

**REQUESTING FOREIGN LANGUAGE (FL) CODING FOR A TRANSFER COURSE TAKEN
1) ON A DUKE-APPROVED STUDY ABROAD PROGRAM, OR
2) IN A LESS COMMONLY TAUGHT LANGUAGE NOT OFFERED AT DUKE**

Students are advised to take all their Modes of Inquiry course credits at Duke whenever possible. However, if you participate in a Duke-approved study abroad program, you may be eligible to receive FL coding for a transfer course taken abroad, but **only if it is taken in an immersion setting**, e.g., while you are living with a host family or otherwise engaged actively with the host foreign language speaking culture. No FL coding may be requested for a course taught in a foreign language not native to the host country.

If you seek to satisfy the Foreign Language Requirement (FLR) in a less commonly taught language not offered at Duke, you can request FL coding for a transfer course taken either abroad or domestically at a four-year degree-granting U.S. college or university, provided you have a compelling reason and receive permission from your academic dean to use this language to satisfy the FLR. Since only two domestic courses may be transferred to your Duke academic record, at least one of these courses must be at the advanced level. The FL-requirement may not be met by taking two courses below the advanced level. FL coding may be requested for courses in Latin and ancient Greek with prior approval of the department of Classical Studies.

DEADLINES for Submitting an FL Coding Request

To request an FL coding of a transfer course taken in accordance with one of the two available options noted above you must submit a completed application to the Transfer Course Coding committee in 011 Allen Building by the following deadlines:

- For courses taken in spring or summer, the deadline is the last day of drop/add in the fall term.
- For courses taken in fall, the deadline is the last day of drop/add in the spring term.

If you are away from campus for more than one semester you should submit your FL coding request no later than the last day of drop/add in the semester in which you are back in residence at Duke.

REQUESTING FL CODING of a Transfer Course

Prior to taking the transfer course for which you seek FL coding, you must obtain approval from the Global Education Office (for study abroad) or your academic dean (for a lesser taught language not offered at Duke). If you do not already have such approval for courses taken in the United States, the procedure and necessary form are available at <http://trinity.duke.edu/academic-requirements?p=transfer-credit>.

While taking the course you should bear in mind the documentation requirements, and the justification criteria listed on the Application Form (see below). You must gather the necessary documentation, and locate examples that illustrate how the course actually fulfills the criteria. In considering your request for an FL-code, the coding committee will be looking for clear and compelling evidence, supported by examples from the syllabus and other course materials, that an FL-code is justified.

Please note that if the FL coding you seek already appears in the Study Abroad database for the course, you do NOT need to complete this form.

REQUIRED DOCUMENTATION

The documentation requirements listed on the application below will form the basis for the justification of your request. Once you have assembled all the supporting materials, submit them along with the completed application to the Transfer Course Coding Committee in **011 Allen Building**. Applications will not be returned, but will remain on file; supplementary materials will be returned after final action has been taken.

NOTIFICATION AND AWARDING OF CREDIT

You will be notified via email of the action taken by the committee.

For courses taken in the United States in a less commonly taught language not offered at Duke: the Registrar will add the transfer credit to your Duke transcript only when the approval form is received from your dean and an official transcript showing satisfactory completion of the course (with grade of C- or above) is received from the institution you attended. If you are granted FL coding for the transfer course, the committee will notify the Registrar so that it can be recorded on your transcript. FL-codes will be recorded as soon thereafter as possible.

For courses taken on a Duke-approved program abroad: the Study Abroad office will notify the Registrar's office of credit approved for the course when the official transcript showing satisfactory completion of the course is received from your approved study abroad program or foreign university. The Registrar's office will then add the approved study abroad transfer credit to your Duke transcript. If you are granted an FL-code for the transfer course, the committee will inform the Study Abroad office, which will post the code to the course in the Study Abroad database of approved courses and notify the Registrar's office to post it to your record. Courses taken on a petitioned program will not be added to the database.

