

**FRENCH STUDIES
INFORMATION FOR STUDENTS
LOP for Explore / Summer ORA courses
Approval of courses taken abroad through International Services**

Dear Students,

Before requesting a Letter of Permission or approval of courses taken abroad through International Services from French Studies, please carefully read the following:

- French Studies does NOT grant credit for French oral courses taken outside of MLLC.
- French Studies does NOT grant credit for courses taught fully or partially in a language other than French, or in a discipline unrelated to the French Studies program at Brock.
- For students who have never taken courses in French Studies at Brock, French Studies does NOT grant credit for courses taken at a level inferior to your level in high-school (i.e., a student with Grade 12 Ontario French will NOT receive credit in FREN 1F50 or FREN 1F00). Students may only receive unspecified FREN credit.
- French Studies does NOT grant credit for courses taken at a level inferior to your level at Brock.
- French Studies does NOT grant credit for required courses in our program (i.e., FREN 1F90, FREN 2F00, FREN 2F03, FREN 3P03, FREN 4P03). Students may only receive unspecified FREN credit.
- It is the student's responsibility to consult the description of programs in French Studies and the online Undergraduate Student Calendar (French Studies) for further information.
- **Students with LOP (Explore, ORA summer courses):** as students take a placement test at the beginning of these programs, French Studies cannot and does not offer advising before the beginning of the given program.
- **Students with Exchange Course Approval Form:** advising is mandatory BEFORE the start of the program abroad. Please make an appointment with the Director of French Studies in due time. Upon returning to Brock, the student must schedule a second appointment to receive final official approval.

HOW TO SUBMIT AN LOP / A COURSE APPROVAL FORM

Explore program and ORA summer courses:

Explore and Summer ORA courses are preapproved by the Academic Advisor (Faculty of Humanities) as LANG credits at the 1st-year level.

- Before departing, visit the Registrar's Office and submit the LOP form with the appropriate sections duly completed.
- Upon returning, please submit a photocopy of all syllabi to the Registrar's Office
 - o The Common European Framework of Reference for Languages and "Référentiels" are **NOT** the equivalent of a syllabus
 - o Please note that a syllabus describes course content and specific activities, methods of evaluation and distribution of marks, material used/a bibliography.

- It is the student's responsibility to obtain a syllabus from the course instructor.
- The Registrar's Office will take the above-mentioned documents, add a copy of your official transcript and will forward all documentation to the Director of French Studies.
- Incomplete submissions will be returned to the Registrar's Office without being examined.
- Keep in mind: It is best to wait until you have **all** the required documentation before submitting anything.

Courses taught abroad through International Services (with the exception of ORA summer courses):

- BEFORE leaving Brock, the student **MUST** contact the Director of French Studies to schedule a meeting.
- Upon returning, the student **MUST** bring the following documentation in print (no email submissions) to the meeting:
 - the Exchange Course Approval Form with the student's part duly completed;
 - all syllabi for courses listed on the Course Approval Form (the Common European Framework of Reference for Languages and "Référentiels" are **NOT** the equivalent of a syllabus)
 - Please note that a syllabus describes course content and specific activities, methods of evaluation and distribution of marks, material used/a bibliography
 - It is the student's responsibility to obtain all syllabi from the course instructor
 - 2 or 3 blank copies of the Course Approval Form
- International Services will forward the official transcript to the Director of French Studies once it is received from the exchange partner.