Module:	Academic Advisement
Business Process Name:	**2nd Language Exceptions**
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Rationale

The Disability Resource Center (DRC) and a College Dean can approve a change to a student's foreign language requirement based on students' individual disabilities or needs. When this is approved, students are required to take coursework to equate to the same number of semesters required in the second language requirement for their major. For example, for a BS degree, the approval would require the student to take 2 courses from the approved list to equate to second semester proficiency; for a BA degree, the approval would require the student to take 4 courses from the approved list to equate to fourth semester proficiency. Because the approved courses are not necessarily sequential or prerequisites to each other, the second language requirement will need to be changed to check for the completion of all 2 or 4 courses rather than the 1 language course for which it is pre-programmed to check.

There are certain parameters that guide which courses may be used to fulfill the 2nd language proficiency requirement. According to the Double Use of General Education Courses Policy (http://catalog.arizona.edu/2011%2D12/policies/double_use.htm): "Courses used to fulfill the University-wide General Education Foundations, Tier One or Tier Two Requirements may not apply to a major or minor, with the exception [of]… The two higher level courses taken to satisfy the fourth-semester skill level of the Second Language Requirement for a B.A. degree may also apply to a major or minor."

A 3D Memo was sent to the campus community on May 12, 2011 further describing double use of courses used toward the 2nd language requirement via exception or substitution:

"Upper division (300-level or above) courses substituted for the third and fourth semesters of the Second Language Requirement may also apply toward the major or minor. Note: 200-level courses may be substituted for the third and fourth semesters of the Second Language, provided those courses are not double-counted toward the major or minor."

Procedure

All students with an approved second language substitution, whether for 2nd or 4th semester proficiency, should be placed in the SLNG student group. To place the SLNG student group on a student's record, follow the instructions received in your Student Group training: https://upktraining.uits.arizona.edu/odstrack/content/course/toc.html. The remainder of the process is outlined below depending on whether the substitutions is for 2nd or 4th semester proficiency.

2nd Semester Proficiency

The change for 2nd semester proficiency is made with two exceptions:
1) First, a Requirement Change Exception is made to change R521/L10 from 1 course required to 2 courses required.
2) Second, a Course Directive Exception is made to R521/L10 to substitute the 2 approved courses into this area. These can be courses the student has already taken (Enrollment, Transfer, or Test) or courses the student hasn't taken yet (Course Offerings) depending on what was approved by the College Dean.

Please note that the RG number may be different, depending on whether the student has an AGEC or not, so the advisor making the exceptions will need to find this information on the advising report before making the exceptions. Neither of these courses can be used towards major, minor, or general education requirements on the advisement report.

4th Semester Proficiency

For students requiring 4th semester proficiency, a new requirement will appear on the advisement report (R3421) once a student has been entered into the SLNG student group.

Foundation Second Language - Fourth Semester Proficiency (R3421)

Not Satisfied: Consult with your academic advisor for approval of four courses to fulfill the equivalent of the fourth semester language proficiency requirement. Course must be taken for a grade, not for pass/fail.

- Courses: 4 required, 0 taken, 4 needed

▷ **Upper Division Third and Fourth Semester (R3421/L10)**

▷ **Additional Courses to meet Fourth Semester Proficiency (R3421/L20)**

One to two exceptions will need to be made to R3421 depending on the level of the approved courses. The advisor can substitute a maximum of 2 upper division courses into L10; this will allow the courses to share with other areas on the advisement report.

▽ **Upper Division Third and Fourth Semester (R3421/L10)** ◄──── Maximum of 2 courses may be entered here

Satisfied: A maximum of two upper division (300-level or above) courses substituted for the third and fourth semesters of the Second Language Requirement may also apply toward the major or minor. Courses used to fulfill this requirement may also be used to fulfill other requirements.

- Courses: 0 required, 0 taken, 0 needed

After substituting courses to L10, ensure courses are not sharing with any general education requirements as such sharing violates university policy. If courses are sharing with general education additional exceptions will be needed to exclude the second language courses from populating other areas. The exclusion exception would need to be made at the general education line level where the second language course is appearing for a second time (e.g. Tier I INDV or Tier II HUMS).

Once you have addressed any sharing issues, the remaining 1 to 4 courses (lower or upper division) should be directed to L20.

▽ **Additional Courses to meet Fourth Semester Proficiency (R3421/L20)** ◄──── Courses entered here will NOT share anywhere else on the advising report.

Satisfied: Two or more courses (of any undergraduate level) may be substituted to fulfill the remaining semesters of the Second Language, provided those courses are not double-counted toward the major or minor.

- Courses: 0 required, 0 taken, 0 needed

Courses appearing on L20 will NOT share anywhere else on the advisement report. A total of 4 courses must be submitted between lines 10 and 20. If a student has completed a previous first year second language course(s) (e.g. SPAN 101 and/or 102) before being approved for a language substitution, the course(s) can be directed to L20. If, by chance, a student has credit for a third semester language class completed prior to the approval of the language substitution then the third semester course should be directed to L10 instead while the first and second semester are directed to L20.

For more information on how to make exceptions, please refer to the Academic Advising Advanced training manual that was received upon exceptions training. If this handout cannot be located or initial or additional training is required, please contact Brad Hensley (hensleyb@email.arizona.edu).