THE UNIVERSITY OF
MEMPHIS.

University Process Improvement
World Language Retroactive Credit Summary

World Languages & Literature department allows students who are proficient in a language to take a placement test. If the student passes, they will register for a higher-level course. Upon passing the higher-level course the student can request retroactive credit for the lower level course(s). They can receive up to 12 hours of retroactive credit.

Student receives grade of 'C' or better in higher level course:
- Student contacts World Languages & Literature department and request credit hours for the lower level course(s)

Request Retroactive Credit
- World Languages & Literature admin validates student passed higher-level course
- Admin completes Retroactive Credit form
- Form emailed to the student
- Student prints and signs the form
- Student takes form to University Student & Business Services and makes payment
- Return form to World Languages & Literature admin with payment receipt

Process Form:
- Admin receives form and evaluates completed with payment receipt
- Department Chair signs form
- Department Chair emails form to Admissions who posts the credit