

Attach receipt here _____

APPLICATION FOR LANGUAGE RETROCREDIT
Northern Arizona University, Department of Modern Languages

Name: _____ NAU ID# _____

Phone: _____ NAU Email: _____ Major: _____

High School name and address: _____

High School language teacher's name: _____

I am currently enrolled in:

Course prefix & # (i.e. SPA 102)	Semester / Year	Instructor name	Grade (leave blank)

This must be the first foreign language course in this language you have taken at a university or community college. Students are not eligible for retroactive credit in a language they have earned credits at the university or community college level (this includes CLEP and AP credits). Students are not eligible to earn retrocredits in the same language that was taught at the high school from which they graduated (for example, if your high school was a Spanish-speaking high school, you are not eligible for Spanish retrocredit). Retrocredits are only valid at NAU; they do not transfer to other institutions. See table below for retroactive credits earned if grade is B or better:

B or better in	Credit Earned for course	Retroactive credit earned	Total Credits earned
102	4	4 (101)	8
201	4	8 (101,102)	12
202	4	12 (101,102,201)	16
303	3	16 (101,102,201,202)	19

DEADLINE: You must apply for retroactive credit within the first four weeks of the semester in which you are attempting the language. If you have any questions about your eligibility please consult with Dr. Klocke before you file the application.

FEE: There is a \$30 *non-refundable* processing fee for the retrocredit application. You must go directly to the Bursar's office window to make the payment. You cannot pay on-line; this charge will not appear on your Louie Account. Upon payment, you will receive a receipt that you must attach to this application. Return the completed form with the receipt to the Modern Languages department.

For Departmental Use only:	
Approved for _____ retrocredits	Dept. Stamp _____

Dr. Astrid Klocke Modern Languages	

Todd Cly NAU Admissions	Grade of B or better received in current semester _____

NORTHERN ARIZONA UNIVERSITY
Department of Modern Languages
Retroactive Credit

Qualifications: This must be the first course in this language you have taken at NAU or any other university or community college (this includes CLEP and AP credit). Students are not eligible for retroactive credit in a language they have earned credits for at the university or community college. (Students who have taken language courses in high school, have acquired language skills from travel/living abroad, family of origin, etc. are some examples of the students who are eligible for retro credits.) Retrocredits are only valid at NAU, they will not transfer to another institution.

If a student successfully completes the NAU language course (with a grade of B or better), the student receives credit hours for the course they are enrolled in and the appropriate number of un-graded retroactive credit hours. If you receive a C, you will pass the course but will not earn the retroactive credits. Students are not allowed to attempt to earn retroactive credits in the same language more than once during their college career. **Participation in this program is by application to the Department of Modern Languages which retains final authority to adjudicate exception cases.**

Procedure: Based on their previous experience, students enroll at their predicted entry level. Normally, predicted entry level is calculated by assuming that 1 year of high school language is the equivalent to 1 semester of college language. Students must apply for retroactive credit during the semester in which they are enrolled in the retroactive credit eligible course.

Deadline: You must apply for retroactive credit within the first four weeks of the semester in which you are attempting the language.

Cost: A \$30 non-refundable processing fee is required to be paid to the Bursar's office. Student must get a receipt and attach it to the application prior to submitting it. *This fee is non-refundable.* Make sure you are eligible for retrocredits before you pay the fee and file the application.

Processing timeline: Retro credits will be posted to the student's transcript 6 weeks after final grades are posted.

RETROACTIVE CREDIT POLICY

Students who apply for retroactive credit and earn a B or better in:

- A) 102 - will be given retroactive credit for the corresponding 101 course upon successful completion of 102
- B) 201- will be given retroactive credit for the corresponding 101 & 102 courses upon successful completion of 201
- C) 202 - will be given retroactive credit for the corresponding 101, 102 & 201 courses upon successful completion of 202
- D) 303 - will be given retroactive credit for the corresponding 101, 102, 201 & 202 courses upon successful completion of 303

Retroactive Credit Level Course Equivalency

Courses for which retroactive credit may be awarded are 101, 102, 201 & 202 (CHI, FRE, GER, JPN, NAV, SPA, and RUS). You may not be able to earn 12 or more retroactive credits in ARB and ITA due to lack of availability; you can plan to earn credit for 101 and 102.

Retroactive credits will only be awarded for 101, 102, 201 & 202. The maximum number of retroactive credits allowed will be 16 hours.

Should you have any questions about the above, please consult:

Dr. Astrid Klocke, Department of Modern Languages
Astrid.Klocke@nau.edu

Revised 9/12/2008