



Department of Modern Languages and Literatures
The University of Winnipeg
Transferring French Studies Credits

A. General Regulation

Students wishing to study at another post-secondary institution and to pursue the possibility of receiving credit for these studies are required to complete, prior to attending that institution, a Letter of Permission (LOP). On this form (obtained from Student Central or on line), students must list the off-campus French Studies courses(s) that they plan to take, and make an appointment with the Department Chair or designate to review it. Students have to bring the completed LOP form, with payment, to Student Central. Once back on campus, students must make an appointment with the Department Chair or designate and submit all of the following:

1. The official mark transcript from the host university;
2. Detailed course outlines;
3. All class material, including notes, assignments, tests and/or exams.

The Department Chair or designate will assess the above for course content and successful completion of program. A transfer credit request will not be reviewed without the above.

B. Explore - Second Language Spring or Summer Program

Students in the *Explore Program* cannot complete the Letter of Permission (LOP) prior to departure, because they take a placement test when they arrive at the host institution, and are placed in the appropriate course according to the test results. Once the *Explore Program* completed, they must:

1. Follow the General Regulation (See A, 1, 2, 3 above) for their program assessment by the Department. They must bring their material for review to the Department Chair or designate, not to The University of Winnipeg or Student Central.
2. After the Department assessment, students must complete the Letter of Permission (LOP) and submit it with payment at Student Central, for the official transfer to take place. The Department will sign the LOP received from Student Central.

C. Transfer Credit Criteria

1. Transfer credit is possible for a course successfully completed and meeting the academic criteria of the French Studies Program of The University of Winnipeg: oral and written components, assignments, tests and/or exams.
2. A 5-week *Explore Program* fully completed and meeting all the criteria listed above (C. 1) will be transferred as 3 credits of FREN-1000 Elective Language.
3. Students completing a 2nd 5-week *Explore Program* may receive an additional 3 credits of FREN-1000 Elective Language, provided the criteria listed above (A. 1, 2, 3; C. 1) are met.

Limits in Transfer Credit:

1. The maximum transfer credit is FREN-1000 (3) twice (for a total of six credits).
2. Students taking a 3rd *Explore Program* will not receive any extra credit.
3. *Explore Programs* are not credited for other courses (like FREN-1001 (6), FREN-1111 (6), etc.).

D. Transferring Credits and Subsequent Registration in French Studies Courses

Students who enroll in a French Studies course at the University of Winnipeg and subsequently receive a transfer credit for that course can add/drop within the allowed time period (refer to current UW Calendar for specific dates). In this case, students need to consult the Department (Room 3Co2; Ph.: 204-786-9107), or WebAdvisor, for space availability. **(Effective Fall 2012)**