



The Political Science Language Requirement can be satisfied by demonstrating prior language proficiency in a 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.

1. Students may present **official documentation** of language proficiency, including:
  - a. **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 taking language courses.
  - b. **French immersion:** Students who have successfully completed Grade 12 French immersion or the equivalent at a Canadian high school may be exempted from taking language courses.
  - c. **Other certification:** Proficiency may be demonstrated through documentation of successful completion of recognized and certified language courses (e.g., certification from a recognized language testing authority, transfer credits from another university or college).
  
2. Students may undergo **testing** to demonstrate their language proficiency using one of the following options:
  - a. **French language examination:** The Department of Political Science conducts a French language exam twice a year, in November and February. Students who successfully complete this exam may be exempted from taking language courses. Note that Departmental language exams may not be repeated in case of failure.
  - b. **Certificate from the School of Linguistics and Language Studies (SLALS) at Carleton:** Students may demonstrate their proficiency in a language, other than French, that is taught at Carleton by obtaining a placement certificate from SLALS. The certificate is based on placement testing administered by SLALS. Students should complete the Language Background Questionnaire on the [SLALS placement testing website](#), and follow the instructions provided there for the Placement Test. Students must demonstrate competency at a level equivalent to or higher than the satisfactory completion of a beginner first-year course.
  - c. **For languages not taught at Carleton:** For languages not taught at Carleton, availability of a proficiency test depends upon faculty resource availability and is not guaranteed. Please complete the Language Exemption Form and submit your request to the Department.

## Language Course Exemption Application Form

Student Name	Student Number

I have official documentation to demonstrate proficiency in a language other than English.

- Secondary School language of instruction:** High school certificate is required.
- French Immersion:** High school transcript is required.
- Proficient French Speaker:** Certificate or transcript from accredited program 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.

I feel I am proficient in a language other than English but do not have official documentation.

- I wish to take the Department of Political Science French language test.
- I wish to be tested in a language not offered at Carleton

Please indicate language: \_\_\_\_\_.

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

**Mrs. Sarah Landry**  
**Undergraduate Program Administrator**  
**Room:** Loeb B640  
**Email:** [psci.advising@carleton.ca](mailto:psci.advising@carleton.ca)  
**Phone:** 613-520-2600 x 2776