Students often want to know how to get credit for a course without actually taking the course. In the Department of Foreign Languages, we allow undergraduate students to get credit for lower-division courses (1000s/2000s) upon passing a higher course with a C or better. This is in accordance with the University’s Credit by Proficiency Examination policy. For example, if students pass FREN 2001, they can receive credit for FREN 1001 and 1002 (or 1060). The credit is “K” credit, the same as if the students had passed an AP/IB/CLEP exam.

If you are an undergraduate student, here’s the process you should follow:

1. Take a foreign language course at your level of current proficiency. To find out what level you should take, use the Placement Guide:

   **Placement Guide:** The following are suggestions to help students and advisors know which level of a FL course the student should register for initially (students should compare their abilities with the descriptions below and sign up for the course that most closely matches their proficiency). Students must consult with a FL instructor in order to be placed into 2001 or above. Note that, because courses are sequenced, it is a huge advantage to students to take a FL class their very first semester or as soon as possible.

   A. Choose FL 1001 if... you have no previous language-learning experience all the way to the ability to say and write a few words/phrases.
   B. Choose FL 1002 if... you can say and write simple sentences confidently in the present tense; can ask and answer simple questions; have an awareness of past-tense verbs.
   C. Choose FL 2001 if... you can speak and write in the present tense with relative ease, have an awareness of past-tense narration and can utilize some past-tense verbs accurately; can ask and answer questions related to daily life; can manage a simple conversation, albeit with some difficulty.
   D. Choose FL 2002 if... you can speak in the present tense with ease and can successfully attempt some past-tense narration (tell a story in the past); can confidently ask and answer questions related to daily life; can conduct a simple conversation with relative ease.
   E. Choose FL 3000-level if... you can narrate completely (beginning, middle, end) an experience in the past, although perhaps with grammatical errors and lexical gaps.

2. Take the recommended course and pass it with a C or better.

3. Email a copy of your (unofficial) transcript—with posted grade—to forlangs@georgiasouthern.edu and request a **Proficiency Verification Letter**. The letter will be emailed to you.

4. Take the letter to the Registrar (Armstrong: Victor Hall; Statesboro: Deal Hall) and obtain a **Petition for Proficiency Examination Form** for each course requested (ensure that the forms are filled out properly and signed by the Registrar and by you).

5. Take the letter and the forms to the Bursar/Cashier’s Office, the place where you pay your tuition (Armstrong: Victor Hall; Statesboro: Deal Hall), and pay $15/course. Please be aware that only cash, check, and money order payments are accepted in the Cashier’s Office. Credit card payments can only be made online, not in the Cashier’s Office (note that a convenience fee will be applied to all credit card transactions).

6. Take a copy of the letter, the signed forms, and the receipts to the Department of Foreign Languages (Armstrong: Gamble 140; Statesboro: IAB 2049). If no one is in the office, slide the papers under the door.

7. Wait a couple of weeks for the credit to be posted to your transcript.