

FRENCH STUDIES INFORMATION FOR STUDENTS

Approval of courses taken on Letter of Permission through Brock International for ORA Summer Language Program (SLP)

General Guidelines

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 language program):** 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 Brock International 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

Students taking courses through ORA Summer Language Program (SLP) or the Explore program

Who does this process apply to? *Students looking to have an SLP course or Explore credit transferred to Brock as FREN equivalency*

Course assessment process for courses transferring back as FREN

- 1) **Pre-departure preparation**
 - a. BEFORE leaving Brock, the student **MUST** speak with Academic Advisor and bring Letter of Permission form (LOP form) to be signed
 - b. Submit completed (signed by academic advisor) LOP form to Registrar's Office
<https://brocku.ca/registrar/wp-content/uploads/sites/45/Letter-of-Permission-application.pdf>

- 2) **Course review process (on arrival at French university)**
 - a. Once on site at the university, students will take a placement test and are placed in the appropriate level.
 - b. Students **must** collect course description/syllabus for registered course to submit to the Director of French Studies upon return. Please note that equivalencies cannot be determined ahead of time.
 - i. Note: It is the student's responsibility to obtain all syllabi from the course instructor

- 3) **Upon completion of SLP and return to Brock in September**
 - a. Submit all syllabi for courses taken and the LOP form to the Registrar's office (records@brocku.ca). Note: a syllabus is **not** the Common European Framework of Reference for Languages or "Référentiels". A syllabus describes course content and specific activities, methods of evaluation and distribution of marks, material used/a bibliography. The Director of French Studies requires this information to assess the equivalencies at Brock.

- 4) **Transcript Arrival (officially from host university)**
 - a. Once transcripts are received, the Director of French Studies will determine equivalencies.
 - b. Records will update the student's account to reflect credits earned on SLP.

All language classes in the SLP program transfer to a Brock FREN unspecified course. The level (1000, 2000, 3000, 4000) is determined in comparison with French core courses (FREN 1F90, 2F00, 3P03, 4P03).

- 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.

Students taking Courses through ORA Exchange Program (with the exception of ORA summer courses).

Who does this process apply to? *FREN majors (incl. CON-ED students), or anyone looking to have FREN courses approved from their exchange.*

Course approval process for courses transferring back as FREN

- 1) **Pre-departure preparation**
 - a. BEFORE leaving Brock, the student **MUST** contact the Director of French Studies to schedule a meeting (May/June for Fall/Full year & October/November for Winter term).
 - b. Exchange placeholder courses will be applied to the student account in place of registration for the exchange period. 2.5 credits will be applied on the student account.

- 2) **Course review process (on arrival at French university)**
 - a. Once on site at the French university, students **must** collect course descriptions/syllabi for course offerings for the current academic year and work with the Director of French Studies to select appropriate courses that can transfer to Brock as FREN credit(s). Please note that registration at French universities occurs in September/January, once you have already arrived at the university. Equivalencies cannot be determined ahead of time.
 - i. Note: It is the student's responsibility to obtain all syllabi from the course instructor

b. Submit the course approval form to exchanges@brocku.ca

3) Upon Completion of each exchange term (per term for full year exchange)

- a. Once the term concludes, the student **MUST** submit the following documentation via email to Brock International (exchanges)
- i. 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)
 - ii. Please note that a syllabus describes course content and specific activities, methods of evaluation and distribution of marks, material used/a bibliography. The Director of French Studies requires this information to assess the equivalencies at Brock.

4) Transcript Arrival (officially from host university)

- Brock International will forward the official transcript and course approval form(s) to the Director of French Studies.
- Brock International & Director of French Studies will review completed courses to determine equivalencies.
- Brock International will submit final equivalencies to Records office. At this point, courses will be reflected on students Brock University record.

Courses that can be approved for FREN equivalencies at Brock:

- Literature courses
- Culture courses

Courses that cannot be approved for FREN equivalencies at Brock:

- Language courses
- Oral courses
- Courses in other disciplines (English, history, etc. – follow regular course approval process with relevant department at Brock).

Note: Students participating in the ORA exchange program must complete the course approval process with relevant academic units at Brock for any courses taken that are not in the FREN department (i.e. English, History, etc.).