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 fall courses at Butler.

*There are two important steps you must take for your language credits to transfer in to Butler.*

1. **Acquire Butler Equivalencies**

   For dual enrollment language credits to transfer into Butler, 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 syllabus and/or description for each course you completed, along with the appropriate transfer credit request form (determined by the Butler College or School of your declared primary major). If you’re not certain of the correct form, the registrar’s office can help you.

   *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 of 100-level elective credits can be transferred in.
   - If you begin in and complete a 204 Butler course, up to three hours of 200-level credit and six hours of 100-level elective credits transferred in.
   - If you begin in and complete a 203 Butler course, up to nine 100-level elective credits can be transferred in.
   - If you begin at the 100 level at Butler, up to nine 100-level elective credits can be transferred in.
   - *If you do not wish to take the placement test or take further language courses at Butler, you may request that the registrar process your dual enrollment credits as 100-level general elective credits.*

You may still be eligible for Butler’s own Language Placement Credits (BLPC). Placement and incoming transfer credits below the 300 level are capped at nine. For full info, please visit: [butler.edu/mllc](http://butler.edu/mllc)