

LANGUAGE/CULTURE REQUIREMENT WAIVER – IMPORTANT INFORMATION –

If you are requesting to waive a language/culture that IS taught at the University of St. Thomas, you must see the language coordinator for the language in question and take the appropriate placement exam and interview, which will verify your level of competency in the language.

If you are requesting a language/culture requirement waiver for a foreign language NOT taught at St. Thomas you should submit to the MCL department chair the following documentation:

1) Transcripts of any courses taken abroad at the secondary/university level or at the university level in the U.S. that indicate your preparation in the language and culture for which you want the requirement waived (at least equivalent to the end of the third semester university level).

OR

2) If no transcripts are available you must obtain documentation from a professional organization regarding courses taken in the language, or other letter confirming your language and cultural preparation related to the language. Acceptable resources for this type of verification letter might include: a letter from a local community organization (cultural institute, church, etc.) that has staff that can verify competency for the language/culture in question, a leader of a professional organization who can verify language/cultural competency in that language group (a business, or governmental organization) a letter from a university professor that offers this language at his/her campus and can verify your language skills, or a letter from a consulate/embassy verifying your language skills at the intermediate level. The letter must be in English or accompanied by a professionally certified translation.

OR

3) If you have already taken the TOEFL, make sure that your scores have been submitted to UST, they count towards the language waiver.

AND

4) After obtaining the proper documentation you should write a 1-2 page statement about your experience with the language (non-English) in which you are proficient in listening/speaking/reading/writing at least at an intermediate (end of third semester university) level. Please include a brief writing sample in the language and write a one-page essay comparing and contrasting your cultural experiences with the language/culture in question and it's differences and similarities to general aspects of U.S. culture. Please include your UST ID #.

A WAIVER DOES NOT ADD CREDITS ONTO THE STUDENT'S TRANSCRIPT; IT SIMPLY WAIVES THAT REQUIREMENT, BUT DOES NOT REDUCE THE NUMBER OF UNITS NEEDED TO GRADUATE.

For more information, contact:

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