

## Certificate of Intermediate French Language Proficiency for Business

York University students may earn a Certificate of Intermediate French Language Proficiency for Business concurrent with fulfillment of the requirements for a bachelor's degree. This certificate is also open to students who already hold a bachelor's degree from an accredited institution, and who are admissible according to Faculty and University policies. This certificate is not, however, open to students who are pursuing or who already hold a degree in French studies.

**To apply for the certificate**, students must have successfully completed 12 credits in French studies as follows:

- AP/FR 1060 6.00, with a minimum grade of B;
- 6 credits chosen from:
- AP/FR 2060 3.00
- AP/FR 2061 3.00
- AP/FR 3060 3.00, with a minimum grade of B in each course.

## Undergraduate Certificates Minimum Standards:

### Undergraduate Certificates:

"Undergraduate Certificate" is the term applied to a program of study attesting to a level of competence or skill in a particular area or field. It is distinct from a defined undergraduate degree program, stream, specialization or informal concentration. A certificate recognizes a specific grouping of courses that are cross-disciplinary but with a thematic coherence; form a coherent yet distinctive complement to the major of a degree program, or: lead to the acquisition of specific skills or professional expertise that may meet requirements of outside accrediting bodies.

- All academic regulations applying to degree students in degree programs will apply to

students in certificates.

- A student who wishes to change from a certificate to a degree must re-apply to the York University Admissions Office.
- Students enrolled in a certificate program and who are not concurrently enrolled in a degree program may take only the courses required for the completion of the certificate.

**Admission:** Students seeking direct entry to a certificate program must submit written application when applying for admission to the University. Students already enrolled in an undergraduate degree program are also expected to apply for entry to a certificate program, normally prior to completion of 36 credits of their undergraduate degree program. Applications should be obtained and filed with the unit administering the certificate program.

Students who were admitted to a Professional Certificate offered by the School of Administrative Studies prior to Fall/Winter 2005-2006 may elect to follow the old certificate regulations or the new Certificate regulations whichever is more advantageous. All students admitted from September 2005 must follow new regulations. Note: Depending on the Undergraduate Certificate, students may have an option of completing the certificate concurrently or consecutively. Please refer to the specific Undergraduate certificate for further details and requirements.

### Types of Certificates offered by the Faculty of Liberal Arts and Professional Studies

Advanced Certificate

Cross-disciplinary Certificate

Certificate of Proficiency

General Certificates

Professional certificates

**Minimum requirements for multiple certificates:** Students may acquire more than one certificate provided that at least 18 credits in each certificate are unique to the specific

certificate.

**Advanced Certificates:** as described by the program

**Cross-disciplinary certificates:** 24 credits, at least 18 of which must be at the 2000-level or above, including 6 credits at the 3000- or 4000-level. In order to receive the certificate candidates must present a cumulative grade point average (GPA) of 4.0 or greater in the courses taken to satisfy certificate requirements.

**Certificate of Proficiency:** There would normally be a comprehensive examination in addition to course requirements (normally 12 credits). In order to receive the certificate candidates must present a cumulative GPA of 4.0 or greater in the courses taken to satisfy certificate requirements, although language certificates normally have higher requirements.

**General certificates:** As described by program.

**Professional certificates:** Normally 24 credits, 18 credits of which would be at the 3000 level or above. In most cases, at least 12 credits of the disciplinary courses that satisfy certificate requirements must be in addition for those used to satisfy requirements of an undergraduate major being completed concurrently.

*Note: To obtain a professional certificate offered by the School of Administrative Studies, at least 18 credits of the ADMS course credits that satisfy certificate requirements must be in addition to those used to satisfy a degree.*

*Note: Some certificate programs may have specific academic standing requirements.*

**Residency requirement:** The University residency requirement for undergraduate certificate programs is 18 credits for certificate programs requiring up to 36 credits, and 50% of the required credits for certificates comprising more than 36 credits. Normally, for undergraduate certificate programs requiring 18 credits or less, all credits are completed at York.

**Graduating with a certificate:** Except where otherwise stated, a minimum cumulative grade point average of 4.0 is required to satisfy

certificate requirements. Students must also submit application to graduate from a certificate program. Applications should be obtained from and filed with the unit administering the certificate program. Transcript notation that the requirements for a certificate have been completed will be made once the Registrar's Office has received notice from the unit administering the program. Certificates will not be conferred until candidates have successfully completed an undergraduate degree program if they are simultaneously enrolled in a degree and a certificate program. The Faculty does not award certificates retroactively.