

Department of Foreign Languages and Literatures

Guidelines for Advising for Foreign Language Courses

- 1) For B.A. students, the requirement consists of six (6) hours at the 2000 level (i.e., 2010-2020) or above, or equivalent.
- 2) For B.S. students on the 2015 catalog or prior, the requirement also consists of six (6) hours. These students can satisfy the requirement by completing 1020 and 2010 (if continuing the same language used to meet University admissions requirements) or 1010 and 1020 (if beginning a new language).
- 3) Two years of high school foreign language study is roughly the equivalent of one year at the University level. Ideally, students should begin their foreign language sequence at the intermediate level (2010). However, for numerous reasons, many decide to begin their sequence at the elementary level (1010). Students are advised to complete their foreign language requirement as soon as possible after enrolling at the University.
- 4) Due to our “no-skip” policy, students enrolled in French 1010, for example, must complete the remaining courses in sequence, i.e., 1020, 2010, and 2020.
- 5) If the language chosen was used to meet University admissions requirements, students must take the foreign language placement exam (if they have not already successfully completed a language course at an accredited institution of higher education). The Placement Exam is administered in the Language Media Center [Jones 220] whenever the lab is open, in order to assist students in determining at which particular level they should begin their foreign language coursework. The exams in French, German, and Spanish take at most one hour to complete, and results are delivered instantly upon completion. Although students are strongly recommended to take the course at which they place, the Placement Exam is not binding. It is requested that advisors outside of Foreign Languages not place their advisees in foreign language courses without a placement exam. Students with previous study of foreign language are strongly discouraged from registering in the 1010 level to “hold a spot” prior to taking the placement exam. This prevents other students who do need these seats from registering for them.

Foreign Language Placement Test and Credit by Exam

The foreign language placement exam may not be used to award credit for any student. As it states directly on the Certification of Placement Examination Completion, "No academic credit is given for taking the placement exam. The placement score serves to determine in which course the student should begin (or continue) study of a previously studied foreign language. These results are only valid for one academic year prior to enrolling in the prescribed course. The exam may be taken one time only. After the exam is taken, placement results will be certified...."

Students may not simply take the placement exam and purchase college credit in foreign language courses. To receive college credit in foreign language, students must take a course in foreign language, or must request credit by examination, which is a different process than the placement exam.

To receive credit via placement, the student must take the placement exam, complete the course in which they place with a C or higher, and then apply for retroactive lower division language credit of up to nine semester hours (1020, 2010, 2020) at a cost of \$60 per course. The placement exam tests grammar, vocabulary, and reading comprehension.

To request credit by exam, the student must go to the Registrar's Office to request the form. The Registrar's Office will determine the student's eligibility for credit by exam (i.e. that they have not taken the course previously). The student then returns to the Department, where the Chair must approve the request and then assign a tester to administer the exam. The exam is normally the equivalent of a final examination in the course in which a student wishes to receive credit, and must include listening, speaking, writing, and usually reading comprehension. The assigned tester grades the exam pass or fail, the results are certified, and the student receives credit for the course, though no grade is assigned. Historically, credit by examination is only available in foreign languages for lower division courses. Credit by examination is not allowed for upper division credit.

For students who take the placement examination and place beyond the required level for their particular degree, they may take their certificate of placement to the degree analyst in their college to have their foreign language requirement waived on the degree audit. They do not receive credit for foreign language courses in this way, and the six hours in foreign language normally required for their degree will need to be made up for with other courses, to complete the required 120 semester hours to graduate from the University.

Foreign Language Testing: Jones 220
Registrar's Office: Wilder Tower 003, 678-2810