

Department of Modern Languages
Guidelines for Presentation of Course Material
to be Evaluated for Transfer Credit

1. **Application for transfer credit** must be made **through the Office of Admissions at the University of Lethbridge**. When presenting your study materials to **Admissions** (as outlined in Section 2. below), state exactly which courses you wish to have evaluated for transfer credit. It should be noted that the Department of Modern Languages evaluates the following course work **only**: French/German/Japanese/Spanish language and literature, culture and civilization and phonetics, as well as courses in linguistics. Course work in all other fields (e.g., history, sociology, psychology, etc.) should **not** be submitted to the Department of Modern Languages. **Please arrange with Admissions to have your course materials evaluated by the appropriate department(s)**. **N.B.** Admissions will require an official transcript of grades from your off-campus courses at the time you present your study materials.
2. **All work to be evaluated for transfer credit should be organized as follows:**
 1. Place material in a **3-ring binder**. Include **photocopy of course description(s) from calendar (mark clearly on the photocopy which course(s) you took), course outline(s), class notes, hand-outs, tests, exams, graded assignments and any other pertinent documents**. **At the front of the binder**, insert a title page with your **name and phone number** at which you can be reached. Evaluators sometimes need to contact students for clarification of questions that arise during the evaluation process. If your evaluation for transfer credit must be completed by a certain date, be sure to indicate this in a note placed at the front of the binder.
 2. Use tabbed **dividers** to separate material for each course. Label each section **by course number and title**.
 3. You should submit as well **text(s), workbook(s), cassette(s), and any other relevant study materials**. **Indicate clearly on all of these materials for which course(s) they were used**.
 4. If the calendar description or course outline does not adequately describe the course(s) taken (e.g., texts used, method of evaluation, number of class hours, etc.), or if you have not provided certain of the class materials as described in items 2 a. and c., **please insert a page describing the course(s) and/or explaining why some materials have been omitted**.
3. Please arrange with the Registrar to have a copy of your **official University of Lethbridge transcript forwarded to the Department of Modern languages**. An official transcript is required to aid the Department in determining whether the level of your off-campus courses is high enough for you to be awarded transfer credit. The Department must also verify that your off-campus courses do not duplicate work for which you have already received credit.
4. **It is the student's responsibility to see that the above guidelines are followed**. The Department of Modern Languages regrets that the evaluation for the transfer credit **cannot** begin until **all** the guidelines have been met.