Semester Program Study Abroad Credit and Grade Translation Memo

Program: IES Vienna (Vienna, Austria)

Date Revised: June 2016

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 Vienna transcript. Students are required to take 15-19 credits per semester (5-6 courses).

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 Faculty Study Abroad Representative for German Studies will send an email to Emory College Study Abroad (studyabroad@emory.edu) stating the correct Emory course equivalency for the student’s Emory transcript.

Please contact Dr. Caroline Schaumann (cschaum@emory.edu) or Dr. Hiram Maxim (hmaxim@emory.edu) for pre-approvals. It is your responsibility to make sure your Emory College Study Abroad Advisor has a copy of this approval in writing (or sent via email directly from the Faculty Study Abroad Representative). You should also keep a copy of all approvals.

GRADE TRANSLATIONS

Emory will transfer the same grades as listed on the IES Vienna transcript. Grades will be recorded on the Emory transcript and will factor into the GPA.