

**THIS IS THE PLACEMENT POLICY FOR SPANISH. FOR FRENCH AND JAPANESE PLEASE CONSULT THE SPECIFIC DOCUMENT.**

The Placement Policy is designed to place students in a language course appropriate to their background and level of language competency and fluency. The Placement Policy aims to create the best possible learning environment for all students.

#### **A. General Placement Information**

Students who are enrolling for the first time in Spanish at the University of Lethbridge should note the following:

1. Students must enroll in courses for which they have the prerequisite course listed in the University Calendar. **In addition**, in order to confirm their enrollment in Spanish 1000, 1100, 2010 or 2020, **all students must complete the Student Information Form and, if required, the Placement Test.**
2. Students who have knowledge of Spanish that is not recognized on their official transcript must contact the Spanish Coordinator and take the Placement Test or the Advanced Placement Test (see section F below) in order to be placed at the appropriate level.
3. The Department of Modern Languages reserves the right to place students in the Spanish course appropriate to their level of language competency and fluency. Students must enroll in the course in which they are placed after taking the Placement Test. These decisions are final.
4. Providing misleading or false information at any stage in the placement process will be considered an instance of academic dishonesty for which there are serious consequences. Please see the "Student Discipline Policy – Academic Offences" section in the University of Lethbridge Calendar.

#### **B. Placement in Spanish Beginners' I: SPANISH 1000**

1. All students must complete the Student Information Form.
2. Students without any high school credit in Spanish (or less than grade 9) should enroll in Spanish 1000. This course is designed for students with little or no knowledge of the Spanish.
3. Students who are fluent in Spanish due to personal circumstances (travel, work, relatives, etc.) should not enroll in SPAN 1000. They should contact the Spanish Coordinator for advice.

#### **C. Placement in Spanish Beginners' II: SPANISH 1100**

1. All students must complete the Student Information Form.

2. Students who have received credit for Spanish 1000 enroll in Spanish 1100.
3. Students with Spanish 20-6Y or 30-3Y should enroll in Spanish 1100.
4. Credit for Spanish 1100 will not be granted to students with Spanish 10-9Y, 20-9Y, 30-6Y or equivalent (see section G below).
5. Students who are fluent in Spanish due to personal circumstances (travel, work, relatives, etc.) should not enroll in SPAN 1100. They should contact the Spanish Coordinator for advice.

**Note:** Students who were awarded matriculation level standing (Alberta 30 or equivalent) in Spanish five or more years prior to their resumption of study of the language may enroll in Beginners' courses (1000 and/or 1100) for credit after completing the Placement Test. These students must make arrangements with the Spanish Coordinator by the third day of university classes.

#### **D. Placement in Spanish Intermediate I: SPANISH 2010**

1. All students must complete the Student Information Form.
2. Students who have received credit for Spanish 1100 must enroll in Spanish 2010.
3. Students with Spanish 10-9Y, 20-9Y, 30-6Y or equivalent should enroll in Spanish 2010.
4. Credit for Spanish 2010 will not be granted to students with Spanish Language Arts 30, Spanish 30-9Y, or equivalent (see section G below).
5. Students who are fluent in Spanish due to personal circumstances (travel, work, relatives, etc.) should not enroll in SPAN 2010. They should contact the Spanish Coordinator for advice.

#### **E. Placement in Spanish Intermediate II: SPANISH 2020**

1. All students must complete the Student Information Form.
2. Students who have received credit for Spanish 2010 must enroll in Spanish 2020.
3. Students with Spanish 30-9Y, Spanish Language Arts 30 or equivalent should enroll in Spanish 2020.
4. Students who are fluent in Spanish due to personal circumstances (travel, work, relatives, etc.) should not enroll in SPAN 2020. They should contact the Spanish Coordinator for advice.

#### **F. Advanced Placement**

Students who have knowledge of Spanish at a level not recognized on their official transcripts must fill the Student Information form. They may be required to take the Advanced Placement Test in order to be placed at the appropriate level. For example, students who have spent time working in a Spanish environment, whose first

language is Spanish or whose parent's first language is Spanish. Students may voluntarily apply for Advanced Placement. Students must note the following:

1. Students must contact the Spanish Coordinator by the third day of University classes in the fall and spring semesters.
2. Advanced Placement in the 1100, 2010 and 2020 level courses is granted by the Spanish Coordinator.
3. Advanced Placement is based on a test and/or an interview.
4. In order to receive Advanced Placement a student must obtain a B grade or higher on the test and/or interview.
5. Advanced Placement in 3000/4000 level courses is granted by the course instructor, with the approval of the Chair. Students may be required to write the Advanced Placement Test.
6. A student who successfully completes the course in which Advanced Placement was granted may not subsequently take for credit the lower level courses waived.
7. No credit is assigned for courses waived by the Advanced Placement.

#### **G. Non-Credit Courses**

The grades from courses taken without credit are included in the student's grade-point average. Courses taken without credit may not be used to fulfill the University of Lethbridge General Liberal Education Requirement and may not count toward the number of courses required for a degree.

#### **H. Transfer Students**

Students who have been awarded transfer credit for Spanish courses at other post-secondary institutions should consult with Spanish Coordinator to ensure that they are enrolled in an appropriate course.

#### **I. Placement Test Procedures**

1. Placement procedures (Student Information Form and Placement Test) will be carried out before and/or at the first class meeting of all 1000, 1100, 2010 and 2020 level Spanish courses.
2. Students absent from the first class meeting must contact the Spanish Coordinator by the third day of University classes to arrange for placement procedures to ensure proper course placement by the add/drop deadlines.
3. For students seeking advanced placement, see section F above.

**WHEN IN DOUBT, STUDENTS ARE URGED TO CONSULT WITH THE SPANISH COORDINATOR.**