How to Transfer in a Language Course

To transfer in a language course taken at another institution, you must complete the following steps:

1. Check your language placement in your academic profile.

2. Identify the course(s) at another institution (e.g., community college, local university) that you would like to transfer in as the equivalent of a language course at Salve Regina.

3. Find the course description and/or syllabus for the course(s). It is helpful if there is textbook information included or some link to such information.

4. Email the Modern and Classical Languages department chair a link to the information described in step three. (Before doing so, send a test email to yourself to make sure the link will work once sent in an email.) In your email, also describe what courses you are hoping to take and when you are planning to take them. In the subject of the message, please write: **Transfer credit approval request**.

5. The department chair will evaluate the information you send and respond to your message with a decision.

    a. If the decision is negative, a brief explanation will be provided.

6. If the decision is positive, you can fill out the transfer credit approval form.

7. Once the form is filled out, contact the department chair to set up an appointment so that the chair can sign off on the form and make a copy.

8. Once the form is signed, bring the form to the Office of the Registrar in Ochre Court.

Additional information:
- The course must be taken at a college or university that has regional accreditation.
- You must obtain permission from the department chair **prior** to taking the course(s) to make sure that the course(s) will be accepted.
- Online courses from accredited institutions will be considered.
- You must receive a grade of "C" or better to be accepted.
- You may transfer in courses in languages not offered at Salve Regina provided they are at an appropriate level.
- Steps seven and eight above can be completed electronically.