

COLLEGE OF ARTS AND SCIENCES

GUIDELINES FOR DEMONSTRATING SECOND-LANGUAGE PROFICIENCY FOR UNDERGRADUATE STUDENTS

To graduate with a BA degree, University of Oregon students need to show intermediate (3rd term of 2nd year or above) competency in one language other than English. As specified in the UO catalog, students may meet their graduation requirements for the BA degree through a sequence of courses or in other ways.

Below are the ways a student may be able to fulfill the language requirement for the Bachelor of Arts beyond taking courses:

(A) A LANGUAGE THAT YOU KNOW OR HAVE STUDIED

1. PROFICIENCY EXAMS THAT EARN CREDIT.

Exams prepared by the College Level Exam Program (CLEP) of the College Board, a national organization, can provide placement information and can also earn UO credit. They are available for Spanish, French, and German. A student who scores at the equivalent of completion of the final course of the second year of language study on a CLEP proficiency exam would earn 12 credits, as well as completing the University of Oregon BA requirement.

For languages not taught at the University of Oregon, proficiency exams are also available in more than fifty languages through the New York University Foreign Language proficiency testing program (<http://www.scps.nyu.edu/academics/departments/foreign-languages.html>), and these may be used to waive the B.A. language requirement (they may not be used to earn credit).

Students should contact the University of Oregon Testing Center office, 270 Student Health Center, Agate Street at 13th Avenue (<http://testing.uoregon.edu>; 541-346-3230), to order the exam and to set up a time when it can be administered. The student is responsible for all costs associated with the exam and its administration. Information about the costs is available at the Testing Center. The entire process from initiating the order to getting the results may take up to three months. Exam results will be forwarded to the Associate Dean of Humanities, College of Arts and Sciences, who will send confirmation to the Registrar.

2. PROFICIENCY EXAMS THAT DO NOT EARN CREDIT.

Exams are available for Chinese and Japanese. These provide placement information, but they do **NOT** earn UO credit. Students who place at the equivalent of completion of 203 on these tests would complete the UO BA requirement.

Students should contact the University of Oregon Testing Center office, 270 Student Health Center, Agate Street at 13th Avenue (<http://testing.uoregon.edu>; 541-346-3230), to order the exam and to set up a time when it can be administered. The student is responsible for all costs associated with the exam and its administration. Information about the costs is available at the Testing Center. Exam results will be forwarded to the Associate Dean of Humanities, College of Arts and Sciences, who will send confirmation to the Registrar.

3. CREDIT BY EXAMINATION

Credit by examination allows formally admitted undergraduate students to challenge undergraduate university courses without registering for the courses. Students seeking to receive credit by examination must be registered for the term in which the exam is given. Credit by examination may be earned only in courses whose content is identified by title in the University of Oregon catalog. Students must contact the Office of the Registrar to complete an application to determine eligibility for credit by examination. Students then obtain faculty and department approvals before the exam can be scheduled. Credit by examination is offered at the discretion of the department responsible for the course subject to the restrictions below. Students are billed \$25 per credit to cover the cost of the examination.

Successful credit by examination is shown as transfer credit on the UO transcript and may be recorded as a pass (P) or graded (A, B, C, D) consistent with the options listed in the class schedule. Credit by examination **may not** be counted toward the satisfaction of the graduation residency requirement or for fulfillment of the requirement to complete 45 credits graded A, B, C, D at the University of Oregon. However, credit by examination **may** be counted toward the requirement to complete 168 credits graded A, B, C, D, P* from all institutions attended.

The following are **not** available for credit by examination:

- First-year second languages
- An elementary language course taught in the student's native language
- A course for which a CLEP exam is available
- A course which substantially duplicates credit already earned
- A course which is more elementary in nature than credit already earned
- A course in which the student is already enrolled for credit
- A course for which the student has received a grade of A, B, C, D, P, P*, I, X, or Y
- A course for which the student has already taken and failed an examination for credit

- Courses numbered 0-99; Field Studies (196), Workshop, Laboratory Projects, or Colloquium (198), Special Studies (199); Courses numbered 200, or 399 – 410
- English composition courses (WR 121, 122, 123)

4. AMERICAN SIGN LANGUAGE.

Students who wish to demonstrate proficiency may present results from one of two nationally recognized exams, the ASL Proficiency Interview (ASLPI) or the Sign Communication Proficiency Interview (SCPI). The ASLPI generally is administered at universities that have deaf education programs. The SCPI has a central website:

<http://www.rit.edu/~wjnncd/scpi/main.html>. Students may also contact appropriate faculty in Special Education in the College of Education to see if local evaluation is available.

