

THIS IS THE PLACEMENT POLICY FOR JAPANESE. FOR FRENCH AND SPANISH 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 Japanese 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 Japanese 1000, 1100, 1500, 2000, 3001 **all students must complete the Student Information Form and, if required, the Placement Test.**
2. Students who have knowledge of Japanese that is not recognized on their official transcript must take the Placement Test in order to be placed at the appropriate level. For example, students who have spent some time in Japan or whose parents speak Japanese must contact the Japanese Section Coordinator regarding taking the Placement test. (See section F below)
3. The Department of Modern Languages reserves the right to place students in the language course appropriate to their level of language competency and fluency. These decisions are final.
4. Students will not receive credit for taking courses lower than the one they are placed in after taking the Placement Test.

Note: 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, however they are included in the student's grade-point average.

5. 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 1000 BEGINNER I COURSES

(All students must complete the Student Information Form)

1. Students without any high school credit or college/university credit in Japanese should enroll in the Beginner I course (JPNS 1000). This course is for students with little or no knowledge of the language.

2. **Students with Japanese 10, 20, 30 are typically placed in JPNS 1000** but should complete the Student Information Form and the Placement Test on the day classes start to determine if they should enroll in JPNS 1000, 1100, or 1500.

Note: Students who have studied Japanese five or more years prior to their resumption of study of this language may enroll in Beginners' courses (1000 and/or 1100) for credit after completing the Placement Test. These students must make arrangements with the Japanese Section Coordinator by the third day of university classes.

C. PLACEMENT IN 1100 BEGINNER II COURSES

(All students must complete the Student Information Form)

Students who have received credit for JPNS 1000 or equivalent should enroll in the JPNS 1100 course (Beginner II).

D. PLACEMENT IN 1500 INTERMEDIATE I COURSES

(All students must complete the Student Information Form)

Students who have received credit for Japanese 1100 should enroll in the JPNS 1500 (Intermediate I) course.

E. PLACEMENT IN 2000 INTERMEDIATE II COURSES

(All students must complete the Student Information Form)

Students who have received credit for Japanese 1500 should enroll in the 2000 (Intermediate II) course.

F. TRANSFER STUDENTS

Students who have been awarded transfer credit for second language courses at other post-secondary institutions should consult with the Department Academic Advisor to ensure that they are enrolled in an appropriate course.

G. PLACEMENT TEST PROCEDURES

1. Placement procedures (Student Information Form and Placement Test) will be carried out at the first class meeting of all 1000, 1100, 1500, 2000, 3000 level courses.
2. Students absent from the first class meeting must contact the Section Coordinator by the third day of University classes to arrange for placement procedures to ensure proper course placement by the add/drop deadlines.

WHEN IN DOUBT, STUDENTS ARE URGED TO CONSULT WITH THE JAPANESE SECTION COORDINATOR.