

OAKTON COMMUNITY COLLEGE

Department of Modern Languages

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INSTRUCTIONS FOR OBTAINING LANGUAGE CREDIT BY PROFICIENCY

1. Make sure you have been officially accepted at Oakton and you have earned at least six credits at the College with a grade of C or better.
2. Obtain an application form from your instructor or the Chair of the Modern Languages Department.
3. Submit the completed application ***with a transcript or photocopy of your grade report showing the A or B you received in the higher level foreign language course(s)*** and you have taken to Dr. Marguerite Solari, Department Chair, Office 2729. You may also mail the application to Dr. Solari at Oakton Community College, 1600 E. Golf Road, Des Plaines, IL 60016.
4. When you receive the authorization form, sign on the designated line, then bring the form with your check in the amount of the fee indicated on the form to the Cashier's Office. The current fee for proficiency credit is \$10.00 per credit hour. Once your form is stamped "PAID," bring it to the Office of Registration and Records, where the credit will be processed. ***This cannot be done by mail.***

Please note:

Proficiency credits do not carry a letter grade and do not affect grade point average. Your transcript will simply indicate "Credit by proficiency." If you plan to transfer these credits to another college or university, it is your responsibility to verify with that institution that they will accept proficiency credits.

If you have questions about this process, contact Dr. Marguerite Solari at 847.376-7012 or by e-mail at <solari@oakton.edu>