you don’t study that term, you will have “thrown away” a chance to complete an ESLA course and may be putting your future studies at risk: you only have a limited number of terms to successfully complete an ESLA course IF you are permitted to return to your ESLA studies

- **Register as soon as registration for a term opens**
  - Registration dates and deadlines
    - Fall and Winter [https://carleton.ca/registrar/registration/dates-and-deadlines/](https://carleton.ca/registrar/registration/dates-and-deadlines/)
    - Summer (ESLA courses run from May to August) [https://carleton.ca/summer/dates-and-deadlines/](https://carleton.ca/summer/dates-and-deadlines/)
  - The Registrar’s Office website has information on how to register if you have an ESLR
    - Fall or winter [http://www.carleton.ca/registrar/registration/esl-requirement/](http://www.carleton.ca/registrar/registration/esl-requirement/)
    - Summer (under the ESLR section) [http://www.carleton.ca/summer/course-information/](http://www.carleton.ca/summer/course-information/)
    - For help with registration, [https://carleton.ca/registrar/registration/registration-information/](https://carleton.ca/registrar/registration/registration-information/)
  - Space is limited; if you can’t get into ESLA you can’t study anything that term – register early
I can’t register in courses, why?
  o Is registration open for the term you are trying to register in?
  o Is the ESLA section full?
    • ESLA courses have no waitlists or Course Registration Overrides available through Carleton Central; contact SlaLS if every section of a course level is full (Note: don’t ask the instructor)
    • You don’t need to wait for your official final grade to register in the next level of ESLA in the next term; do it as soon as registration for the term opens
  o Do you have enough space in your registration for the ESLA course? Your ESLA course is 1.0 credit
  o Do you have any holds that are blocking access to registration and future studies?
    • Your ESLR period could be over and you are not eligible for an extension
    • You were unsuccessful completing an ESLA course during an extension
    • Your extension expired (unused)
    • You have taken the same level of ESLA 3 times unsuccessfully (the term you can return to your studies will be listed in the Reason)
    • Your ESLA placement is no longer valid and you have to test again
    • You could have another hold, possibly from the Registrar’s Office (https://carleton.ca/registrar/) or the Business Office (https://carleton.ca/studentaccounts/)

Registration in ESLA courses is locked down once the registration period ends; if you want to withdraw from your ESLA course
  o If you have satisfied the ESLR through testing, you must request manual withdrawal by the Registrars’ Office (FGPA if you are a graduate student) – you can stay registered in your other courses
  o If you still have an ESLR, you must first withdraw from all your other courses on Carleton Central and then contact the Registrar’s Office to request manual withdrawal from your ESLA course

If you have already successfully completed an ESLA course level, you can’t repeat the course to improve your final grade and if you have been unsuccessful in a course level, you can’t take it more than 3 times

You can’t register in a First-Year Seminar (FYSM) if you are studying ESLA
http://calendar.carleton.ca/undergrad/regulations/academicregulationsandrequirementsforthebachelorofartsdegree/

Check your courses’ calendar entries, http://calendar.carleton.ca/undergrad/courses/, to see if they have any restrictions for ESLR students (e.g. you have to satisfy the ESLR prior to taking CCDP 2100)

What about the summer term?

The summer term counts as part of a student’s ESLR Period
If you have not satisfied the ESLR yet you are expected to study ESLA in the summer, unless your ESLR Period Deadline has already passed
ESLA courses run the full summer (May to August)
You cannot be registered in any course(s) in the summer term unless you are also registered and attending your ESLA course (even if it is just an early summer (May to June) or late summer (July to August) course you want to take)

How do I know how many courses I can study with my ESLA course?

If you are a Special student you will always have further restrictions to your course load no matter what your hold indicates
  o Fall or winter: permitted ESLA plus 0.5 credit
Summer: only your ESLA course (unless you have accepted a fall undergraduate admission, then you are allowed 0.5 credit plus ESLA)

- If you are a degree student, what you see in your holds will be accurate during the fall and winter terms but during the summer there will be restrictions
  - See the ESLR section of the summer RO website to know what your course load limits in the summer will be, [https://carleton.ca/summer/course-information/](https://carleton.ca/summer/course-information/)
  - Your course load for the next term is the same as your current load when registration opens. Later when your ESLA final grades have been processed, your holds may have changed to a higher credit limit if you got a B- or higher in your ESLA course

### What happens if I take another English test to ‘skip/jump’ an ESLA course level?

- Don’t miss classes to prepare for taking an English Language test or until you have gotten the results
- You can only “skip/jump” a level of ESLA by testing into a higher ESLA course level or by satisfying the ESLR through testing (see section 4, Option 1 in the calendar) **Note:** this is not the same as successfully completing an ESLA course and will not make you eligible for an ESLR Period Extension.
- You must have your results submitted officially to the university and you must notify our office
  - Results that satisfy the ESLR can ONLY be used in the current term if the withdrawal deadline for the term has not passed; if the deadline has passed you will have to remain registered in your ESLA course
  - Results that place you into a higher level of ESLA can be used for the current term only if you can still change your ESLA registration
    - The registration period must still be open and there must be space in the course
    - If registration is closed or the new course level is full, the higher ESLA placement and course load can only be used for the NEXT term; you will need to remain in your current ESLA course

