When studying abroad, students should be aware that there are different credit and grading systems overseas that vary by program. The information contained in this memo is correct to the best of Emory College Study Abroad’s knowledge as of the date posted above. This memo has been created using information provided by the study abroad program, in consultation with colleagues at other institutions utilizing the same study abroad program, and/or per guidelines or commonly used practices in the field of international education and education abroad. Students should also be aware that changes are possible at any time, and Emory College Study Abroad will notify students of any changes as soon as possible.

**COURSE APPROVAL PROCESS**

Students must obtain approval for ALL courses taken abroad and must consult with the appropriate departmental Faculty Study Abroad representative at Emory for course approvals that are **NOT** already blanket approved. Students should not take classes for which they cannot obtain approval. Once the overseas transcript arrives at the Office of International and Summer Programs (OISP), the transcript will not be processed until ALL of the approvals have been submitted.

**CREDIT TRANSLATIONS**

Emory will transfer the same credits as listed on the IES European Union transcript.

Students planning on taking German 101 or 102 must meet with the Emory German Studies Department for pre-approval before the program begins.

The required German language course is worth 4 credits and must be taken for a letter grade. All other courses are worth 3 credits unless otherwise specified and are taught in German. Emory students will take 16-19 credits per semester (5-6 courses).

**GRADE TRANSLATIONS**

Emory will transfer the same grades as listed on the IES Berlin transcript. Grades will be recorded on the Emory transcript and will factor into the GPA. Emory will transfer the same credits as listed on the IES European Union transcript.

All students enroll in one mandatory German course (3 credits), a mandatory integrative seminar (4 credits) and three other IES courses (each 3 credits) for a total of 16 credits.

**ADDITIONAL INFORMATION**

If a student wishes to receive GER 101 or GER 102 Emory class credit, they must meet twice with the DUS or Chair in the Emory German Studies Department. The first departmental advising meeting must take place before the student leaves for study abroad. Upon return to Emory, a second meeting with one of these faculty members is required and an online German Language Placement Test will then be given. This test will determine whether or not a student will obtain the GER 101 or 102 credit equivalency, or receive the blanket approved GER 100 credit. Upon completion of this process, the Departmental Faculty Study Abroad Representative for German Studies will send an email to Emory College Study Abroad stating the correct Emory course equivalency for the student’s Emory transcript.

**GRADE TRANSLATIONS**
Emory will transfer the same grades as listed on the IES European Union transcript. Grades will be recorded on the Emory transcript and will factor into the GPA.