(B) IF YOUR NATIVE LANGUAGE IS NOT ENGLISH.

A student may fulfill the BA second language requirement if they have graduated from a high school that is not in the United States where the language of instruction is not English. A copy of the high school transcript should be sent to the Office of the Registrar. Such students must also complete WR 121 and either WR 122 or 123.

(C) IF YOU HAVE ACQUIRED 2ND LANGUAGE PROFICIENCY THROUGH OTHER MEANS.

Some students attain ability in a language through family heritage, informal coursework, living abroad, or in other circumstances not covered by the UO regulations.

Such students should contact the University of Oregon Testing Center, 270 Student Health Center, Agate Street at 13th Avenue (<http://testing.uoregon.edu>; 541-346-3230) to see if a STANDARDIZED PROFICIENCY EXAM is available. Exams prepared by the College Level Exam Program (CLEP) of the College Board, a national organization, provide placement information and can also earn UO credit. They are available for Spanish, French, and German. For students who wish to meet the BA language proficiency requirement in a language that is not taught at the University of Oregon, proficiency exams are available in more than fifty languages through the New York University Foreign Language proficiency testing program (12 pt. exam).

Students should contact the University of Oregon Testing Center, 270 Student Health Center, Agate Street at 13th Avenue (<http://testing.uoregon.edu>; 541-346-3230), to order the exam and to set up a time when it can be administered. The student is responsible for all costs associated with the exam and its administration. Information about the cost is

available at the Testing Center. The entire process from initiating the order to getting the results may take up to three months. Exam results will be forwarded to the Associate Dean of Humanities, College of Arts and Sciences, who will send confirmation to the Registrar.

(D) IF NO TEST EXISTS FOR THE LANGUAGE IN WHICH YOU HAVE EXPERTISE.

Students may still be able to use their language ability to meet the BA language requirement by meeting with an appropriate faculty member or a faculty-approved individual who is able to determine if the student's proficiency is equivalent to successful completion of the 203 level. Possible procedures for demonstrating proficiency, depending on a student's individual situation, include:

1. Students must provide detailed documentation of their efforts and abilities. Students' own statement of their language work should be supplemented by letters or documents from schools or qualified faculty. **All documents should be submitted to the Associate Dean of Humanities in care of the College of Arts and Sciences, 1245 University of Oregon, Eugene, OR 97403.** While the nature of this documentation will differ depending on the student's situation, it could include the following:

- a. Original transcripts from a language school that specify hours in class, materials, performance or grade, and proficiency. These should be sent directly from the language school to the Associate Dean of Humanities (see address above).
- b. Letters from qualified and approved faculty (from the UO or any other regionally accredited institution) who are able to specify in some detail the proficiency level of the student. This can be accomplished by discussing proficiency in conversation (including aural and oral), reading, and writing. Faculty must write a letter to the Associate Dean of Humanities (see address above), specifying their own proficiency, how it was obtained, and describing how they determined that the student's competency is equivalent to completion of the second year of language instruction. Faculty unfamiliar with the UO protocols may call the Associate Dean at 541-346-3902 to discuss the student's level and to obtain guidelines for evaluation. Faculty should address their relationship to the student; letters from parents or other relatives are not considered.

2. Languages that have no written form may be used to fulfill the graduation requirement. Evaluation is often difficult, especially if the language is spoken only by a small number of people. Students in this situation should contact the Associate Dean of Humanities, College of Arts and Sciences (541-346-3902), to determine how best to locate a qualified faculty or alternative evaluator.

Karen J. Ford, CAS Associate Dean for Humanities
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David Espinoza, University Testing Center
Jeff Magoto, Yamada Language Center