

Foreign Language Waivers

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 office IN PERSON, fill out the waiver request form on the reverse of this information sheet and submit it along with one of the following documents: *

1. 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. It is the student's responsibility to locate this exam.

For languages that are less common, it is the student's responsibility to locate an acceptable authority in the language who 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 who teaches this particular language;
- b. a university instructor of any subject who is fluent in the student's native language;
- c. an authority at the local embassy or consulate;

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.

2. Transcripts.

Students who wish to submit transcripts as evidence that they attended four or more years in an institution 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 (College Hall, Room 211, phone 703-993-8725). Information can also be found at the following link: <http://chssundergrad.gmu.edu/foreignlgwaiver>

* Student should expect the processing of their requests to take a minimum of two weeks and, therefore should not leave this for the last minute (i.e., the week of graduation). At the end of two weeks time, the student should check their degree evaluation in PatriotWeb to see if the waiver has been approved and applied.



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: _____

Waiver through an Assessment by a Language Authority

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: _____



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**Foreign Language Waiver Form
Examiner's and Assessment Information**

Name: _____
Last First Middle

Academic Degree/Occupation: _____

Address: _____
Number Street Apt. No.

City State Zip Code

Contact Phone: _____ Email Address: _____

Signature: _____

In what capacity do you know the examinee?: _____

How are you qualified to assess the examinee's language proficiency? (Native speaker/University degree in the language/Other): _____

Are you familiar with the foreign language proficiency requirements at GMU or any other comparable institution? * _____ YES NO

Are you familiar with any other foreign language proficiency guidelines? * YES NO

Please describe in detail how you determined the examinee's proficiency level in the assessed language (please attach description on a document written on your institutional letterhead).

Please indicate the examinee's language proficiency level in the following areas:

	Basic Level	Intermediate Level	Advanced Level
Reading	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Speaking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Listening	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

* Answering NO to any of these two questions does not mean that you can't serve as language examiner.