

1. Student Information

Student Name:	First Name. _____	Last Name. _____
Student ID #:	_____	
Email:	_____	

2. Course Completed

Language:	<input type="checkbox"/> WLA <input type="checkbox"/> WLC <input type="checkbox"/> WLF <input type="checkbox"/> WLG <input type="checkbox"/> WLS	
Course:	<input type="checkbox"/> 102 = 4 credits (101) <input type="checkbox"/> 303 = 15 credits (101, 102, 201, 202) <input type="checkbox"/> 201 = 8 credits (101, 102) <input type="checkbox"/> 304 = 15 credits (101, 102, 201, 202) <input type="checkbox"/> 202 = 12 credits (101, 102, 201) <input type="checkbox"/> 306 (WLF or WLG only) = 15 credits (101, 102, 201, 202) <input type="checkbox"/> 222 (WLS only) = 12 credits (101, 102, 201) <input type="checkbox"/> 308 (WLF only) = 15 credits (101, 102, 201, 202)	
Semester/Year course was taken:	<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 Academic Year _____	
Grade received in course:	<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.

Signature:	_____
Date:	_____

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

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

5. Submit to LAS Dean's Office for signature (Bradley 226)

Dean's Office Signature:	_____
Date:	_____

6. Submit payment to Controller's Office - Cashiers' Window (Swords Hall 1st Floor)

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

Credit posted by: _____	Date: _____
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