

To earn one foreign language outsourced credit the student must:

1. Each student is responsible to talk to the Foreign Language Department Head (FL DH) about his or her intention to gain Outsourced Foreign Language High School Credits prior to submitting the request form. The DH will be able to advise the student and help him or her navigate through the process. Please note, that a student who already has e.g. A2 level of a given language will need to take a course that aims towards level B1 (and also pass B1 exam).
2. Submit a complete Request for Outsourced Foreign Language High School Credit form by October 1.
3. Attend about 120 forty-five-minute classes (30 weeks x 4 classes) at the chosen institution.
4. Successfully pass a standardized exam and bring the certificate to the FL DH no later than two weeks before they need to have the credit on the transcript (*see* below the list of accepted certificates).

French: DELF* or DALF

German: Goethe-Zertifikat

Russian: TORFL***

Italian: CELI or CILS

Spanish: DELE** or SIELE

Chinese (Mandarine): HSK

5. The earned final grade will be on the student's CISP transcript.

CISP is not responsible for the student's learning progress and academic outcomes in those courses that are taken at outside institutions.

We are aware that some institutions run by semesters and some by trimesters. For this reason, we allow grades to be submitted at a later time, e.g. in the fall the following year, depending on the schedule of the outside institution. **Nevertheless, students are responsible for making sure their certificate comes on time. They need to bring it to the FL DH at least 2 weeks prior to the date they need the credit to be on transcript.**

We especially advise senior students to pay attention to when they need to take the exam in order to get the certificate ahead of time to ensure their graduation. Some institutions might take months to issue the certificate, therefore inform yourself ahead of time. Without the certificate, students cannot obtain the credit.

The cost of gaining outsourced credits is not included in the CISP tuition. Students must pay separately for the classes and all materials and resources required by the language institutions. Standardized exams are also at students' own expenses.

The student must be proactive about seeking out the FL DH during the year to show his or her continuous language progress. The FL DH is not responsible for ensuring the student's progress or supervising the student's preparation for the exams.

**Instead of taking the regular DELF for adults, CISP students can take the version called "DELF junior" or "DELF scolaire" which are suitable for high school students.*

***Students aged 11-17 can also take the version "DELE para escolares".*

****Including the levels TEL (A1) and TBL (A2).*