



Alternate Language Proposal Process Form

Student Name (Last, First, MI):	ID Number:
Student Email:	Student Success Coach:
Phone Number:	Date of Birth:
Proposed non-English Language:	

Purpose:

- The Alternative Language Proposal (ALP) process is for students who are proficient in any language other than English or Spanish.
- This form is used to waive the Language Requirement for the Bachelor of Science in Health Science (BSHS) degree. **Note:** students do **not** receive any credit as part of this waiver.
- Students should submit this form within their first year, prior to March 15 and take the assessment by April 1.

Students Who Completed Secondary Education at a non-English speaking Institution:

1. Submit a transcript demonstrating this education was completed. This transcript will be accepted in lieu of completing a language assessment.
2. Attach the transcript to an [Academic Petition form](#) and submit both forms to One Stop.

Students Who Wish to Have a Non-English Language Assessed:

1. Students who did not complete secondary education at a non-English speaking institution may choose to have their non-English speaking ability assessed.
2. Complete the block at the top of this page; you do not need to complete the essay questions on the second page.
3. Email this ALP completed form to cli-adm@r.umn.edu; enter "Alternate Language Proposal Request" in the email subject line.
4. The language assessment is conducted by the Intercultural Mutual Assistance Association ([IMAA](#)). To take the assessment exam, UMR will complete and email a work order to IMAA. IMAA will contact you to schedule a testing time. This typically takes 1-2 weeks. Students must submit a check for \$50 to IMAA at the time they schedule the assessment.
5. The UMR Language Specialist reviews IMAA scores and determines if the student's level of language proficiency is sufficient. The UMR Language Specialist emails students with either an "approved" or "not approved" letter. This letter will be copied to the student's Success Coach, the Registrar, and CLI Administrative Support and placed in the student's UMR file.

Students Whose Language Cannot be Assessed by IMAA:

1. Complete the following forms and attach together for submission:
 - a. Complete an Academic Petition form stating the language cannot be assessed
 - b. Email cli-adm@r.umn.edu that an IMAA assessor is not available for your desired language. The CLI Team will confirm with IMAA and provide you with a letter.
 - c. Attach this ALP form with the essay questions on the second page completed.
2. Submit all the forms to One Stop who will forward to the Scholastic Committee.
3. Scholastic Committee will email the student and Success Coach with the decision.

