



EMORY
COLLEGE
OF ARTS AND
SCIENCES

Education Abroad Office of International and Summer Programs

Emory College Semester Study Abroad Program - Credit and Grade Translation Memo

Program: IES Berlin – Language & Area Studies (Berlin, Germany)

Date Revised: August 2022

When studying abroad, students should be aware that their host institution's or program provider's credit and grading systems may differ from Emory's. The information contained in this memo is correct to the best of Emory College Education 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 should contact Emory College Education Abroad for clarification if any questions or concerns about course enrollment expectations or grading arise.

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 may **NOT** take classes for which they cannot obtain approval. The Office of International and Summer Programs (OISP) will not process a study abroad transcript until approvals for ALL courses have been received.

CREDIT TRANSLATION

Emory will transfer credits as listed on the IES Berlin transcript. Students are required to take the equivalent of 15-16 Emory credits per semester. Most IES Berlin courses are worth 3 credits and are taught in German (unless otherwise specified).

All Emory students MUST take a German language course (4 credits) for a letter grade for the full semester in Berlin. In addition to the mandatory German language course, Emory students typically take 4-5 elective courses for a total of 16-19 credits for the semester.

GRADE TRANSLATION

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