

Foreign Language Waivers for students pursuing a B.A. degree

Students who are native speakers of a language other than English may be eligible to waive their GMU foreign language requirement. A waiver simply means that the student has already fulfilled this particular requirement and, as such, need not take any additional coursework in foreign languages. The waiver **DOES NOT** grant credit and it **DOES NOT** exempt the student from completing the necessary 120 credit hours for graduation. If a waiver is granted, the student may replace the designated hours of foreign language coursework with elective courses to complete the total minimum requirement for graduation.

What does one need to produce in order to request a waiver?

Students requesting a waiver must come to the department of Modern & Classical Languages office **IN PERSON**, fill out the waiver request form on the reverse of this information sheet and submit it along with the following documentation:

Test Results

Students may present language test results as evidence of foreign language ability. With some of the more common foreign languages, the student should be able to locate an already established placement exam at one of the area universities. Students can also use testing services provided by the [American Council on the Teaching of Foreign Languages](#) and similar institutions. For languages that are less common, it is the student's responsibility to locate an acceptable authority in the language that is willing to administer an exam. An authority is someone who is affiliated with an accredited institution or embassy, and who is familiar with language-level designations at U.S. universities. This may include:

- a. an instructor of another institution (preferably college-level) who teaches this language;
- b. a George Mason university instructor of any subject who is fluent in the student's native language;
- c. an authority at the local embassy or consulate;

*The Department of Modern and Classical Languages **will not accept** language exams administered by someone with whom they have a personal relationship, such as a family member.*

If the student opts to take a foreign language exam, he or she must provide the Department of Modern and Classical Languages with test results. The authority who administered and graded the exam should attach a letter on their **institutional letterhead** describing the exam. In order to qualify for a waiver, the student must provide **evidence that they read, write and speak the language at or above** the intermediate level.

All Foreign Language Waiver requests must be provided to the Department of Modern and Classical Languages at least one semester prior to the student's intended semester of graduation. This policy ensures that there will be adequate time to process requests and submit them to the relevant office(s) on campus. It also gives students time to plan accordingly if their waiver is not approved. After a four-week period, the student should check their degree evaluation in Patriot Web to see if the waiver has been approved and applied.

Transcripts.

Students who wish to submit transcripts as evidence that they attended four or more years in an institution (High school and above) located outside of the United States where the primary language of instruction was other than English may do so through the office of **Undergraduate Academic Affairs (Mason Hall, Room 217), phone 703-993-8725**.



Modern and Classical Languages

4400 University Drive, MS 3E5
Fairfax, Virginia 22030
Phone: 703-993-1220
Fax: 703-993-1245

Foreign Language Waiver Form

Instructions for completing this form:

- Use ink.
- Print legibly.
- Do not leave any section blank. In order to process your request, we must have all of the information.
- Be sure to sign and date.

Name: _____
Last First Middle

Address: _____
Number Street Apt. No.

City State Zip Code

G Number: _____ GMU Email Address: _____

Telephone: Home: (_____) _____ Work: (_____) _____

Major: _____ Degree (circle): BA BS

Graduating under the _____ catalog (year of admission to GMU).

Current status (circle): Freshman Sophomore Junior Senior

Supporting Documentation (attach original documentation and submit with this form):

Language in which you wish to document proficiency: _____

I certify that all information given above is true and correct to the best of my knowledge:

Student Signature: _____ Date: _____

Department Use only

Approved/Disapproved: _____

