

- 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:

Advanced Standing Credit:	Required course(s) to successfully complete (with a grade of C or higher) before applying:	
1001	1002	2001
1002	2001	N/A
2001	2002	N/A
2002	3XXX or 4XXX	N/A

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

Advanced Standing Credit:		Required course(s) to successfully complete (with a grade of C or higher) before applying:	
1001	1002	2001	2002
1002	2001	2002	3XXX or 4XXX
2001	2002	3XXX or 4XXX	3XXX or 4XXX

- 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.

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:

COURSE NAME	CREDIT HOURS	GRADE
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**SIGNATURES REQUIRED**

Student Signature

Date

SCHOOL of MODERN LANGUAGES

Printed Name

Signature

Date

**REGISTRAR'S OFFICE ONLY**

Bursar Fee Receipt No. - date

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Verified By

Registrar's Signature

Date