



LANGUAGE EXEMPTION PROCESS

Purpose

This document outlines the process for determining language competency. The exemption guidelines were created to streamline the process for current students in the pipeline, as several new programs have been introduced in the 2024-2025 catalog, ensuring students can navigate the curriculum effectively. Students who submitted a catalog change form to the Registrar's Office, from their existing catalog year (prior to Fall 2024) to [2024-2025](#) catalog, must fulfill the language requirement as described on Page 20.

Second Language Competency [CORE: SL]

Should be completed by the end of the student's third year.

This module is fulfilled by demonstrating basic competence in two languages. Proficiency IN EACH LANGUAGE must be demonstrated by the end of the third year by using one of the following options:

- 1) Providing a high school or secondary school transcript indicating successful graduation. (Note: an English translation is required if the transcript is not written in English)
- 2) Earning a passing grade in a second-semester language course at St. Norbert College or a "C" or better at another post-secondary institution.
- 3) Scoring at a skill level equivalent to having completed a second-semester collegiate language course on a course exemption exam available at St. Norbert College.
- 4) Achieving the Seal of Biliteracy
- 5) Demonstrating language competence by test:
 - Earning a score of 3 or better on an Advanced Placement language or literature exam in Chinese, French, German, Italian, Japanese or Spanish.



- Earning a score of 5 or better on an International Baccalaureate Language A2 HL exam.
- Tests for languages other than those available at St. Norbert can be obtained at the Brigham Young University Foreign Language Achievement Testing Service (FLATS) or through an ACTFL Oral Proficiency Interview via Language Testing International (LTI), with the student bearing responsibility for any fees. English proficiency may be demonstrated by TOEFL (min. scores: pbt 550 or ibt 79) or IELTS (min. score: 6.5 composite).

How to determine language competency?

Students must fulfill two parts of the language competency. First is the Language Placement Test and second is the Exemption Exam.

- **Language Placement Test:** To determine the appropriate course level.
- **Exemption Exam:** To fulfill the language requirement.

The following information is intended to ensure clear and transparent communication:

- The language exemption exam will be proctored in-person on the first Tuesday of classes during the fall and spring semesters.
- 1-2 weeks after the exam is proctored, the MLL (Modern Languages and Literatures) Coordinator will share the exemption test results with the Office of Academic Advising and the Registrar via email.
- If a student changes their catalog year, the language requirement in the adopted catalog year should be followed. For example, the 2023-2024 academic year catalog requires the language placement test to satisfy the language requirement.



Modern Languages and Literatures Placement Score Key

Score	Spanish Course Placement	French Course Placement	German Course Placement
0-149	SPAN 101	FREN 101	GERM 101*
150-349	SPAN 102	FREN 102	GERM 102*
350-499	SPAN 203	FREN 203	GERM 203*
500-599	SPAN 204	FREN 204	GERM 204*
600+	SPAN 300	FREN 305	GERM 375*

* German courses have been phased out as of May 13, 2024.

Exceptions to Language Exemption Process

The following language exemption guidelines were created to streamline the process for current students requesting catalog changes, as several new programs have been introduced in the 2024-2025 catalog, ensuring students can navigate the curriculum efficiently.

The exceptions to the language exemption, specifically the **Exemption Exam**, shall be applied to students with the following conditions:

- Students in any class standing requesting a catalog change for the purpose of adding a new major and/or minor implemented in the 2024-2025 catalog year.
- Students who are freshmen and transfer students from Fall 2024 and Spring 2025 will not be exempted.
- Current students in Sophomore, Junior and Senior standing from September 26, 2024, to the last day of summer term in 2025 (August 22, 2025).
- Any other exceptional circumstances shall be reviewed on a case-by-case basis by the discipline coordinators, deans and Vice-president of Academic Affairs.



Change Catalog rules

- Students are only allowed to change catalog forward. For example, a student can request catalog change from 2022-2023 to 2024-2025, not 2022-2023 to 2021-2022.
- Requests for catalog change can be found at [Student Petitions](#).

Student Petitions

- **Catalog Change Petition**
 - **Student Petition of Academic Rule or Regulation**
 - **Core Curriculum Petition for Course Substitution**
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- Prior to submission to the Registrar's Office, students must meet with their advisors to ensure that their academic plans are reviewed and approved.
 - An email confirmation will be sent to the students as soon as the Catalog Change Petition has been processed at the Registrar's Office.

Approval

This document has been approved by

- Dr. Judy Cervantes, Coordinator of Modern Languages & Literatures
- Dr. Meghan Walsh, Executive Director Academic Advising & Career Development Center
- Johanna Koh, Interim Registrar
- Dr. Jamie Lynch, Dean of Arts & Science
- Dr. Valerie Martin Conley, Vice President of Academic Affairs

Date: September 26, 2024