

## N.U.in Program 2026 Academic Handbook:

### N.U.in Czech Republic at the University of New York in Prague

In this handbook, you will learn about important academic policies at your N.U.in institution for the fall. The handbook also includes advice for transitioning from high school to college that the Global Experience Office’s Academic Integration & Planning team has put together based on past N.U.in students’ experiences. By breaking out of the ordinary and choosing The N.U.in Program, you have set yourself up for a uniquely rewarding and challenging first semester! This guide will help you prepare for the academic adjustments and opportunities you will experience this fall.

Welcome to Students and Families! .....	4
Courses and Curriculum.....	5
Culture Course .....	5
Art and Architecture of Prague.....	5
Architecture, A Global History .....	6
History of the Czech Lands .....	6
Modern Europe.....	6
Dejvice (UCT) Campus: Physics with Lab & General Chemistry.....	6
Course Equivalency .....	7
Course Registration Policies .....	7
Adding and Dropping Courses .....	7
Withdrawing from a Course On-Site .....	8
Auditing a Course.....	8
Taking a Course Pass/Fail.....	8
Retaking a Class .....	8
Redundant Credit with Advanced Coursework .....	8
Northeastern Course Repeat Policy.....	9
Academic Cultures .....	9
Attendance Expectations.....	9
Language Exposure .....	10
Academic Honesty .....	10
Artificial Intelligence .....	11
Disability Accommodations .....	11

Textbooks and Course Materials .....	12
Libraries and Research .....	12
Czech National Library of Technology and Czech Technical University Libraries .....	13
Northeastern University Library .....	13
Changing Your Major .....	13
Major Change Windows .....	13
Explore Program .....	14
Grades and Transcripts .....	14
Letter Grades and GPA .....	14
How to View Grades .....	14
During the Semester .....	14
Final Grades .....	14
How to Request Transcript .....	15
Grading System .....	15
Grade Conversions .....	15
Grade Appeals .....	16
Your On-Site Academic Resources .....	17
Writing Lab .....	17
Math Tutoring .....	17
Additional STEM Tutoring .....	17
Office Hours .....	17
Virtual Resources from Northeastern .....	17
Northeastern Peer Tutoring .....	17
The Writing Center .....	18
College of Engineering Tutoring Services .....	18
Your Academic Student Success Team .....	18
Academic Advising .....	18
Communicating with Professors .....	19
Transitioning to Boston .....	20
Spring Course Registration .....	20

Long-Term Academic Planning .....	20
Getting Ready for Co-Ops .....	21
What can I do this summer to prepare for The N.U.in Program? .....	21
Complete Required Pre-Departure Canvas Modules .....	21
Ramp Up Preparatory Summer Courses – College of Science .....	21
Recommendations from UNYP .....	21
Prepare ahead of time .....	21
Embrace the unknown .....	22
Engage with local community .....	22
Take care of yourself .....	22
Establish Good Student Habits .....	22
Expect Common Challenges .....	23
Set Goals for Global Learning .....	26
Global and Intercultural Self-Assessment .....	26
Intercultural Praxis Model .....	27
Global and Intercultural Communication Module/Digital Badge.....	28

## Welcome to Students and Families!

We are excited to be part of your academic journey this fall! We have prepared this guide to help you navigate academic expectations and policies at the University of New York in Prague and prepare you for your transition to studying at Northeastern in Boston this spring.

This is a reference document you should read this summer to prepare for The N.U.in Program and keep close during your program to consult when you need it: this guide includes recommendations for academic support services, details about where to view your grades, strategies for approaching your professors during their office hours, and much more. The details in this guide are what we have seen help Northeastern students embarking on global first-year programs understand academic policies and manage common challenges since we started sending cohorts of first-year students abroad on The N.U.in Program in 2007.

Review this N.U.in Czech Republic Academic Handbook now, and you'll know where to find the guidance you need once the fall semester begins!

Studying abroad in your first semester of college is a unique and highly beneficial experience: please use this guide to help you prepare for it!

We look forward to seeing everything you accomplish in The N.U.in Program!

In scholarship,

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## Courses and Curriculum

The [2026 N.U.in Program Curriculum](#) offers a tailored suite of courses available at each of our eight distinct locations. Each site's curriculum page displays the classes available to N.U.in students at that location this Fall 2026 semester. Each class listed includes a Northeastern equivalency, ensuring your academic progress is aligned with your degree requirements. Course descriptions, credits, and NUpath designations (where applicable) are also provided. Please be aware that course offerings are subject to change.

Please refer to the N.U.in Czech Republic curriculum on the N.U.in website and your academic advising team to discuss your specific requirements and course plan. The full list of course offerings is available online; Culture course options for your location are highlighted below.

