



**ADMINISTRATIVE POLICY # 35.05 (2021)**  
**International Student Language Proficiency Admission Policy**

**Policy Title:** International Student Language Proficiency Admission Policy

**Policy Type:** Administrative

**Policy Number:** Administrative Policy # 35.05 (2021)

**Approved:** 11/04/2021

**Responsible Office:** School of Graduate Studies and Research

**Responsible Executive:** Office of the Provost and Vice President for Academic Affairs

**Applies to:** Graduate Students

**POLICY STATEMENT**

This policy establishes the admissions requirements for international students whose native language is not English.

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## **DEFINITIONS**

**TOEFL:** Test of English as a Foreign Language

**IELTS:** International English Language Testing System

## **CONTACTS**

The Dean of the School of Graduate Studies and Research officially interprets this policy. The Provost and Vice President for Academic Affairs is responsible for obtaining approval for any revisions as required by BOV Policy # 01 (2014) *Creating and Maintaining Policies* through the appropriate governance structures. Questions regarding this policy should be directed to the School of Graduate Studies and Research.

**STAKEHOLDERS:** Graduate Council, Graduate Faculty, Graduate Students

## **INTERNATIONAL STUDENT LANGUAGE PROFICIENCY ADMISSION POLICY**

University level proficiency in English is required at Norfolk State University. All applicants whose native language is not English (including non-matriculating students) must submit proof of English language proficiency.

This requirement may be documented in one of the following ways:

- Acceptable scores on an approved English language proficiency test such as the Test of English as a Foreign Language (TOEFL; minimum of 80 on the TOEFL iBT) and IELTS (minimum of 6.5) taken within the past two years. Other English language proficiency tests must be approved and passed at rates equivalent to the TOEFL and IELTS per official standards from the administering organization.
- Six semester hours or more of college level English completed with a grade "C" or better at an accredited Institution;
- Possession of a bachelor's or master's degree equivalent from an accredited institution located in a country where English is the native or dominant language.

## **EDUCATION AND COMPLIANCE**

1. Educate and train all stakeholders and appropriate audiences on the policy content as necessary.
  - a. International student applicants will be sent an email notification of requirements when application is submitted.
  - b. Annual meeting of Graduate Council with admissions faculty members to present policy will be conducted and recorded.
  - c. Failure to implement this policy may deter international students from non-English speaking countries from performing well in college.

## **PUBLICATION**

2. Communicate the policy in writing, electronically or otherwise to the University Community including Deans, Department Chairs, and Graduate Council, Graduate Students.
3. Submit the policy to the President's Office for inclusion in the online Policy Library within 14 days upon approval;
4. Post the policy on the Graduate School's website.

## **REVIEW SCHEDULE**

- Next Scheduled Review: 11/04/2024
- Approval by President's Cabinet, 11/04/2021
- Revision History: Graduate Catalog policy 2020-2021, International Students p. 13
- Supersedes: Graduate Catalog policy 2020-2021, International Students, p. 13

## **RELATED DOCUMENTS**

[Graduate Catalog](#)

## **FORMS**

*There are no forms associated with this policy and procedures.*