



**EMORY**  
**COLLEGE**  
 OF ARTS AND  
 SCIENCES

**Study Abroad**  
**Office of International and  
 Summer Programs**

**Semester Program Study Abroad Credit and Grade Translation Memo**

**Program:** IFSA-Butler Chilean Universities Program, Santiago

**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 TRANSLATION**

A full course load typically consists of 15-16 credit hours. All students take the required IFSA-Butler course in Advanced Spanish: Grammar, Composition, and Conversation (pre-approved as SPAN 310). The remainder of the courses are selected from the Chilean universities. The on-site IFSA-Butler staff will assist students in registering for a full course load (15-16 hours). IFSA-Butler will provide a transcript to Emory with the courses translated into the U.S. credit system.

Universidad de Chile	Universidad Diego Portales	Pontificia Universidad Católica de Chile	
1 contact hour = 1 credit hour	1 contact hour = 1 credit hour  (most courses = 3 credits)	SAN	US
		5	2
		8	3.25
		10	4
		12	4.75
		14	5.5
		15	6
		20	8

**PLEASE NOTE:** Students will not know the exact courses offered until they arrive to Chile. OISP recommends that you meet with your academic advisor to discuss the courses you are interested in taking prior to leaving campus. Upon arrival to Argentina, you will be able to correspond via email to finalize your course registration and to obtain final course approvals. Please be sure to keep a record of all email approvals and to forward any messages onto your OISP Advisor.

### **GRADE TRANSLATION**

Emory will transfer the grades as listed on the IFSA Butler transcript.

Grades will be recorded on the Emory transcript and will factor into the GPA.