

MIDDLEBURY COLLEGE SPANISH SCHOOL

REQUIREMENTS FOR TRANSFER OF CREDIT

GENERAL INFORMATION

1. A Middlebury College Language School **unit** equals 3 semester hours or 4.5 quarter hours of credit.
2. For a course to be transferred as one unit, it must carry **at least** 3 semester hours or 4.5 quarter hours of credit; courses that exceed this minimum will generally be accepted for **no more** than one unit of transfer credit. For courses taken at institutions on the quarter system and that do not carry credit equaling three semester hours, the Middlebury College Language Schools grant (a) one unit of credit for two quarter courses or (b) two units of credit for three courses. Students must present, in writing, option (a) or (b) before beginning the courses.
3. A maximum of three transfer units can be applied toward the twelve units required for the M.A. degree.
4. A maximum of three transfer units can be applied toward the eight units required for the D.M.L. first language.

TRANSFER REQUIREMENTS

1. Only courses taken **after** successful completion of the summer of application and formal admission to degree candidacy may be transferred, i.e., courses taken at other institutions **before** the first summer of study may **not** be transferred toward a Middlebury degree.
2. A student must obtain written permission from the Associate Registrar of the Language Schools **before** registering at another institution for a course that is intended for transfer to Middlebury. To request permission, a student must submit to the Spanish School Graduate Coordinator a completed TRANSFER COURSE DESCRIPTION FORM (see reverse side).
3. Courses in language practice (such as conversation and composition courses) are not transferable.
4. All courses intended for transfer must be graduate level and taken at an accredited institution that offers an M.A. (not M.A.T. or M.Ed) in the language of study. We do not accept certificate courses, online courses, correspondence courses, courses taught fully or partially in English, courses from extension or continuing education programs, or independent studies.
5. All courses intended for transfer must be taught in Spanish, should not duplicate courses previously taken for degree credit, and may not have counted toward another degree.
6. Courses may not be transferred to make up for courses failed at Middlebury's summer session or at the School in Madrid. Students with failing grades forfeit as many possibilities of transfer credit as there are failing grades.
7. No grade below B- may be applied toward a Middlebury M.A. degree, nor below B+ to the D.M.L. degree. All units counted toward a degree must have been taken on a graded, not a "pass/fail," basis.
8. At the conclusion of an approved transfer course, an OFFICIAL transcript showing the course must be forwarded to the Spanish School Graduate Coordinator to complete the formal transfer of credit toward the Middlebury degree.
9. August degree candidates must complete all transfer work by May 31 of the year of graduation, and March degree candidates must complete all transfer work by January 10.

MIDDLEBURY COLLEGE SPANISH SCHOOL
TRANSFER COURSE DESCRIPTION FORM

TO THE STUDENT: Please fill out the appropriate sections of this form and hand it in to the professor in charge of the course that you wish to transfer, together with a copy of the course description from the official course catalog. If a detailed course description is not available, please send a course syllabus. These documents and this completed form should be sent **by the professor** to the Spanish School, Middlebury College, Middlebury, VT 05753-6131.

Name of student: _____

Address of student: _____

E-mail address of student _____

Dates of course: _____ to _____, 20_____.

Is this institution on the semester system or quarter system? _____

How many credit hours are awarded for this course? _____

Please note "GENERAL INFORMATION" on the reverse side of this form.

TO THE PROFESSOR: This student wishes to apply the credits earned in the above mentioned course toward an M.A. degree at the Middlebury College Spanish School. Graduate instruction at the Middlebury Spanish School is carried out in Spanish; at registration the student signs a pledge to speak nothing but Spanish for the duration of the summer session. In order to insure that courses intended for transfer to Middlebury approximate this situation and fulfill the student's distribution requirements in our program, we need to have you sign the following statement and return it to us along with the catalog description/syllabus supplied by the student with this form.

This is to certify that _____
(course number/course title)

- is taught entirely in Spanish
- is a graduate course that would be accepted for graduate credit at _____
(institution)

Signature

Date

Name (Please Print)

Address

Telephone Number

E-mail Address