



EMORY
UNIVERSITY

Center for International Programs Abroad

Semester Program Study Abroad Credit and Grade Translation Memo

PROGRAM: EDUCO (Paris, France)

DATE: March 2015

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 CIPA'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 CIPA will notify students of any changes as soon as possible.

Credits: Students on the EDUCO program take four classes at four credits each for a total of 16 Emory credits for the semester. Generally, students take two courses at the EDUCO center and two courses from the University of Paris system in the Fall semester; with approval, Spring students may be able to take one course at EDUCO and three courses within the University of Paris system. Course registration takes place on-site in Paris, in coordination with the EDUCO Academic Services Coordinator.

Course Approval: Blanket-approved courses: A list of "blanket-approved" courses for the EDUCO program can be found at on the CIPA website. If students want to take a course that has been blanket-approved, they do not need additional approval unless they have specific questions about how the course may be applied towards a major or minor. For questions regarding credits towards the French major or minor, students should contact Professor Lilia Coropceanu (French Department, Director of Undergraduate Studies).

General course approvals: For any other courses within the University of Paris system or at Sciences Po, students will need to contact the appropriate Faculty Study Abroad Representative with a course description (translated into English, of course) and ask that if an Emory equivalent can be assigned that the faculty member email Jeremy Billetdeaux (CIPA) and Professors Subha Xavier (French Department, EDUCO liaison) and Lilia Coropceanu (French Department, Director of Undergraduate Studies) with the course number. A list of representatives can be found on the CIPA website.

History Courses: CIPA maintains a list of study abroad courses that are pre-approved for credit in the History Department. These courses are credited as either History 285 or History 385. If students wish to enroll in a course not on the pre-approved list and have it count for credit in the History Department, it must meet the following criteria:

1. The course must be in a History department in an approved study abroad university.
2. To be considered for upper-level (HIST 385) credit, students must complete a 3000 word research paper with proper use and citation of sources. To be considered for lower level (HIST 285) credit, students must complete 2000 words of written, graded work in the form of one or more short essays, or some other appropriate form (not in-class exams or journals).
3. Upon return to Emory, students must submit all written work and course syllabi to Becky Herring, Undergraduate Program Coordinator, who will forward to the Director of Undergraduate Studies for approval and evaluation of credit.

Anthropology, Psychology, and/or English or American Literature: Students must consult with the Faculty Study Abroad Representative in those departments BEFORE enrolling in a specific course, as not all such courses will be approved by Emory faculty.

Course Load and S/U: Students must enroll in 4 courses which total 16 credit hours, and ALL courses must be taken for a letter grade at EDUCO or the University of Paris. However, Emory College allows students to designate up to one course as S/U per semester while abroad (note: only 20 graduation hours may be taken S/U at Emory). Please note: Most students on the EDUCO program do NOT take advantage of this option. The French grammar course or courses intended to satisfy a GER cannot be taken S/U. Most courses needed for major requirements cannot be taken S/U, so students should consult with their Emory faculty academic advisor before making the decision to take a class for their major as S/U. If students want to take a semester (or year-long course) S/U, they must notify Jeremy Billetdeaux at CIPA in writing within 16 days of the official first day of classes. After this period, no S/U election or changes can be made. Students must receive a confirmation email from Jeremy Billetdeaux to finalize the S/U request. Please keep copies of all such emails. The grade for the course will be changed to “S” or “U” upon receipt of the EDUCO transcript; students must earn a grade of “D” or better for the class to receive the “S” grade.

Transcripts: Institutions that have a formal agreement with EDUCO, Paris 7 and Sciences Po for instance, provide EDUCO with a written report on each student for every course taken. This report gives the instructor's remarks on student's progress, grades on tests and papers, and the quality of oral presentations made by the student in class. Students must take final exams! Students should note that final grade reports are usually not available for several months after a session ends. Fall students enrolled in annual courses may not receive a final grade until the following summer when the academic year has ended. ***Occasionally the grades from the French universities can take up to 6 months to arrive at Emory.*** French grades are translated into the U.S. system by EDUCO, the French Department, and CIPA. EDUCO, the French Department, and CIPA make every effort to collect and report these to the Emory University Registrar in a timely fashion.

Grading Scale:

French mark	EMORY translated letter grade
14 – 20	A
13 – 13.9	A-
12 – 12.9	B+
11 – 11.9	B
10 – 10.9	B-
9 – 9.9	C+
8 – 8.9	C
7 – 7.9	C-
6 – 6.9	D
0 – 5.9	F