REQUEST OF MODERN LANGUAGES
PROFICIENCY CREDIT

1.) Please read all instructions/information before completing the request.
2.) For institute policy, reference section XII, item b. of the Student Rules and Regulations in the General Catalog.
3.) The School of Modern Languages does not offer Advanced Standing examinations, although students may receive advanced standing credit for up to two modern languages courses in the same language of study for a total of 6 to 8 credits upon successful completion (with a C or higher) of coursework as outlined in numbers 4 and 5 below.

4.) The only courses for which Advanced Standing credit may be given are 1001, 1002, 2001, and/or 2002 in the languages currently offered in the School of Modern Languages at Georgia Tech. No 3000 - or 4000 - level Advanced Standing credit will be granted.

5.) For students seeking Advanced Standing Credit for 1 course (3-4 credits), there are four options:

<table>
<thead>
<tr>
<th>Advanced Standing Credit:</th>
<th>Required course(s) to successfully complete (with a grade of C or higher) before applying:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1001</td>
<td>1002 2001</td>
</tr>
<tr>
<td>1002</td>
<td>2001 N/A</td>
</tr>
<tr>
<td>2001</td>
<td>2002 N/A</td>
</tr>
<tr>
<td>2002</td>
<td>3XXX or 4XXX N/A</td>
</tr>
</tbody>
</table>

For students seeking Advanced Standing Credit for 2 courses (6-8 credits), there are three options:

<table>
<thead>
<tr>
<th>Advanced Standing Credit:</th>
<th>Required course(s) to successfully complete (with a grade of C or higher) before applying:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1001</td>
<td>1002 2001</td>
</tr>
<tr>
<td>1002</td>
<td>2001 2002 3XXX or 4XXX</td>
</tr>
<tr>
<td>2001</td>
<td>2002 3XXX or 4XXX</td>
</tr>
</tbody>
</table>

6.) A fee of $90.00, per course, is required up to a maximum of two courses.
7.) A student must be currently enrolled to request credit. Special Students are not authorized to request this credit.
8.) Complete the personal identification items requested.
9.) Upon completion of the form, the student will drop it off at the front office of the School of Modern Languages in the Swann Building (116 Administrative Suite, 613 Cherry Street). Signed forms will be available for pick-up from the front office by 9 a.m. on the Wednesday of the following week. Completed forms may be emailed to the Undergraduate Advisor in the School of Modern Languages.
10.) Once the recommendation is obtained, take the request to the Bursar’s Office (at Lyman Hall) and pay the $90.00 per course fee. Be sure that the Bursar’s Office records the course number(s) on the receipt.
11.) Submit the request form and fee receipt to the Registrar’s Office in room 103 of Tech Tower.
12.) Registrar personnel will enter the fee receipt number on the request and return the receipt to the student. The authorization request form will be left in the Registrar’s Office.
13.) Registrar personnel will verify with the School of Modern Languages that the credit has been approved and record the credit on the transcript.
REQUEST OF MODERN LANGUAGES
PROFICIENCY CREDIT

Name: 
Phone: 
GTID #: 
Email: 
Major: 
Expected Graduation Date: 
Year 
GPA: 
Fall 
Spring 
Summer 
Advanced Standing:
Good 
Warning 
Probation 

Check the course or courses (at most 2) for which you are seeking advanced standing credit:
1001 
1002 
2001 
2002 

Check the total credit hours for which you are seeking advanced standing credit:
3 
4 
6 
7 
8 

Check the language of study:
Arabic 
Chinese 
French 
German 
Japanese 
Korean 
Russian 
Spanish 

I have completed the following upper level courses that are justification for this credit:

<table>
<thead>
<tr>
<th>COURSE NAME</th>
<th>CREDIT HOURS</th>
<th>GRADE</th>
</tr>
</thead>
</table>

SIGNATURES REQUIRED

Student Signature 
Date 

SCHOOL of MODERN LANGUAGES

Printed Name 
Signature 
Date 

REGISTRAR’S OFFICE ONLY

Bursar Fee Receipt No. - date - 
Verified By 
Registrar’s Signature 
Date 

Request of Modern Languages 
Georgia Institute of Technology 
Proficiency Credit 
Office of the Registrar 
registrar.gatech.edu 
comments@registrar.gatech.edu 
phone 404-894-4150 
Fax 404-894-0167