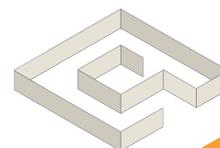


BISLA English Proficiency Policy

Updated: 9 December 2012

* “Official Policy” covers the details of the policy, including a variety of circumstances. Please see the final section, “Summary,” for a simplified explanation.



B I S L A
Liberal Arts College

OFFICIAL POLICY

All students must satisfy an English proficiency requirement to take any second-year or higher courses taught in the English language.

Meeting the requirement by taking the proficiency test

All entering students have the option to take an English proficiency test at the beginning of the semester in September. Students who pass the proficiency test with a B or higher (84+ %) will receive a 1-credit English course that will act as the prerequisite for all second-year or higher courses in the English language.

Meeting the requirement by taking the English course

Any student who does not take the test or who does not receive a B or higher (84+ %) on the test must take a two-semester 3-credit English course. Passing this course will act as the prerequisite for all second-year or higher courses in the English language.

At the discretion of the instructor teaching the English course, exceptional students may complete the course after a single semester, at which point they will have satisfied the English proficiency requirement. All other students will be required to take the course for the full two semesters. All students, even those who complete the course early, will receive their final grade at the end of the course.

The English course will include a final exam as a condition for passing. However, the instructor should establish other conditions for passing, such as weekly written assignments and active participation in class discussions. Because the instructor will have more extensive familiarity with the students and their work, and because the students will have to complete a great deal more work than writing a single proficiency test, the instructor need not impose the B or higher (84+ %) standard for the course.

Taking the English course as an elective or out of interest

Students who pass the proficiency test with a B or higher (84+ %) may take the English course for credit. Such students have already satisfied the English proficiency requirement and the English course will simply be an elective in this case.

Students may also attend the course voluntarily without receiving credit, if they wish to improve their English skills without concern for any grades they may receive. It is at the discretion of the instructor whether he or she will review or grade the assignments of students not officially enrolled.

Failing to satisfy the English proficiency requirement

Students who neither pass the English proficiency test with a B or higher (84+ %) nor pass the English course will not be permitted to take any second-year or higher courses taught in the English language.

These students will have the option of retaking the English course or of simply taking an English proficiency test, which will be offered (as stated above) at the beginning of the semester in September, at the end of the semester in December and at the end of the semester in May. Students who pass any of these tests with a B or higher (84+ %) will receive a 1-credit course in English that will act as the prerequisite for all second-year or higher courses in the English language.

These additional tests are not offered so students may avoid taking the English course. Rather, they are offered for students who have not met the English proficiency requirement and may need to suspend their studies, thus allowing these students to start up their studies again as soon as possible.

Transfer students

Transfer students will be assessed on a case by case basis as to whether they will need to satisfy the English proficiency requirement as outlined above or whether their previous studies effectively satisfy the requirement.

SUMMARY

The English requirement may be satisfied by *either*:

1. 1-credit English course awarded for passing a proficiency test with a B or higher (84+%) *or*
2. 3-credit two-semester English course.