LSA | COLLEGE OF LITERATURE, SCIENCE, AND THE ARTS
UNIVERSITY OF MICHIGAN

ACADEMIC STANDARDS AND
ACADEMIC OPPORTUNITIES
www.lsa.umich.edu/students

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Application for Retro-Active Credits

Section I: Student Information (to be completed by student).
[Please note: If approved, *Credit By Exam* will appear on your transcript approximately 2 months after the term has ended.]

If you are taking your language course in order to meet the requirements for retro-active credits, please fill out this form and return it to your language instructor as soon as possible.

Students who entered LS&A before Fall 1997 are not eligible to apply.

PLEASE PRINT:

Today's Date _____

Name _____

Phone _____

ID# _____

Uniqname _____

_____
Month and Year in which you took your placement exam

_____   _____
Course which you are taking to earn Retro-Active Credits   Term/Year Enrolled in Course

Current year/level in LS&A: _____ First Year   _____ Sophomore   _____ Junior   _____ Senior

Did you take AP exam in this foreign language?   _____ Yes   _____ No

Did you receive AP credits?   _____ Yes, How many? _____   _____ No

What is your native language (the first language you acquired in childhood)? _____

In what language were the majority of your high school content courses conducted? _____

I understand the effect that adding this course(s) may have on my program of studies including a possible tuition increase.

_____
(Student Signature)   (Date)

Section II (to be completed by the LS&A Academic Standards Board).

Does the student meet requirements for retroactive credits?   Yes _____   No _____

AP/IB language course(s) and credits on transcript: (1) _____ _____ (2) _____ _____
                                                       Course   Hours   Course   Hours

Language course(s) and retro-credits granted: (1) _____ _____ (2) _____ _____
                                                   Course   Hours   Course   Hours

(Note: Students may receive a maximum of 8 credits toward graduation through AP/IB exam and/or retro-credits program)

Effective Term: _____

Records Office: Please post credits under Credit By Exam.

_____   _____
     Signature, LS&A Academic Standards   Date

Guidelines for Retroactive Credits in
French, German, Hebrew, Latin, Modern & Ancient Greek

Students who entered LS&A before Fall 1997 are not eligible to apply. LS&A students may earn up to a maximum of 8 retroactive credits for prior academic work completed in French, German, Hebrew, Latin, Modern & Ancient Greek. To earn these credits students must complete an upper-level course into which they were placed with a grade of B or better.

The scales is as follows

Result on Departmental Placement Test (the course placed into)	Students must receive a **B or better** In the following course	Number of credits granted retroactively upon Successful completion of the course
Met LS&A language requirement	An upper-level language course taught in the target language: 235, 250, or higher for French 300, 315 or higher for German 301 or higher for Latin 301 or higher for Hebrew 301 or higher for Modern Greek 401, 402 or higher for Ancient Greek (Translation courses and one-credit conversation courses are not allowed. See specific departmental regulations for more information.)	8
232 (202 for Hebrew and Modern Greek and 302 for Ancient Greek)	232 (202 for Hebrew and Modern Greek and 302 for Ancient Greek	4
231, 221, 103, 102, or 101 (201, 102 or 101 for Hebrew and Modern Greek and 301, 103, 102 or 101 for Ancient Greek		No retro-credit granted

Details and Constraints

1. This policy is effective for all students whose first term of enrollment in LS&A is Fall 1997 or after. Students who entered LS&A before Fall 1997 are not eligible for retroactive language credit.

2. Students must successfully complete a designated course on the UM-Ann Arbor campus with a B or better.

3. The course taken to earn retro-credits must be the first college course in the foreign language and must be designated as appropriate for this purpose by that department.

4. Although there is no time limit on retro-credit, students are advised to complete coursework and apply for retro-credits within their first year of enrollment in LS&A.

5. Taking a designated course Pass/Fail disqualifies students from receiving the retroactive credit.

6. Transfer students are not allowed to earn double credit for the same work. That is, transfer students may either receive transfer credits for the foreign language or retroactive credits given through successful completion of the designated course, but not both.

7. Students may receive a maximum of 8 credits through AP/IB examination and/or the retroactive credits. For guidelines on AP/IB credit, consult an LS&A academic advisor or the relevant language department.

8. Retroactive language credits are available only to students who began learning French, German, Hebrew, Latin, Modern & Ancient Greek as a second/non-native foreign language, primarily in a school setting. Students with native language fluency (*i.e*., students who learned the target foreign language in ways other than formal schooling/instruction) are **not** eligible to earn retro-credits in that foreign language. Unusual cases will be addressed by the individual departmental undergraduate advisors.

How to Apply for Retroactive Credits in French, German, Latin, Modern & Ancient Greek

1. If your placement is 232 (202 for Hebrew & Modern Greek and 302 for Ancient Greek), enroll in 232 (202 for Hebrew & Modern Greek and 302 for Ancient Greek). If you have placed out of the language requirement, enroll in a designated upper-level language course in that language.

2. Fill out the *Application for Retroactive Credits*. Return this form to your instructor as early as possible during the term.

3. Complete the course with a grade of B or better.

4. The department will forward it to the LS&A Academic Advising Center or the Honors Program Office for authorization.