

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.

Select the category from the table below that applies to your situation and follow the link to instructions on how to apply for credit and when.

(A) Transfer credit only (FL not needed) / course on GEO database	(B) Transfer credit only (FL not needed) / course NOT on GEO database
(C) FL credit needed / course on GEO database	(D) FL credit needed/ course NOT on GEO database

TRANSFER CREDIT ONLY (FL NOT NEEDED)

A. I am requesting Transfer credit (graduation credit only, FL not needed) for a course on the GEO database of pre-approved courses

→ Follow these steps before your program starts:

1. Verify that the course you will take is on the [GEO approved course database](#),

[THIS COMPLETES YOUR REQUEST FOR TRANSFER CREDIT ONLY \(FL not needed\) FOR A GEO APPROVED COURSE](#)

B. I am requesting Transfer credit for a course NOT listed on the [GEO database of pre-approved courses](#)

→ Follow these three steps before your program starts:

1. Request approval through the GEO website: <https://courses.globaled.duke.edu/>
2. Upload the course syllabus through the above GEO website. The syllabus must include a detailed description of the course, contact hours, structure, required readings, etc.
3. Immediately submit the Romance Studies Information Sheet (*pg. 4 of this document*) to rsstudyabroadpetition@duke.edu

**This process can take weeks, so please be mindful and plan ahead as much as possible.*

Ideally you will obtain pre-approval for generic transfer credit (i.e., with no specific course equivalent) at the 100, 200, or 300 level 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.

[THIS COMPLETES YOUR REQUEST FOR TRANSFER CREDIT ONLY \(FL not needed\) FOR COURSE NOT ON GEO LIST](#)

REQUEST FOR FOREIGN LANGUAGE (FL) CREDIT

C. I am requesting FL credit for a course on the [GEO database of pre-approved courses](#)

➔ Follow these three steps **before your program starts**:

1. Verify that the course you will take is on the [GEO approved course database](#),
2. **While abroad**, collect all course materials (syllabus, graded oral & written homework, tests etc.) to include along with your FL application upon return from your program.
3. **Upon Return, before the end of drop/add of the semester following your time abroad (especially if you are enrolling in a language class the semester you return, submit materials immediately on your return during the first week of classes)**, Spanish, French, Italian 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 rsstudyabroadpetition@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:** for NYU Florence 9011, Temple Rome 2002 , Arcadia Perugia Umbra Institute 301 students FL credit is contingent on the completion of an oral interview upon returning to Duke. After you return you must schedule an oral interview [here](#) . The interviews will be held **during the first week of the Spring semester**.

* 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.

4. **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.

YOUR REQUEST WILL BE COMPLETED YOUR WHEN YOU RETURN AND PROVIDE THESE MATERIALS (*ITALIAN STUDENTS MUST ALSO COMPLETE ORAL INTERVIEW)

D. I am requesting Foreign Language (FL) credit for a course NOT on [GEO database of pre-approved courses](#)

→ Follow these three steps **before your program starts**:

1. Request approval through the GEO website: <https://courses.globaled.duke.edu/>
2. Upload the course syllabus through the above GEO website. The syllabus must include a detailed description of the course, contact hours, structure, required readings, etc.
3. Immediately submit the Romance Studies Information Sheet (*pg. 4 of this document*) to rsstudyabroadpetition@duke.edu

**This process can take weeks, so please be mindful and plan ahead as much as possible.*

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

5. **Upon Return, before the end of drop/add of the semester following your time abroad (Especially if you are enrolling in a language class the semester you return, submit materials immediately on your return during the first week of classes)**, Spanish, French, Italian 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 rsstudyabroadpetition@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:** for NYU Florence 9011, Temple Rome 2002 , Arcadia Perugia Umbra Institute 301 students FL credit is contingent on the completion of an oral interview upon returning to Duke. After you return you must schedule an oral interview [here](#) . The interviews will be held during the first week of the Spring semester.

* 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.

6. **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.

YOUR REQUEST WILL BE COMPLETED YOUR WHEN YOU RETURN AND PROVIDE THESE MATERIALS (*ITALIAN STUDENTS MUST ALSO COMPLETE ORAL INTERVIEW)

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

ROMST form: 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.)