



GLOBAL EDUCATION OFFICE
409 Washington Avenue ☐ Chestertown, MD 21620
PHONE 410-810-7470 ☐ FAX 410-810-7451
EMAIL geo@washcoll.edu
WEB <https://www.washcoll.edu/offices/global-education/>

Grade and Credit Conversion Sheet

All credits and grades transfer back to your Washington College degree and education as long as the classes align with the Washington College curriculum. Courses taken abroad must be approved by the appropriate Department Chair prior to the classes being added to your transcript. It is ultimately up to Registrar's Office to record this credit on the transcript. The information provided below outlines the way the course grades and credits will transfer back.

Courses awarded 3 or more credits at Washington College can be counted towards major, minor, and distribution requirements. Make sure to bring back a syllabus and other supporting documentation if you feel a course you take abroad may be considered for a writing intensive requirement. Some institutions offer courses/modules for fewer credits than the Washington College curriculum supports. With Department Chair permission, there is the possibility of combining two courses that are worth fewer than 3 credits to count towards the aforementioned requirements.

It is your responsibility to get the courses pre-approved. If you are unable to do so, make sure to follow the guidelines on the *Study Abroad Approval Form* on how to get courses approved while off-campus.

Students **cannot** do an internship for **academic credit** without approval **prior** to departure. This is non-negotiable.

Courses should not be taken pass/fail without the permission of your Academic Advisor. Please adhere to the policies for taking a course pass/fail in the Course Catalog: <https://www.washcoll.edu/catalog/>

American Business School in Paris

Grades are awarded on a U.S. scale. The letter grade on the American Business School transcript will be transferred directly back to the Washington College transcript.

A full course load at ABS is 15 credits per semester and 30 credits for the academic year. If you take a full course load at ABS, you will receive a full course load at Washington College (16 credits/semester; 32 credits/academic year). If you take less than the full course load you will NOT receive a full course load at Washington College.

American Business School Credits	Washington College Credits
4 credits	4 WC credits
3 credits	3 WC credits
2 credits	2 WC credit