



MADISON COLLEGE

Retroactive Language Credit Request Form

Madison College may award retroactive credit for foreign language studied in college. You are eligible to earn a maximum of four semesters (16 credits) of retroactive credit.

REQUIREMENTS

- You completed a second, third, fourth, or fifth level college world language course
- Course was completed at an accredited higher education institution (high school classes are not eligible)
- You earned a grade of B or better in the course
- Complete one form per foreign language

STIPULATIONS

- Native speakers of the language may not earn retroactive credit
- Native language is defined as the language of instruction at your secondary school
- No letter grade is given for retroactive credit

STUDENT INFORMATION

Last Name _____ First Name _____ Middle Initial _____

Student ID _____ Madison College Email _____@madisoncollege.edu

Language course you have taken to establish retroactive language credit _____

Term or Semester the course was completed: Year _____ Fall Spring Summer

STUDENT SIGNATURE & AGREEMENT

By signing, I certify that the information above is true to the best of my knowledge.

Student Signature _____ Date _____

STUDENT SUBMISSION INSTRUCTIONS

Please sign and submit your completed form in **one** of the following ways:

In-person (preferred): Enrollment Center - Truax Campus, Rm. A1000 or any regional or metro campus

Fax: (608) 243-4353

Mail: Enrollment Center, Madison College, 1701 Wright Street, Madison, WI 53704

Official transcripts from each institution you attended and are requesting transfer credit from must be on file prior to submitting this request. Please send official transcripts by mail to the address above. Faxed transcripts are not accepted.

Allow up to 6 weeks for evaluation of transfer credit; view transfer credit awarded from your myMadisonCollege Student Center.

Questions? For further assistance visit the Enrollment Center in-person or call (608) 246-6210.

Regional & Metro Campus Staff - Date stamp, scan and email to intake@madisoncollege.edu.

Enrollment Center - Admissions Use Only: Staff Name _____ Staff Title _____ Date Processed _____