### What do I need to know about my ESLA course?

- **Submitting assignments**
  - It is your responsibility to make sure that assignments are submitted by the deadline and reach your instructor
  - Keep copies of all major assignments
  - If your instructor allows you to submit an assignment by email, It is your responsibility to check that your instructor has received it

- **Getting extra help with my ESLA course**
  - Your instructor holds **office hours** 2 hours/week (see times listed in your course outline and/or cuLearn)
  - SLaLS offers support from **ESLA TAs**: There is a link in cuLearn to book one-on-one appointments with TAs
  - For **ESLA 1300** students, there are also language development groups run by TAs. These groups are part of your ESLA 1300 final grade (**Note:** You will be assigned to a group and given information by your instructor at the start of the term)
  - For **other levels** of ESLA, your instructor may recommend TA groups for help with reading, listening, research or other areas

- **Getting answers to my ESLA or ESLR questions?** Contact SLaLS (come in person to the main office, call, or email us, credit.esla@carleton.ca)
What is the Academic Integrity Policy: Plagiarism & Cheating?

- Make sure that you understand the definition and penalties for plagiarism and other forms of cheating.
- Calendar entry on plagiarism and other forms of cheating, http://calendar.carleton.ca/undergrad/regulations/academicregulationsoftheuniversity/academicintegrity/
- Note that some academic offences might result in immediate referral to the Dean’s Office.

ESLA Instructional offences & consequences

- Failure to use standard academic conventions when paraphrasing or directly quoting information or using graphics from sources is unacceptable in academic work; any or all of the following:
  - No in-text citation
  - No quotation marks
  - No reference list

- Copying information from sources and presenting as your own ideas is plagiarism; any or all of the following:
  - No attempt to paraphrase/ only a few words changed/ order of information unchanged
  - No quotation marks
  - No in-text citation
  - No reference list

  In addition:
  - Using information that does not come from the source(s) you claim you used in the citation
  - Using information that does not come from the section of the source you claim you used in the citation.

- Cheating:
  - Using materials or devices during in-class tests or assignments without permission is cheating
  - Any amount of copying from another student and presenting as your own work is cheating
  - Having someone edit/rewrite your assignment and presenting as your own work is cheating
  - Copying or buying an assignment and presenting as your own work is cheating
  - Submitting assignments completed for another course, even if you wrote the original assignment is cheating

Consequences

<table>
<thead>
<tr>
<th>Failure to use academic conventions correctly</th>
<th>1st time: Grade: cannot be higher than 50% (D-) Warning email, copied to ESLA Coordinator &amp; SLaLS Registrarial Administrator</th>
<th>Subsequent offences in any ESLA course: Grade: 0 Reported to ESLA coordinator &amp; SLaLS Registrarial Administrator 3rd &amp; subsequent times count as plagiarism</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plagiarism</td>
<td>1st time: Grade: 0 Warning email, copied to ESLA Coordinator &amp; SLaLS Registrarial Administrator</td>
<td>Subsequent offences in any ESLA course: Reported to Dean’s Office</td>
</tr>
<tr>
<td>Cheating #1: using unauthorized materials or devices</td>
<td>1st time: Grade: 0 Reported to ESLA Coordinator &amp; SLaLS Registrarial Administrator</td>
<td>Subsequent offences in any ESLA course: Reported to Dean’s Office</td>
</tr>
<tr>
<td>Cheating #2: all other types</td>
<td>Reported to Dean’s office</td>
<td>Subsequent offences in any ESLA course: Reported to Dean’s Office</td>
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</tbody>
</table>
Academic Services on Campus

➢ **School of Linguistics and Language Studies (SLaLS)**
  carleton.ca/slaus
  credit.esla@carleton.ca
  358 St. Patrick’s Building
  613 520-6612
  **Hours**: 9 am – 4 pm, Monday - Friday
  **Director**: David Wood
  **ESLA Coordinator**: Julia Carey
  **Registrarial Administrator**: Judy Greiner

➢ **Language Learning Resource Room (LRR)**
  337 St. Patrick’s Building
  Hours are posted outside of the room

➢ **Centre for Student Academic Support (CSAS)**
  (including Writing Services, Skill Development Workshops, and English Conversation Sessions)
  carleton.ca/csas
  csas@carleton.ca
  4th Floor MacOdrum Library  613 520-3822

➢ **Academic Advising**
  carleton.ca/academicadvising/
  academicadvising@carleton.ca
  302 Tory Building
  613 520-7850

➢ **Registrar’s Office**
  for Undergraduate and Special students
  carleton.ca/registrar
  registrar@carleton.ca
  300 Tory Building
  613 520-3500

➢ **Faculty of Graduate and Postdoctoral Affairs (FGPA)**
  for Graduate students
  graduate.carleton.ca
  graduate.studies@carleton.ca
  512 Tory Building
  613 520-2525

➢ **International Student Services Office (ISSO)**
  carleton.ca/isso
  isso@carleton.ca
  128 University Centre
  613 520-6600

➢ **University Calendars**
  Undergraduate  calendar.carleton.ca/undergrad
  Graduate  calendar.carleton.ca/grad