



August 20, 2007

Dear Campus Colleagues,

We are writing to share that the College of Letters and Science has worked closely with the Registrar's Office to automate the retroactive language credit system (retro-credits). Starting with courses taken in Fall 2007, the vast majority of retro-credits will be awarded automatically. For example, students who qualify for retro-credits after completing an appropriate language course this Fall 2007 should expect to receive their credits by the beginning of the Spring 2008 semester.

Please note that there will be a group of students who qualify for retro-credits but who will not receive these credits automatically (e.g., students receiving credits for a second foreign language). These students will need to submit a request to their Dean's office. Therefore, it is very important that departments that teach foreign language courses announce this change in procedure to their students and to all concerned faculty and staff. Please encourage students expecting retro-credits to check their transcript a month or so after the semester has finished.

If retroactive language credits are not awarded, students will need to consult the language department to fill out and submit a simplified "Retroactive Language Credit Request Form" to their Academic Dean's office. We strongly encourage you to use up your old Retroactive Language Request forms for the time being and then switch to the attached simplified form when supplies run out. You may want to place this form on your Department's website or refer students to the UW Language Institute website for a copy (see link in note below).

Please note: Not all forms are submitted to L&S Student Academic Affairs in 70 Bascom; forms must be submitted to the office of the Academic Dean at the student's particular school or college (i.e., the college in which the student is pursuing his/her undergraduate degree/studies).

As you can imagine, this will alleviate an enormous backlog of paperwork. But this positive change can only be successful with your help. Please make sure that you communicate this information to students enrolled in language courses and to all concerned individuals in your department.

An enormous thank you goes out to our colleagues in the Registrar's Office who helped us to make this dream of automating the retroactive language credit process a reality.

Sincerely,

Andrew Irving, Dept. of French and Italian
Tori Richardson, L&S Student Academic Affairs

* Up-to-date retroactive credit policy and procedures can be found at the UW Language Institute's website:
http://languageinstitute.wisc.edu/content/academic_advisors/academic_advisors.htm