

**1. Student Information**

<b>Student Name:</b>	
<b>Student ID #:</b>	
<b>Email:</b>	

**2. Course Completed**

<b>Language:</b>	<input type="checkbox"/> WLA <input type="checkbox"/> WLC <input type="checkbox"/> WLF <input type="checkbox"/> WLG <input type="checkbox"/> WLS	
<b>Course:</b>	<input type="checkbox"/> <b>102</b> = 4 credits (101)	<input type="checkbox"/> <b>303</b> = 15 credits (101, 102, 201, 202)
	<input type="checkbox"/> <b>201</b> = 8 credits (101, 102)	<input type="checkbox"/> <b>304</b> = 15 credits (101, 102, 201, 202)
	<input type="checkbox"/> <b>202</b> = 12 credits (101, 102, 201)	<input type="checkbox"/> <b>306</b> (WLF or WLG only) = 15 credits (101, 102, 201, 202)
	<input type="checkbox"/> <b>222</b> (WLS only) = 12 credits (101, 102, 201)	<input type="checkbox"/> <b>308</b> (WLF only) = 15 credits (101, 102, 201, 202)
<b>Semester/Year course was taken:</b>	<input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Jan. Interim <input type="checkbox"/> Jan. Study Abroad <input type="checkbox"/> May Interim I <input type="checkbox"/> May Interim II <input type="checkbox"/> Summer Session I <input type="checkbox"/> Summer Session II <input type="checkbox"/> Summer Study Abroad <b>Academic Year</b> _____	
<b>Grade received in course:</b>	<input type="checkbox"/> A <input type="checkbox"/> B	

**3. Student Agreement and Signature**

My signature indicates that I have consulted with an academic advisor and understand the procedures and eligibility requirements for retroactive credit as stated in the Bradley University Catalog. In addition, I have not previously earned credit for any of the courses for which I am requesting retroactive credit, either through exam (e.g., AP, CLEP) or transferred from other college-level institutions, tech prep programs, or dual enrollment in high school. Fees are non-refundable and retroactive credit, as requested above, may not be reversed. **I understand that in order to receive credit I must be determined as eligible by the World Languages and Cultures Department Office and pay Controller's Office the \$50 fee.** For information on Retroactive Credits please refer to the *Undergraduate Catalog* under Academic Regulations – "Non-Resident Credit" section.

<b>Signature:</b>	
<b>Date:</b>	

**4. Submit to the World Languages and Cultures Department Office for eligibility (BRD 314)**

<input type="checkbox"/> <b>Approve</b>	<b>Number of Retroactive Credits to be awarded:</b> _____
<b>Department Chair Signature:</b>	
<b>Date:</b>	

**5. Submit to LAS Dean's Office for signature (Bradley 200)**

<b>Dean's Office Signature:</b>	
<b>Date:</b>	

**6. Submit payment to Controller's Office - Cashiers' Window (Swords Hall 1<sup>st</sup> Floor)**

<input type="checkbox"/> <b>\$50.00 fee Paid</b> <b>Received by:</b> _____ <b>Date:</b> _____
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**7. Submit form to Registrar's Office for posting of Retroactive Credit (Swords 11)**

<b>Credit posted by:</b> _____ <b>Date:</b> _____
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