NUpath requirements refer to Northeastern's core curriculum. More information is available [here](#).

### Culture Course

All students take one Culture course on The N.U.in Program. This place-based course is a signature feature of Northeastern's global experiential learning model designed to develop students' cognitive capacities in cultural agility and critical thinking. It is typically an immersive introduction to your city or location with out-of-classroom opportunities.

You choose one of the Culture course options as a required part of your N.U.in experience, and you can choose a second as an elective course. The options for Fall 2026 are:

#### Art and Architecture of Prague

This course will introduce you to history and culture - Art and Architecture - of Prague and the Czech Republic. You will contextualize Czech history and culture by reading the textbook and other relevant texts and (more importantly and uniquely) experiencing these features first-hand in a truly a life-changing study abroad experience. Additionally, you will visit a number of monuments (palaces, churches, art galleries, and museums), as the opportunity allows, in Prague.

*NU Course Equivalent: ARCH 2370, Topics in Architectural History. NUpath: WI.*

*NOTE: There are additional fees associated with this course. The total fees across the full semester for this course should be under 1200 CZK (roughly equivalent to 50-55 US dollars).*

## Architecture, A Global History

This course introduces students to architecture, as understood through buildings, cities, and landscapes from antiquity to the present. Studies important monuments in the global history of architecture, as well as tools for analyzing the built environment. The course considers buildings in relation to their political, social, economic, and cultural context, and as expressions of diversity in human societies and cultural perspectives. Topics include the language of architecture, architectural drawings, the classical orders, the problem of ornament, construction techniques, materials, site, and the role of the patron. Develops students' eye for composition in two and three dimensions, aesthetic discrimination of detail, ability to see buildings as part of a larger social and cultural fabric, and critical judgment in speaking and writing. The course combines in-class lectures providing a general overview of discussed material (architecture, styles, context) with regular excursions to relevant sites and examples of discussed material around the city of Prague and Czech Republic.

*NU Course Equivalent: ARCH 1310, Buildings and Cities, A Global History. NUpath: DD, IC.*

*NOTE: There are additional fees associated with this course. The total fees across the full semester for this course should be approximately 1000 CZK (roughly equivalent to 45-50 US dollars).*

## History of the Czech Lands

This course focuses on the history of the Czech lands and their Central European context. This course will provide a general overview of the history of the Czech lands from the Middle Ages, but with an emphasis on the modern age. It will describe the changes and reconfigurations of the Czech lands over time and attempt to explain the political, cultural and economic forces that caused these changes.

*NU Course Equivalent: POLS 2990 Political Science Elective.*

## Modern Europe

This course is an introduction to the study of the political, economic, and social evolution of Europe from the Renaissance to the end of World War II. The course analyses the appearance of the modern states, the evolution of political ideas and the socio-economic transformations that gave birth to a new Europe in the twentieth Century.

*NU Course Equivalent: HIST 1170, Europe: Empires, Revolutions, Wars. NUpath: DD, SI.*

## Dejvice (UCT) Campus: Physics with Lab & General Chemistry

Students enrolled in Physics for STEM with Lab will take the lab component of the course on the Dejvice (UCT) Campus. This is a direct commute on the Green Line from Namesti Miru to Dejvice and will take under 15 minutes of travel time. Lectures and Interactive Learning Seminars (ILSs) will take place on the UNYP campus.

There will be guidance during on-site orientation on how to find and access this campus. In the meantime, there is a free virtual tour and Dejvice Campus app available in English [here](#). You can also use this Smart Guide App for free virtual tours in English of some popular touristic places in Prague.

Please note that all UCT courses will be graded according to the UNYP grading scale detailed later in this handbook.

## Course Equivalency

While the classes you take at your N.U.in location aren't exactly the same as the courses we offer in Boston, Northeastern faculty have evaluated the courses you are taking abroad as equivalent preparation for the next-level Northeastern course. Upon successfully completing a foundational course like MATH 1341 or ACCT 1201, you will fulfill all associated pre-requisite requirements. Northeastern faculty collaborate with our partner faculty to ensure your courses meet Northeastern standards and expectations. At the same time, you'll have a chance to learn from world-renowned faculty from across the globe and expand your academic mentorship network.

The N.U.in Program enables Northeastern University students to take first-semester coursework at a partner institution abroad and earn NU credit. The Academic Integration & Planning team works closely with NU academic Colleges and faculty as well as faculty and staff at N.U.in partner institutions to determine equivalencies between our courses. This means we are confident that students who successfully complete a course on an N.U.in program will have met the learning outcomes for that course at Northeastern, and they are prepared to move on to any Northeastern course that requires that class as a pre-requisite.

