

Department of Foreign Languages: Advanced Placement Credit Policy. Information for Instructors.

On the first day of class, instructors should determine how much prior language experience students in the introductory sections have had in order to place them at the right level, since it is neither in the student's interest or the best interests of the class as a whole to remain at too low a level. Instructors will probably want to have students fill out a departmental "Student Information Sheet" to gather this information. Instructors should explain the department's advanced placement credit policy, since it represents a very real incentive for moving up to a higher level. The description in the University Bulletin is as follows:

ADVANCED PLACEMENT CREDIT POLICY It is to the advantage of students to begin their study of a foreign language at the highest possible level because they can gain college credits through advanced placement. Students who have had three to five years of a foreign language in high school may wish to take the CLEP examination in that language and earn as many as twelve (12) semester hours of lower-division credit. On the basis of the Foreign Language department's evaluation of their previous foreign language training and/or proficiency test scores, students may also elect to begin in the second semester of the introductory sequence, or the first semester of the intermediate sequence, and qualify for advanced placement credit. By earning a "C" or better in the higher level course the student may petition the department for either 3 or 6 semester hours of introductory-level credit. Native speakers are not eligible.

An additional advantage of starting at a higher level is to be farther along in the path to a major, minor, or IS concentration. At the conclusion of the first class, the instructor should explain to the students what they need to do. They will need to give their J-number and name to the secretary, as well as the CRN of the higher class in which they wish to enroll. We try to save enough spaces in the second-semester introductory and first-semester intermediate classes to accommodate these students, but it may sometimes be necessary for the secretary to enter a closed-course override as well. Once the overrides have been entered, students will have to register themselves. They may use the computers in the LRC for this. Currently, students may drop and add without penalty on the first three class days. If changes are made after this, we can fill out a paper form and indicate that it is an administrative change so that the penalty will be waived. We should try to avoid delaying these changes, however. The Department also has the power to withdraw students administratively from classes if we feel that they are overqualified. Please note also that no retroactive credit is given for successful completion of courses beyond the first-semester intermediate. This may seem arbitrary, but a limit had to be placed somewhere.

Students should also be informed that this credit does not appear automatically: after completing the course in question, they should fill out an "Advanced Placement Certification Form", which is available in the Department. Their instructor will need to sign it, certifying that they have earned a C or better. The form will then be submitted for credit.