



ASBURY UNIVERSITY

OFFICE OF THE REGISTRAR

registrar@asbury.edu

PURCHASE LANGUAGE CREDIT REQUEST

UNDERGRADUATE

A degree seeking traditional undergraduate who placed out of lower level language courses by taking the Asbury language placement exam or who transferred language courses above any of the beginning or intermediate language courses may purchase the credit value of those lower language courses at Asbury University after completing one higher course in that language at Asbury University. Only languages currently being offered at Asbury are eligible for purchase. After successful completion of the higher language course students may purchase up to 12 credits in 101, 102, 201 and the fourth semester course (202 or 291).

Requirements and procedures:

- (1) Complete a higher level course in the same language at Asbury University as indicated by placement test or transfer prerequisite course.
- (2) Earn at least a 'C-' in Asbury University language course. If this is not achieved first try, the student may follow the repeat course policy.
- (3) Submit this form as your official application to purchase language credits to the Registrar's Office.
- (4) Agree to pay the processing fee of \$20.00 per credit hour for approved language courses as institutional credit, the charge for which will be posted to the student account.
- (5) This credit purchase option is only available for the current language courses offered at Asbury University.

STUDENT INFORMATION:

Full Name [print]: _____ ID#: _____

Language: _____ I did the Placement Exam; I have Transfer or AP credit

Total Credits Requested: _____ Higher AU Course Completed _____
Prefix Course number

Specific Course(s) Requested _____
Prefix Course numbers(s)

**I hereby apply to purchase the requested credit hours of lower language courses based on my placement exam or transfer credit. I understand that I must receive a "C-" or higher in the corresponding upper-level language course at Asbury before submitting this request. I agree to be billed a \$20 per credit hour processing fee for all approved institutional credit for the requested language courses.*

*Student Signature: _____ Date: _____

Charges per number of credits: \$60.00 for 3.0 credits; \$120.00 for 6.0 credits, \$180.00 for 9.0 credits; and \$240.00 for 12.0 credits.

REGISTRAR'S OFFICE - EVALUATION & PROCESSING

The above named student successfully completed the required higher level course in requested language.

Course Completed at Asbury _____ Term _____ Final Grade _____

Courses granted as institutional credit: _____

Total Purchased Credit Hours: _____ Student Accounts Charge \$ _____

Institutional Credit Transferred

Student Notified

Form to Student Accounts

Completed by: _____

Date: _____

Registrar Approval

Received
