

# Approval of Transfer of Credit Form

## ACTFL Oral Proficiency Interview

### Directions

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**Student responsibility:** attach the *LTI ACTFL Score Report* to this form and **turn in both** to the Chairperson of the Languages & Cultures Department.

**Department Chairperson:** review documentation, assign credit as appropriate, and submit documentation to the Registrar's Office.

**Registrar's Office:** review documentation and record in student's academic record.

Student Information	Exam Information
<b>Student Name:</b> _____ <div style="text-align: center; font-size: small;">Student name</div>	<b>Language:</b> _____ <div style="text-align: center; font-size: small;">Language</div>
<b>Student ID#:</b> _____ <div style="text-align: center; font-size: small;">Student ID #</div>	<b>Exam date:</b> _____ <div style="text-align: center; font-size: small;">Date exam was taken</div>
<b>Campus Email:</b> _____ <div style="text-align: center; font-size: small;">Campus email</div>	<b>OPic rating:</b> _____ <div style="text-align: center; font-size: small;">Rating from Score Report</div>
<b>Campus:</b> BL      LH      Mansfield	<b>Score Report is attached</b> YES

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**OFFICIAL USE ONLY**  
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### Languages & Cultures Chairperson

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Review *OPic Score Report*, click box next to recommended course transfer, sign/date electronically, then send completed form to the Registrar's Office for processing.

Oral Proficiency Interview Rating	University Credit Equivalent	Recommended Course Transfer
ACTFL Novice-Low/Novice-Mid	= 0 credits	
ACTFL Novice-High	= 101 (3 credits)	
ACTFL Intermediate-Low & Intermediate-Mid	= 101 + 102 (6 credits)	
ACTFL Intermediate-High	= 101 + 102 + 203 (9 credits)	
ACTFL Advanced & Superior	= 101 + 102 + 203 + 204 (12 credits)	

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**Electronic Signature & Date**

Chairperson, *Languages & Cultures Dept.*