

How to obtain transfer credit from the Department of Romance Studies for courses taken abroad:

Courses you take abroad may offer Duke credit, transfer credit, or both ([Duke GEO website](#)). It is important to understand how the courses you take abroad may satisfy requirements and/or factor into graduation progress

Please consult the following page on the [GEO website](#) which explains in detail the different types of credit you may request for the courses you take abroad.

If you are interested in Transfer Credit ONLY (no FL credit), please follow the instructions below for Transfer Credit Requests:

- ☐ If you are seeking transfer credit for courses in French, Haitian Creole, Italian, Portuguese or Spanish that are **not listed in the [GEO approved course database](#)**, you need to do the following three steps before your program starts:
 1. Request approval through the Global Ed website: <https://courses.globaled.duke.edu/>
 2. Upload the course syllabus through the above website. The syllabus must include a detailed description of the course, contact hours, structure, required readings, etc.
 3. Submit the Romance Studies Information Sheet (**pg. 2 of this document**) to the Romance Studies Undergraduate Program Coordinator at nancy.cruz@duke.edu

**This process can take up to two weeks, so please be mindful and plan ahead as much as possible.*
- ☐ You will receive pre-approval for generic transfer credit (i.e., with no specific course equivalent) at the 100, 200, or 300 level. Ideally, you will obtain approval before you leave for your program. If your course changes after you arrive at your program, you should immediately repeat the three steps above to seek transfer credit approval for the different course. If you do not obtain approval for a course before your program starts, you will apply retroactively for approval and if you postpone approvals until after you return, there is **no guarantee of credit**.

If you need to apply for Foreign Language (FL) credit for a course (whether on a Duke-approved program or a petitioned program):

- ☐ If you need a course to satisfy the FL requirement, you must complete the steps above for Transfer Credit Requests **before** your program begins **AND** also apply for FL Coding **upon completing the course**:

**Note to PRATT students: Having the transfer credit posted to your transcript for your semester abroad should suffice for your humanities and social science FL requirement. Check with your academic dean to confirm.*

- ☐ **While abroad**, collect all course materials (syllabus, graded oral & written homework, tests etc.) to include along with your application upon return from your program.

- ☐ **Upon Return, before the end of drop/add of the semester following your time abroad**, Spanish, French, and Portuguese students seeking FL credit email the completed [FL mode of inquiry request form](#) and supporting documents all in one email as attachments in .pdf or .doc format to nancy.cruz@duke.edu. Pictures taken with your phone are discouraged as they are oftentimes difficult to read. All materials need to be clearly labeled. Any failure to submit clear materials and supporting documents may delay your application and approval.

*** Italian** Students seeking FL credit must also submit the [Italian Portfolio](#) and schedule an oral interview (UNLESS the course they are taking abroad is on the GEO approved course database) with the Italian Language Program Director fellin@duke.edu / della.chambless@duke.edu. The portfolio and [FL mode of inquiry request form](#) must be submitted at the same time by completing this [QUALTRICS](#) the first week of the semester upon return.

- ☐ **Final review** of your request will be conducted by the Dean of Courses and Curriculum. You will be informed by email when your request has been evaluated.

**You may be asked to take a proficiency test to demonstrate level-appropriate skills. If you are enrolling in a language class in the semester you return, submit materials immediately on your return during the first week of classes.*

**Questions can be emailed to the Romance Studies Undergraduate Program Coordinator at nancy.cruz@duke.edu*

Department of Romance Studies Study Abroad Course Approval Information Sheet

Date _____

First Name _____ Last Name _____

Program _____ Country _____ City _____

Term: ☐ Fall ☐ Spring ☐ Summer Year: _____

Course Number _____ Course Title _____ Type of Credit _____

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Please attach syllabus (if available) or as detailed a description as possible including contact hours. (Note that all course materials—syllabus, graded oral and written homework, tests, etc. must be submitted at the time of application for FL mode of inquiry.)

Is this course listed in the GEO database of approved courses? ☐ Yes ☐ No

Is this request part of a petition for a non-approved program? ☐ Yes ☐ No

What type of credit are you seeking? *(Check any that apply.)*

☐ Course credit toward graduation only

☐ Trinity FL mode of inquiry credit

Credit for: ☐ Major or ☐ Minor in the Department of Romance Studies (current or planned)

In which language/subject: _____

What is your expected date of graduation?

Fall ☐ Spring ☐ Summer ☐ Year: _____

Please list the foreign language courses you have taken at Duke or in other programs abroad (include semester taken), indicating which ones you received the Trinity FL mode of inquiry:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

(Please allow at least two weeks for review and processing of your request.)