

BGInS Language Course Exemption Form

The Global Studies Language Requirement can be satisfied in one of two ways: 1) by successfully completing [designated language courses](#) or 2) by demonstrating prior language proficiency in a modern language other than English. This form is to be used by students who wish to be exempted from taking language courses on the basis that they have prior proficiency. Please note that each individual application for an exemption from taking language courses will be treated on its merits. What are listed below are general guidelines that apply to the most common cases.

Language proficiency can normally be demonstrated in one of the following ways:

1. **Secondary school language of instruction:** Students whose secondary school transcripts show that their primary language of instruction in secondary school was a language other than English may be exempted from having to take language courses.
2. **French immersion:** Students who have successfully completed Grade 12 French immersion or the equivalent at a Canadian high school may be exempted from the language requirement.
3. **Proficient Speakers:** Students who do not qualify under either of the first two categories, but who nonetheless consider themselves proficient speakers of a language other than English, may be exempted from having to take language courses. For languages taught at Carleton, “proficiency” means a level of at least equivalent to completion of one of the designated language courses linked above. For languages not taught at Carleton, “proficiency” means a level at least equivalent to two full years of university level language study. Proficiency may be demonstrated either through documentation (e.g. certification from a recognized language testing authority) or through testing.

If you wish to apply for an exemption from taking language courses, please print this form, fill in your name and student number, check one of the boxes and attach the required documentation.

Name: _____ Student Number: _____

- Secondary School language of instruction:** High school certificate required.
- French Immersion:** High school transcript required.
- Proficient French Speaker:** Certificate from the Department of French, or equivalent, is required.
- Proficient speaker of a language other than French which is taught at Carleton:** Certificate from the School of Linguistics and Language Studies, or equivalent, is required.
- Proficient speaker of a language not taught at Carleton:** Documentation supporting your claim is required. Testing in this language depends on faculty resource availability and will be arranged by the Program Director.

Photocopies of transcripts and certificates will be accepted. For more information and to submit your completed form together with your documentation, please contact:

Jenelle Williams, Program Administrator, Bachelor of Global and International Studies, 2404R Richcraft Hall

If language testing for languages taught at Carleton is required, please contact either the Department of French or the School of Linguistics and Language Studies at:

Department of French

Room: 1602 Dunton Tower

Phone: 613 520-2168

Email: French@carleton.ca

School of Linguistics and Language Studies

Room: 358 St. Patrick's Building

Phone: (613) 520-8253

Email: Slals@carleton.ca