APPLICATION FOR FL CODING FOR A TRANSFER COURSE TAKEN EITHER ABROAD OR IN A LESS COMMONLY TAUGHT LANGUAGE NOT OFFERED AT DUKE

Name of Student (last, first, MI) _____ Date _____

Student ID# _____ Student's Major(s) _____

Graduation Date _____ Student's E-mail _____

Name of Institution from which course will be transferred _____

Location _____ Dates Attended: From _____ To _____

Course Number, Title, and Description of the course to be transferred as they appear in the official Bulletin of the transferring institution – Not the Duke equivalent. (*Attach course description*)

URL where this course is described (if available): http:// _____
(*Attach a printout of the course description*)

For **STUDY ABROAD** Courses (Check one):

- _____ Study Abroad course in Study Abroad Database of Approved Courses
- _____ Study Abroad course NOT in Study Abroad Database of Approved Courses

Required Documentation

Please provide the following supporting documentation, which forms the basis for justifying a coding request.
(*Place a checkmark next to each item to confirm that you have attached it.*)

- ___ **1.** A statement justifying your request. (*See 'Justification for FL Coding' below*)
- ___ **2.** Copy of the course syllabus. If the instructor did not provide a syllabus, prepare and submit an outline of topics and sub-topics that were covered in the course.
- ___ **3.** Copy of the title page(s) and the tables of contents of textbook(s), lab manuals (if applicable), and any other assigned books utilized in the course. If a source has both a detailed and an abbreviated table of contents, *provide the more detailed contents*. Circle the chapters in each source that were covered in the transfer course.
- ___ **4.** Copies of selected pages from course materials that you feel contain salient examples supporting your coding request. Course materials include the items listed above, plus handouts, class notes, homework, exams, papers written for the course, on-line reading assignments, etc. (*Note: each page requires a citation indicating its source.*)

Justification for FL Coding

On a separate page, PROVIDE A CLEAR AND COMPELLING EXPLANATION of how the transfer course specifically fulfills the criteria for FL coding. Support your case with at least two salient examples chosen from the documentation you are providing. To assist the committee in locating your examples in your documentation, *highlight or underline* their locations, and *place unique locator numbers* in the left margin adjacent to each highlighted example. Please refer to these specific locator numbers in your explanation. Consult the web site of the appropriate foreign language department for relevant criteria for the FL designation. Your explanation should address:

- 1) how the transfer course fulfills each individual criterion (e.g. contact hours). Support your explanation with at least two examples from the documentation you are providing; and
- 2) List the courses in this language that you have taken at Duke (if any) and the semesters you were enrolled in them.

Take this form and the supporting documentation to the department which originally approved the transfer credit for the course for which you are seeking FL coding. Normally this should be obtained from the office of the Director of Undergraduate

Studies. *In the case of lower-level(100 and 200-level) courses in French, German, Italian, Portuguese, or Spanish, obtain the endorsement from the office of the Director of the Language Program.*

Departmental Endorsement of FL Coding (to be completed by the departmental representative)

1. I have reviewed the materials for the course entitled _____
and I recommend an FL code for it.
 I DO NOT recommend an FL code for it.

If this is a Study Abroad course, should the FL code be posted to the course in the Study Abroad database?

- YES
 NO

2. Should the 100 or 300 number of the course be changed to a specific Duke equivalent?

- YES
 NO

If YES, to what number should it be changed? _____

If this is a Study Abroad course, should the number be changed in the Study Abroad database?

- YES
 NO

Print Name Signature

Title / Department Date

-----END OF APPLICATION-----

ACTIONS TAKEN BY CODING COMMITTEE

- FL coding approved** **FL coding not approved**

Associate Dean for the Committee on Coding of Transfer Courses

Date

- Post the FL code to the Study Abroad Database**
 DO NOT post the FL-code to the Study Abroad Database

(last revised: 2/2012)