



## **Regulations for registration in Language Courses offered at the Institute of Islamic Studies**

1. Each student must fill and submit the Language Approval Form and the Language Waiver Form, if applicable.
2. A placement test is required before admission to any language course. All newcomers to the IIS language courses are required to take the test. In addition, students who have taken courses or received diplomas elsewhere and want to continue to a higher level at McGill are required to take the proficiency exam.
3. If a student claims to have no prior knowledge of the language, he or she must also fill and submit the Language Waiver Form. In that case, the student may not need to take the placement test.
4. Instructors reserve the right to ask to see a student's high school or, if need be, primary school certificate.
5. Departmental approval to register in a language course will be given after the student's level has been determined by the placement test. Placement tests, which may include an oral interview, and registration will take place at the Institute during the registration period.
6. If instructors feel that a student has been inappropriately placed and must change classes, the student will be advised in writing before the add/drop deadline.
7. If clear evidence arises that a student has misrepresented his or her level of the language, the matter will be referred to the Disciplinary Officer in the student's faculty.
8. Students who need these language courses for their program to graduate will be given priority – for example, graduate students at the Institute, and undergraduates registered in the Middle East Studies or World Islamic and Middle East Studies programs.
9. As numbers are limited in all courses, students who meet the required standard for any given course are admitted on a first-come, first-served basis until the day before classes begin. As of the first day of class, if places are open, the department will accept students who have not yet registered on the basis of the date and time that their approval form was submitted.

By filling and submitting the Language Approval Form and the Language Waiver Form (if applicable) you acknowledge that you have read and agree to the Regulations for registration in Language Courses offered at the Institute of Islamic Studies.

June 27, 2014