SDSU | Global Campus American Language Institute

How to Receive a Certificate

1. Certificates of Completion - Eligibility

Certificates of Completion will be issued to students who

- are enrolled in a full time (18 hours per week or more) program
- complete their program of study from start to finish, as enrolled, without withdrawing, failing, or being dismissed
- have successfully completed a level and are eligible to progress to the next level with
    - combined overall attendance of 80% or more across classes
    - grades of 2.4 (75%) or higher (grade of "C+") in every class
    - a rating of "CR" in all credit/no-credit classes
    - participated in a minimum of 8 consecutive weeks of academic instruction

2. Certificates of Participation – Eligibility

Certificates of Participation will be issued to students who

- are enrolled full-time for fewer than 8 weeks during a single semester
- are enrolled in a part-time (15 hours or less per week) program, regardless of the number of weeks
- complete their program of study from start to finish, as enrolled, without withdrawing, failing, or being dismissed
- have achieved
    - combined overall attendance of 80% or more across classes
    - grades of 2.4 (75%) or higher (grade of "C+") in every class
    - a rating of "CR" in all credit/no-credit classes
    - participated in a minimum of 4 or more weeks of academic instruction
- Short-term students: For students who only have 3 opportunities to attend "English in Action" during their program, they can miss 1 EIA class and still receive a certificate. If they miss 1 class, their grade will show as 66%. These students will still receive a "CR" instead of "NC" on their grade reports.

Certificates are not issued to students who fail any class, including CR/NC classes, and/or whose attendance falls below 80%.

A student's overall level on a certificate will reflect the lowest level of class taken that session. For example, if a student is in Level 3 for Grammar and Level 4 for all other classes, "Level 3" will be recorded on the certificate and grade report since the student has "completed" Level 3.

How to Move Up to the Next Level

Leveling-up happens on a class-by-class basis. Students are eligible to move up one level after one uninterrupted 8-week session, meeting ALL of the conditions listed below.

- Pass the level-up test at the end of the class
- Pass all graded classes with a 2.4 (75%) or higher (grade of “C+”) in all classes
- Pass all Credit/No Credit classes with a “CR”
- Successfully complete a minimum of 8 consecutive weeks of academic instruction
- Keep overall attendance at 80% or higher

Level progression is not granted mid-term. Moving up a level only happens after the final week of the session and applies to the following session.