

## Semester Program Study Abroad Credit and Grade Translation Memo

**Program:** CIEE Prague

**Date Revised:** July 2024

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 Education Abroad Office, the transcript will not be processed until ALL of the approvals have been submitted.

### CREDIT TRANSLATIONS

Emory will transfer whole credits as listed on the CIEE Prague transcript. All students are required to take one Czech language course. All students must take a full course load of 15-16 credit hours. The Czech language course is 3 credits, most other courses at the CIEE center are also 3 credits.

Some students choose to take cinema studies courses with FAMU (Film and TV School of the Academy of Performing Arts) which offers 1.5 credit courses. Emory does not offer half-credits. As a result, if a student receives the same Emory course equivalent for two 1.5 credit CIEE courses, the credits will transfer as 3 total credits. In this case, the grades for the two 1.5 credit courses will be averaged. If a student receives two different Emory course equivalents for two 1.5 credit CIEE courses, the credits will transfer back as 1 credit each.

### GRADE TRANSLATIONS

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