

## **INSTRUCTIONS for Requesting UM Course Equivalency Evaluation in French or Spanish**

Please follow these instructions in order to request an evaluation of **Study Abroad and/or Transfer Credits** for courses that are similar to those taught in the **French or Spanish** programs in the Department of Modern Languages and Literatures.

- 1) Read the information about relevant regulations on the other side (or 2<sup>nd</sup> page) of this instruction sheet.
- 2) Keep this instruction sheet and the relevant regulations information for your records/reference.
- 3) Fill in the Information Sheet (last page of this handout).
- 4) Please attach the following to the Information Sheet:
  - a) For each of the courses you listed in number (7) of the Information Sheet, a photocopy or print-out of the **detailed course description and/or syllabus** provided by the institution that offers the course.
  - b) If you have already taken the course(s), and the following information is not clearly indicated in the description/syllabus, please attach an additional sheet with this information for each course listed in number (7):
    - i. if the number of credits earned does not appear on your UM transcript/ACE, indicate the number of hours per week that you had class, and the duration of the course in weeks
    - ii. the types of assignments that you did for the course, including their length and the language in which you did them (for example: readings in French that ranged from short newspaper articles to one long novel; 2 presentations in English, 10-minutes each; 2 papers describing our favorite places, 2-3 typewritten pages each in French; and 2 papers analyzing literary works, one 3-5 typewritten pages and one 5-6 typewritten pages, both in French).
    - iii. the language in which the course was conducted (for example: 100% in French OR 60% in English and 40% in French)
  - c) Please attach a copy of your ACE (Academic Curriculum Evaluation) available via MyUM
  - d) If you are in a School other than the College of Arts & Sciences, please also attach the Equivalency Form provided by your School or the IEEP office.
- 5) **Turn in the Information Sheet and attached materials to Merrick 212.** If necessary, you may turn in the materials electronically to the appropriate e-mail address below. During the fall and spring semesters, within approximately two weeks you will receive a response from the appropriate Director of Undergraduate Studies (Dr. Stampino for French or Dr. Civantos for Spanish) indicating that the Equivalency Evaluation Form (or other form that you provided) is ready to be picked up in Merrick 212. In some cases, the Director of Undergraduate Studies may need further information or a meeting with you.

**If you have questions regarding French, contact Dr. Stampino: [mgstampino@miami.edu](mailto:mgstampino@miami.edu)  
For questions regarding Spanish, contact Dr. Civantos at: [ccivantos@miami.edu](mailto:ccivantos@miami.edu)**

## RELEVANT REGULATIONS:

**FOR ALL STUDENTS: The UM residency requirement** stipulates that if you transfer credits from a 4-year university, your last 45 credits must be taken consecutively at UM (i.e., in residency and not via transfer). UM's study abroad programs (i.e., programs administered by UM's IEEP office) count as courses taken in residency.

**FOR STUDENTS MAJORING OR MINORING IN FRENCH OR SPANISH:** Only a certain number of transfer credits (includes non-UM study abroad), and in some cases UM study abroad credits, can count toward the major/minor. UM's study abroad programs (i.e., programs administered by UM's IEEP office) count as UM credits, not as transfer credits. For information on all of the requirements for the major/minor, consult the Modern Languages and Literatures Department website:

<http://www.as.miami.edu/ml/undergraduate/>

These are the **maximum numbers of transfer and/or study abroad credits allowed:**

**For Students who entered UM in Fall 2007 or after:**

Majors in French or Spanish: at the 300-level or above, up to 9 transfer credits or up to 12 UM study abroad credits

Minors in French or Spanish: at the 300-level or above, up to 3 transfer credits and up to 6 credits from UM study abroad

Minors in Modern Languages: up to 6 transfer credits per language

**For Students who entered UM before Fall 2007:**

Majors in French or Spanish: at the 300-level or above, up to 6 transfer credits

Minors in French or Spanish: at the 200-level or above, up to 3 transfer credits (but for this minor 6 credits must be UM credits at the 300-level or above)

Minors in Modern Languages: up to 6 transfer credits, but at least one course in each of the languages in the minor must be taken at UM

**FOR STUDENTS PLANNING TO STUDY ABROAD:** In order to study abroad in a UM IEEP program that requires a Foreign Language Evaluation Form (and does not include a 200-level language course), **you will need to meet one of the following criteria** with regard to the program's language of study:

- 1) For French or Spanish
  - if any of the courses that you will take in the program are "direct enrollment" courses (i.e., regular university courses designed for students of the host country): successful completion of the corresponding 301 or 343
  - if all of the courses that you will take in the program are (A) designed to have a mix of US/foreign and host country students or (B) designed only for US/foreign students, or if the program is UM faculty-led program: successful completion of the corresponding 214 or 244\*

\*Please note that students who will be taking literature courses are strongly recommended to complete 301/343 before going abroad. Also, for UM faculty-led programs, the specific courses offered may have 301/343 as a prerequisite.

- 2) a score of 5 on the AP Literature exam (not the language exam), currently offered in French or Spanish
- 3) Completion of secondary studies in a school where the language of instruction was the language of the study abroad program to which you are applying (e.g., you graduated from a high school in Mexico where most classes were conducted in Spanish and are applying to study Abroad in Spain).

If you meet criterion 1 above, then the instructor of your most recent course in that language should complete your Language Evaluation Form. If your instructor is not available for the semester during which you are applying, or if you meet criterion 2 or 3, then see the Director of Undergraduate Studies (Dr. Stampino in French and Dr. Civantos in Spanish) for completion of the Language Evaluation Form. You must contact the instructor or Director of Undergraduate Studies at least two weeks before the application deadline.

**INFORMATION SHEET For Requesting Course Equivalency Evaluation in French or Spanish**

1) Date submitted to Dept. of Modern Languages and Literatures: \_\_\_\_\_

2) Please print clearly: name: \_\_\_\_\_

e-mail address: \_\_\_\_\_

3) Please check one: this is for a course (courses) I have already taken \_\_\_\_  
this is for a course (courses) I plan to take \_\_\_\_

4) Please check one: this is for a course (courses) in a study abroad program administered by  
UM's IEEP ("Study Abroad") office: yes\_\_\_\_ no\_\_\_\_

5) Please check any that apply: *I am a ...*  
French major \_\_\_\_ Spanish major \_\_\_\_  
French minor \_\_\_\_ Spanish minor \_\_\_\_ Modern Languages minor \_\_\_\_

6) I plan to take further courses in French/Spanish at UM: yes\_\_\_\_ no\_\_\_\_

7) List below the course(s) for which you are requesting equivalency evaluation (courses that  
you have taken/are interested in taking at another institution or as study abroad). For those  
preparing to study abroad, you should list 6 courses to allow for changes in course  
offerings.

<i>name of institution</i>	<i>course number/code</i>	<i>course title</i>
<u>1.</u>	_____	_____
<u>2.</u>	_____	_____
<u>3.</u>	_____	_____
<u>4.</u>	_____	_____
<u>5.</u>	_____	_____
<u>6.</u>	_____	_____

Any additional information or questions: