



Application for Retroactive Credit

Office of Student Services 1402 Washington Heights Ann Arbor, Michigan 48109-2013 734.764.4472

Section I: Student Information (to be completed by the student).

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

Retroactive Credits appear on your transcript approximately 2 months after the end of the term as “Credit by Exam”.

PLEASE PRINT: Today’s Date: _____

Name: _____ Phone: (_____) _____

UMID#: _____ Uniqname: _____

Advisor: _____

Month and Year in which you took your language placement exam

Course which you are taking to earn Retroactive Credits Term/Year

Current year/level in Kinesiology ____ 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 language you acquired in childhood)? _____

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

Signature of Student

Section II: (to be completed by the School of Kinesiology Office of Student Services)

Does the student meet requirements for retroactive credits? Y / N

AP language course(s) and credits granted: (1) _____ (2) _____
Course Hours Course Hours

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

Effective term: _____

Signature, School of Kinesiology, Director, Office of Student Services

Date

Guidelines for Retroactive Credits in French, German, Hebrew, Latin and Spanish

Kinesiology students may earn up to a maximum of eight (8) retroactive credits for prior academic work completed in French, German, Hebrew, Latin, and Spanish. To earn these credits students must complete an upper-level course into which they were placed with a grade of B or better.

The scale is as follows:

Result on Departments 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 language requirement	An upper-level language course taught in the target language: 235, 250 or higher for French 300 and 325 or higher for German 301 or higher for Latin 250 and 270 or higher for Spanish but not 290 301 or higher for Hebrew (Translation courses and once-credit conversation courses are not allowed. See specific departmental regulations for more information.)	8
232 (202 for Hebrew)	232 (202 for Hebrew)	4
101, 102, 103, 221, 231 (101, 102, 201 for Hebrew)		No retro-credit granted

Details and Constraints:

1. This policy is effective for all students whose first term of enrollment is fall 1997 or after. Students who entered UM 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.
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. This 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 eight (8) credits through AP examination and/or the retroactive credits. For guidelines on AP credit consult a Kinesiology academic advisor.
8. Retroactive language credits are available only to student who began learning French, German, Hebrew, Latin or Spanish as a second/non-native foreign language, primarily in a school setting. Students with native language fluency (i.e., student 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 department.

How to Apply for Retroactive Credits in French, German, Latin, and Spanish

1. If your placement is 232 (202 for Hebrew), enroll in 232 (202 for Hebrew). If you have placed out of the language requirement enroll in a designated upper-level course in that language.
2. Complete the course with a grade of B or better.
3. Fill out the *Application for Retroactive Credits*. Return this form to Room 1118 Observatory Lodge.