

**DEPARTMENT OF MODERN LANGUAGES AND LITERATURES  
POLICY AND PROCEDURE FOR AWARDING  
RETROACTIVE CREDIT IN 201 AND 202**

**A. POLICY**

The Department of Modern Languages and Literatures has a policy of approving retroactive university credit as follows:

1. No credit will be given for native language proficiency.
2. Students with three (3) years of high school language courses (in one language) who complete French, German, Russian, or Spanish 202, or any other language taught at the 202 level or above in our Department, with a grade of B or better the **first time** they enroll in the course, and without previously having received credit (or transfer credit) for 101, 102, 201, or 202, are allowed to claim three (3) hours credit for 201. No letter grade will be recorded for the three (3) credits received for 201.
3. Students with four (4) or more years of high school language courses (in one language) who complete 203 or a higher course with a grade of B or better the **first time** they enroll in the course, and without previously having received credit (or transfer credit) for 101, 102, 201, or 202, are allowed to claim six (6) hours credit for 201 and 202 for that language. No letter grade will be recorded for the six (6) credits received for 201 and 202.
4. A student must be enrolled as a regular student at the University of Nebraska-Lincoln. This means admitted to and enrolled in an undergraduate college. **NOTE:** Registering as a visiting student does not meet this requirement and credit cannot be recorded.

COMMENT: This policy does not extend to 101 and 102 (i.e., credit for 101 and 102 is not granted on the basis of having completed a more advanced course). Students with three (3) years of high school language must take 202 as their first course to be eligible under this policy. Students with four (4) years of high school language must enroll in 203 or a higher course as their first course in order to be eligible.

**B. PROCEDURE**

**It is the student's responsibility to initiate this procedure.**

1. If you have questions, consult the Department of Modern Languages and Literatures, 1111 Oldfather Hall, **BEFORE** registering for your first UNL language course.
2. After completing the more advanced course with a grade of B or better the **first time** you enroll in the course, go to the Department of Modern Languages and Literatures, 1111 Oldfather Hall, with a copy of your grade report to claim your retroactive credit. **THIS MUST BE DONE BEFORE THE END OF THE SUBSEQUENT SEMESTER.**
3. Complete this form and get approval of the Department of Modern Languages and Literatures.
4. Pay a fee equal to one-half resident tuition for these credits at the Bursar's Office, 121 Canfield Administration Bldg.
5. The Bursar's Office will forward the form to Undergraduate Admissions for processing of the credit onto the student's academic record.

Student's Name
Student ID Number
College
Local Address
Local Phone
Circle the high school levels in which you had a full year of language study: 8 9 10 11 12

<b>FOR OFFICE USE ONLY</b>
Approved for ___ hours credit in _____ based on the student's completion of _____ .
_____ Vice Chair of DMLL
Date _____