

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

- 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:
  - Request approval through the Global Ed website: <https://courses.globaled.duke.edu/>
  - Upload the course syllabus through the above website. The syllabus must include a detailed description of the course, contact hours, structure, required readings, etc.
  - Submit the Romance Studies Information Sheet (pg. 2 of this document) to Romance Studies Program Coordinator Kim Travlos ([kt125@duke.edu](mailto:kt125@duke.edu)).
- If the course is approved, you will receive approval for generic transfer credit (i.e., with no specific course equivalent) at either the 100, 200, or 300 level. Ideally, you will obtain approval before you leave for your program. Even if your course changes after you arrive at your program, you should immediately seek transfer credit approval for it. If you did not obtain approval for a course before your program started, you will need to apply retroactively for approval. **If you postpone approvals until after you return, there is no guarantee of credit.**

## What to do to apply for Foreign Language (FL) credit for a course (whether on a Duke-approved program or a petitioned program):

- If the course is not in the GEO database and you have not yet obtained transfer credit approval for it, complete the process outlined above by submitting your transfer credit application through the Global Ed website: <https://courses.globaled.duke.edu/>. Courses already listed in the GEO database do not need to go through this step, however, if you are looking to have the course satisfy an FL requirement, you still need to apply for it upon completing the course.
- While abroad, collect all course materials (syllabus, graded oral and written homework, tests etc.) to include along with your application.
- Before the end of drop/add of the semester following your time abroad**, complete the FL mode of inquiry request form: [https://trinity.duke.edu/sites/trinity.duke.edu/files/documents/MOI\\_transfer-credit-fl-coding-02-2012.original.pdf](https://trinity.duke.edu/sites/trinity.duke.edu/files/documents/MOI_transfer-credit-fl-coding-02-2012.original.pdf).

Students seeking FL credit for Italian courses must also complete a portfolio:

[https://romancestudies.duke.edu/sites/romancestudies.duke.edu/files/documents/Italian%20Portfolio%20Guidelines%20Study%20Abroad\\_final%202020.pdf](https://romancestudies.duke.edu/sites/romancestudies.duke.edu/files/documents/Italian%20Portfolio%20Guidelines%20Study%20Abroad_final%202020.pdf)

Email the completed form and documents supporting the FL request as attachments in .pdf or .doc format to the Romance Studies Program Coordinator Kim Travlos ([kt125@duke.edu](mailto:kt125@duke.edu)). Pictures taken with your phone are discouraged as they are oftentimes difficult to read. All materials need to be clearly labeled. Questions can be emailed to Kim Travlos ([kt125@duke.edu](mailto:kt125@duke.edu)).

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, it will be important to submit materials for course approval immediately on your return during the first week of classes.*

- 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.

**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 \_\_\_\_\_

*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.)*