For example, any N.U.in location that offers the course CHEM1161/1162 General Chemistry with lab will prepare a student with the foundational skills and knowledge they need to continue on to CHEM 2311/2312 Organic Chemistry 1 with lab in their spring semester. A student who took this course at the American College of Thessaloniki in Greece has a unique experience to someone who took the class on the N.U.in Scotland program, and a student who took CHEM1161/1162 in Boston in their first semester has a distinct experience from both those students, too. When those three students sit together at a lab bench on the first day of Organic Chemistry in the spring, they are equally prepared from their fall Chemistry course in terms of knowledge, skill, and lab exposure. Each has gained the same foundation through a differentiated experience with local variance.

## Course Registration Policies

### Adding and Dropping Courses

Students will receive their final course schedule with course meeting times and locations during on-site orientation at the start of the program. At on-site orientation, you will learn the process to add and drop courses to make necessary course changes.

Students are strongly discouraged from adding or dropping courses once they arrive on site because Northeastern academic advising has already carefully reviewed, discussed, and confirmed your fall classes. Any changes that students make to their course registration after they arrive on site may negatively impact their academic progress, so making add/drop changes is not recommended.

**The last day to add or drop a course at UNYP this Fall 2026 semester is September 11, 2026 by 6 p.m. CET.** Add/drop requests must be requested in the UNYP Student Portal, which students will learn how to access during on-site orientation. Please note that class meetings missed during the add/drop period count toward your limit of allowed absences. This means that if you add a class after its first meeting, your absence from that first session before you added the course will count within your limit.

Remember that taking fewer credits in a semester than you planned with your advisor may lengthen your time to degree completion. Please also keep in mind that requests are not guaranteed. Factors such as capacity, timetabling, and add/drop deadlines may not allow for a change to be made. The contact point for UNYP academic matters is CGE Director, Marie Stanovská.

### Withdrawing from a Course On-Site

Students are discouraged from withdrawing from courses unless absolutely necessary. Any changes that students make to their course registration after they arrive on site may negatively impact their academic progress, so course withdrawal is not recommended.

Withdrawing from multiple classes can affect your visa eligibility. Please be sure to check in with on-site staff to discuss this if you are thinking about withdrawing from two classes. In addition, taking fewer credits in a semester than you planned with your advisor can lengthen your time to degree completion.

**The last day to withdraw from a class this fall at UNYP is November 1, 2026 by 11:59 p.m. CET.** Course withdrawal will result in a W letter grade on your transcript for that course. Students should secure approval from their Northeastern academic advisor and work with UNYP academic support to follow UNYP's course withdrawal process. The course withdrawal request must be submitted in the UNYP Student Portal. The contact point for UNYP academic matters is CGE Director, Marie Stanovská.

### Auditing a Course

Students in the N.U.in Czech Republic program are not permitted to audit a course this fall semester.

### Taking a Course Pass/Fail

Students in the N.U.in Czech Republic program are not permitted to take a course as "Pass/Fail." You will earn letter grades for your N.U.in courses.

### Retaking a Class

#### Redundant Credit with Advanced Coursework

Some students choose to "retake" a course for which they have already earned transfer, AP, or IB credit. It is important to keep in mind that this is a risk!

The letter grades you earn during your N.U.in program will appear on your Northeastern transcript. So, if you decide to forego your, for example, AP Calculus AB credit and take MATH 1341 Calculus 1 for Science and Engineering, but you find yourself on track to earn a non-passing grade, you will need to withdraw in order to use your previously earned credit. Be sure to contact your academic advisor if you begin struggling in a class you are retaking!

## Northeastern Course Repeat Policy

If you are on track to fail a course, you will want to consider both course withdrawal and retaking the course. If you have missed the course withdrawal deadline or if you are struggling in a required course, your best option may be to retake the course in a future semester at Northeastern to earn a better grade. Northeastern's course repeat policy dictates that when the appropriate course is available, courses may be retaken once to earn a better grade. In all cases, the most recent grade (not the best grade) earned in a course is the one used in calculating the overall GPA; however, previous grades remain on the transcript with a note that the grade is "excluded." This means that the course is excluded from the GPA and earned credit calculation. Students are required to pay normal tuition charges for all retaken coursework. You may view Northeastern's full [Retaking Courses policy](#) on the Undergraduate Catalog.

