

DUAL ENROLLMENT CREDITS

BUTLER

DEPARTMENT of
MODERN LANGUAGES,
LITERATURES, and CULTURES

butler.edu/mllc



Incoming first-year students completing “dual enrollment” language credits—courses intended to be college level, taken during high school—should **take Butler’s placement exam** (available through the online Moodle system) during their senior year. This will allow you to enroll in a fall course at Butler. *There are two important steps you must complete for language credits to transfer in.*

1. ACQUIRE BUTLER EQUIVALENCIES

The coordinating faculty member in the language’s home department must assign Butler equivalencies.

During the beginning of your first semester, please bring this faculty member a sample syllabus for each course you completed, along with Butler’s transfer credit request form (available at: butler.edu/mllc/language-requirement). *On the form, please leave the Butler equivalencies spaces blank.*

2. ESTABLISH COMPETENCY IN THE LANGUAGE

Credits will not be processed until competency is established by completion of your first Butler language class, with a “C-” or better, at a level higher than the dual enrollment course(s). This helps demonstrate that the dual enrollment courses were as rigorous as Butler’s.

- If you begin in and complete a 300-level Butler course, up to six hours of “200-level elective credit” and three hours of “100-level elective credit” in the language can be transferred in.
- If you begin in and complete a 204 Butler course, up to three hours of “200-level elective credit” and six hours of “100-level elective credits” in the language can be transferred in.
- If you begin in and complete a 203 Butler course, up to nine hours of “100-level elective credits” in the language can be transferred in.
- If you begin at the 100 level at Butler, up to nine hours of “100-level elective credits” in the language can be transferred in.

Any dual enrollment credits with equivalencies higher than the Butler level in which you begin—or as the same course—are automatically converted to “GEN 100-level elective credit.”

If you do not wish to take the placement test or take further language courses at Butler, you may request that the registrar’s office go ahead and process all your language dual enrollment credits as “GEN 100-level elective credits.”

Placement and incoming transfer credits below the 300 level are capped at nine.

You may still be eligible for Butler Language Placement Credits (BLPC). Please visit: butler.edu/mllc/placement-credits