

## **Procedure for requesting a Foreign Language Waiver**

Simmons College requires students to demonstrate proficiency in three levels of a foreign language. Students are expected to progress through three semesters of the same language to fulfill the requirement and students may choose to take Spanish, French, or other languages.

If a student has feels they are unable to learn a foreign language or have never taken a foreign language due to a diagnosed disability, they should contact the Disability Services Office to discuss a waiver of the requirement.

Disability Services does not have the authorization to waive a college requirement, however, they assist in reviewing documentation to determine if students may be eligible for this waiver. The final determination of the Foreign Language Waiver is determined by the College Administrative Board.

### **Procedure for Requesting a Foreign Language Waiver**

1. Students must contact the Disability Services Office to schedule an appointment with a Disability Services staff member either in person or over the phone. At this meeting, students will complete an intake form and will be informed of the procedure for requesting a Foreign Language Waiver.
2. Students must submit documentation from a licensed professional who is not a family member. The documentation should present a clear diagnosis and relate the current impact of the condition to the ability of the student to learn a foreign language.
3. Once appropriate documentation is submitted, the Disability Services Office will convene to review the documentation. At this time, a determination will be made as to whether or not the information submitted supports a waiver of the foreign language requirement.

*If Disability Services is able to support the student's request for a foreign language waiver, the student must complete the following steps to formally be approved for the waiver of the college requirement:*

4. Complete the Petition to the Administrative Board Form. The petition form is available at the Registrars Office.
5. Write a Personal Statement outlining the reason for the student's request. The statement should also include any challenges they have previously experienced when attempting a foreign language.
6. Once both items are complete, they should be submitted to the Disability Services Office.
7. Disability Services will write a Letter of Support and submit their letter along with the students Petition Form and Personal Statement to the Administrative Board for review.

After the Administrative Board has convened to review their request, students will be notified of the Administrative Boards decision in writing. If the student is officially waived from the requirement, she must successfully complete three culture courses from the list that will be attached to the written notification. There are a wide range of culture courses offered and students have the flexibility to select courses from the list that fit their interests.

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