## Academic Cultures

Academic cultures vary across N.U.in locations and in Boston. Learning and teaching styles are different in different contexts. This can impact the type and number of assessments in a course, the course staffing structure (whether you have multiple lecturers or TAs), absence policies, and grading procedures and timelines. There is diversity in pedagogical approaches among N.U.in locations, but students achieve equivalent learning outcomes regardless of where they study.

Each country has its own unique customs and traditions. For instance, in Czech Republic, it is customary to remove your shoes before entering a home; also, maintaining eye contact is crucial during conversation. Research! Rent a book about the traditions, search on the Internet...

Navigating a different academic environment abroad—with the support of Northeastern and N.U.in partner institution colleagues—is one of the challenges that shape N.U.in students into the particularly resourceful and adaptable second-semester students we see come to Boston in the spring!

## Attendance Expectations

UNYP expects students to attend scheduled learning activities such as lectures, discussions, meetings, field-work sessions, online fora, etc., and to actively engage in them in a positive and professional manner.

Course syllabi specify the course's schedule of learning activities and attendance requirements. The instructors record attendance in E-learning on a weekly basis.

For courses with 45 scheduled meeting hours, students can miss up to 11 hours of meetings. The only missed hours that do not count towards this limit are hours missed during make-up class meetings or hours missed due to participation in specially designated UNYP related activities (subject to confirmation by the Dean of the School or the Rector's Office). On the other hand, hours missed during the add/drop period *do* count in this limit. (This means that if you add a class after its first meeting, your absence from that first session before you added the course will count within this limit.)

With the prior approval of the Dean of the School, instructors may set stricter attendance policy. The policy must be clearly defined in the syllabus and discussed at the first class meeting to ensure that students understand what is expected of them. For students taking Chemistry and/or Physics, the attendance policy will be different for these courses, which have more teaching hours including labs and interactive learning seminars. Chemistry and Physics course attendance policies will be outlined in detail in the respective syllabi, explained during the academic onsite orientation, and reviewed at the first class meetings of these courses by the instructors.

Students do not have a right to make up assessments that were missed due to absence regardless of the reason for the absence. Instructors may choose to allow students to make up such missed assessments. If the student disputes the recorded attendance, the student must contact the instructor by the following week to clarify the record. The student may petition the Dean of the School no later than that same week in case of an unresolved attendance issue. Students should notify the CGE Director as soon as possible if they will miss course meetings for any extended period.

### Language Exposure

Classes are offered in the English language. For students interested in the Czech language, your site staff as well as academic management onsite can recommend local language learning resources. While UNYP campus is conveniently located in the area with many expats and English can be used almost everywhere, it is also a great location for different Czech courses as your extracurricular activities during the semester. If you are interested, UNYP staff can recommend several options for local Czech language courses.

### Academic Honesty

Because honesty and integrity are core values of the UNYP community, the UNYP Academic Council has developed this policy and process to help all members of the UNYP community understand and abide by the principles of academic honesty at UNYP. Violations of this principle are considered serious and may affect continued participation in the program.

The UNYP community expects that students will neither give nor receive unauthorized aid on any assessed (graded) work, nor seek an unfair academic advantage for themselves or other students, whether intentionally or unintentionally.

Examples of unauthorized aid and unfair academic advantage include, but are not limited to, cheating, plagiarism, submitting ghost written, technology-aided (AI-generated or paraphrased) or otherwise outsourced essays, and collaboration which compromises the originality and authenticity of student work.

When an Academic Honesty Violation Report is filed, the student must meet with UNYP Vice Rector/ Rector to discuss the matter. The course instructor also meets with UNYP Vice Rector/ Rector to discuss the matter. Then it is brought to the Academic Council for a final decision.

The penalties for violations of academic honesty include:

- First offence: F on the assignment and meeting with the Dean of the student.
- Second offence: F in the course and meeting with the Rector.
- Third offence: dismissal from studies; the Disciplinary Committee must consider the case and may recommend less severe penalty.

The decision is recorded in the database used for these purposes and the minutes of the meeting.

### Artificial Intelligence

The use of Artificial Intelligence (AI) for the development of knowledge and learning is encouraged at many stages of the learning process. While we value technology for educational purposes, we also value originality and the retainment of knowledge, and thus using AI for assignments and examinations, even if rephrased, is strictly prohibited and considered an academic integrity violation, unless the instructor explicitly allows for it in the context of evaluated work.

### Disability Accommodations

If you require accommodations during your time in N.U.in Czech Republic, you must apply through both the University of New York in Prague and [Disability Access Services](#) at Northeastern University. Students seeking disability accommodations through the University of New York Prague should submit their application [here](#). Please note that applications must be received by July 31st to be processed prior to your arrival. Students should also speak to their professors individually to alert them of any approved accommodations.

