

*Information Concerning Transfer of Slavic, East European and  
Eurasian Language Courses*

**(Russian, Polish, Turkish, Romanian)**

**1. Prior to taking the transfer course.**

- a. Familiarize yourself with the procedures for transferring a course for credit given on the T-Reqs web site at <http://www.aas.duke.edu/trinity/t-reqs/transferecredit.html>. If you intend to request a FL coding for the transfer course in Slavic and Eurasian Languages, also familiarize yourself with the requirements given in parts 2 and 3 below.
- b. In order to transfer to Duke and count as one course credit toward your graduation, the first requirement is that the language course must not have fewer contact hours than the equivalent course taught on campus at Duke. **A Duke language course contact hour is no less than 50 minutes.**

Minimum required contact hours: (applies to all languages listed above)

Russian 1:	70
Russian 2:	70
Russian 63:	42
Russian 64:	42
Russian 100 and above:	42

Indicate the total number of class sessions of 50 minutes or more: \_\_\_\_\_

- c. In addition to fulfilling the contact hour requirement, SEEE (Slavic, East European and Eurasian) courses to be transferred for elective credit in this department must meet the following specific **minimum requirements**:
  - 1) All coursework, lectures and class discussion must be in the target language for 100 and above (3<sup>rd</sup> year and above).
  - 2) Target language must be the language of instruction for at least 50% of the class in the intermediate sequence.
  - 3) All courses must include a focus of 5 modalities: speaking, listening comprehension, reading comprehension, writing, culture acquisition
  - 4) All students with prior knowledge of SEEE languages must take a placement exam before enrolling in a SEEE language course. (This exam has a written and oral component and is for placement only.)

**Obtain a copy of the course description and any other documentation needed to show that the transfer course meets these minimum requirements.**

- d. Download the Transfer Course Approval Form from the T-Reqs web site and fill out the top of the form. Bring the form, the calculation for part b, and the documentation for part c to the staff assistant to the DUS in Slavic Studies, Rebecca Hayes, located in room 316 Languages. If approved, the course will usually be listed on the form as an elective course in this department. A course number of 888 will be used to designate an elective course at the introductory or intermediate level and 999 will be used to designate an elective course at the advanced level.

- e. Take the signed form and documentation to the office of your academic dean for final approval. Upon approval, the dean will send the form to the Registrar.
2. **While taking the transfer course.** If you may later want to request that the transfer course count toward your fulfilling your Duke language requirement, you should save all the course materials such as the syllabus, textbooks, papers written, quizzes, exams, etc.
3. **After taking the transfer course.**
- a. Assuming satisfactory completion of the course with a grade of C- or better, request that the Registrar of the institution you attended send a copy of your transcript to the Registrar of Duke University, Box 90054, Durham, NC, 27708. Upon receipt of your dean's approval and the transcript showing successful completion of the course, the Registrar will add the transfer course to your Duke transcript as 888 or 999.
  - b. If you want the transfer course to count toward fulfilling your Duke language requirement, you must request that the transfer course be granted the foreign language Mode of Inquiry code, FL. The requirements for obtaining a FL code for a transfer course at the introductory or intermediate level in this language are given in part c below, while those for an advanced course (100-level or higher) are given in part d below.
  - c. For a course that was approved for transfer to Duke by the DUS of this department and your academic dean with a course number of 888, the requirement for obtaining a FL code is that the transfer course must be equivalent to the corresponding Duke language course. The requirements for establishing equivalency are given below.

**General requirements:**

- **Modalities:** Speaking, writing, listening, reading, culture acquisition
- **Methodology:** Communicative, content based approach; language use in context; use of authentic materials; use of audio and video for development of listening comprehension; regular assignments that focus on writing as a process.
- **Writing component:** At least 2 “formal” compositions in 1, 2, 14, and 4 in 63/64. All composition assignments should include at least one revision stage. Emphasis on developing competency in diverse registers and text types.
- **Evaluation:** Student should be evaluated on all language modalities (**minimums** given below):
- **4 quizzes, 3 major tests (or 4 if midterm is included), and comprehensive final exam; 1 oral exam per course; daily written homework assignments**

- **Reading:** Student should be exposed to extensive reading. Adapted and original reading for first year; original readings for 63, 76.
- **Course content:** Central focus on grammar, use of authentic texts in original (written, printed media, literary, television, film), lexical acquisition, pragmatics and discourse, registers

**Course-specific requirements: (examples)**

**RUSSIAN 1/2 and 14:** complete coverage of case system, verbal tenses, aspect, participles and verbal adverbs, comparative and superlative degree of adjectives, interrogative particles, purpose clauses, active vocabulary of 500-700 words.

**RUSSIAN 63 and 64:** advance knowledge of case system and usage, verbal and prepositional government, passive and active use of gerunds and participles, fundamentals of word formation, clear register differentiation, active vocabulary of 1000-1400 words.

- d. For a course that was approved for transfer to Duke by the DUS of Slavic Studies and your academic dean with a course number of **999**, the requirements for obtaining a FL code are given below.
  - *Transfer course syllabus, type and amount of required work, and evaluation methods must be equivalent to those of specific Duke Slavic, East European and Eurasian language course for which student is seeking credit.*
- e. If the transfer course fulfills the requirements for the FL code given in part c or d above, download the **“Form for Requesting Modes of Inquiry Coding”** from the T-Reqs web site. Complete the form and submit it with the necessary documentation as directed on that form.
- f. If the transfer course is granted a Mode of Inquiry FL code, the FL code will be added to the course on your Duke Advisement Report. (Note: Modes of Inquiry designations do not appear your transcript.)
- g. A course that was approved as 999 will be left unchanged on your Duke transcript. However, a course that was approved for transfer as 888 will be changed on your Duke transcript to its equivalent Duke course number which means that **you cannot repeat/take the equivalent Duke course to earn an additional letter grade, course credit, or FL code.**

**4. After receiving a Mode of Inquiry FL code for a transfer course.**

- a. If the FL code fulfills your language requirement at Duke, then no further action is necessary.

b. If the FL code is not the last one you need in order to complete your language requirement at Duke, contact the Director of Undergraduate Studies, Professor Elena Maksimova ([elena@duke.edu](mailto:elena@duke.edu) ; 660-3148) or the Duke Slavic department office ([bhayes@duke.edu](mailto:bhayes@duke.edu); 660-3140), to schedule a placement exam (for Russian, Turkish, Polish). The exam results will be used to determine your preparedness for the next course in the language program sequence.