UNYP provides reasonable accommodations to students with documented physical, medical, emotional, and learning disabilities. Accommodations are provided on an individual basis and may include:

- Modified assessment procedures (e.g. time-and-a-half on major assessments).
- Help with the arrangement of a peer tutor.
- Use of a computer for major assessments.
- Substitution of similar or related work for a non-fundamental course requirement.
- Other reasonable accommodation.

It is the responsibility of the student to self-identify and satisfactorily document a disability at the earliest possible opportunity so that UNYP can arrange reasonable accommodation.

Students requesting accommodations must provide documentation from a qualified professional verifying the disability and its impact on university study, with official translation of documents into English if needed.

A temporary impairment (e.g., a broken bone) may be considered a disability and result in reasonable accommodation if it substantially affects the student's ability to complete a course.

Students who have not submitted relevant documents to Northeastern University prior to their departure, and feel that they may need academic accommodation, will check with the UNYP Counseling Center for contacts to qualified professionals for assistance if needed. They can provide information and documentation from a qualified professional that helps to establish disability and need for accommodation to the CGE Director through a designated "Request" available [here](#).

UNYP does not provide academic accommodations retroactively.

## Textbooks and Course Materials

All N.U.in Czech Republic class textbooks will be available to students at no additional charge, either through UNYP's online textbook system (Perlego), the UNYP library, online resources made available through Moodle, or some combination of the three.

It is generally a good idea to review the syllabus for a class prior to buying any materials.

College of Engineering students should have a scientific calculator in addition to their laptop as using a calculator in your phone or tablet may not be permitted during exams/tests/classes etc.

## Libraries and Research

### University of New York in Prague Library

The University of New York in Prague Library is located at Londýnská 32, just across the street from the main campus, and has more than 13,000 books, periodicals, and audio/visual materials. The UNYP Library remains one of the largest collections of English language books in Prague.

Apart from textbooks the library as well has a growing collection of fiction and popular biographies for students to enjoy whenever they want.

In addition to the books and e-resources for students, the UNYP library has 22 PCs including print and go stations, two high-tech project rooms and a large study room available to all students.

The UNYP library is an excellent place to study, work between classes or get together with others to solve group projects!

The UNYP Library has two brand-new project meeting rooms available to all students. If you need a quiet space for your group project or presentation, please, do not hesitate to contact the library and schedule your session!

The project meeting rooms are equipped with smart touch displays and can accommodate up to eight people.

On the first floor of the library is the new quiet study room which accommodates additional individual study spots and is equipped with W-Fi and Czech/English magazines and newspapers.

The UNYP library holds many subscriptions to Czech and international publications that students can enjoy to pass the time, learn about current events or use for research or homework assignments. Subscriptions include: Marketing and Media, The Economist, Psychologie Dnes, The Week, Aspen Review, Taiwan Review.

UNYP has an extensive group of online library resources. In fact, UNYP is the first university in Czech Republic to offer an English, e-Textbook library, Perlego.

In addition to the Perlego e-library with more than 400.000 publications, UNYP students also have access to Statista. On top of that, our students can access the ESC online library through our partner university, the State University of New York, Empire State College. ESC online library offers more than 60,000 electronic books and tens of thousands of journals in electronic form.

### [Czech National Library of Technology and Czech Technical University Libraries](#)

All N.U.in Czech Republic students have access to the Czech Technical University (CTU) Libraries, which are open 24/7 and are fully operational in the English language as well as in Czech. These libraries offer additional quiet study and night study areas, and students are encouraged to take advantage of library consultations for help with research.

[Czech National Library of Technology](#)

[About Czech National Library of Technology](#)

[Virtual Tour](#)

### [Northeastern University Library](#)

Students also have access to the electronic resources provided by Northeastern, via the NU Libraries website [here](#). For help with research, please view the [subject guides](#) created by Northeastern librarians. If you have a question for the librarians, you can [contact them](#) through live chat or a web form.

## Changing Your Major

N.U.in students can submit changes to their home College and major through the Application Status Check portal within specified Major Change Windows during the program.

### Major Change Windows

**August 24, 2026: Summer Major Change Window closes.** You can request a change to your major and/or home College through your Application Status Check portal until the close of this window. You will only be able to request a change to another major if your new intended major is compatible with your selected N.U.in program location. Your location cannot be changed to accommodate a major change.

You will have finalized your fall courses with academic advising by this point, so any change to your major now that affects your fall courses will require you to make changes during the add/drop period with help from the CGE Academic Manager.

**October 1 to November 2, 2026: Fall Major Change Window.** During this window, you can submit a major/home College change request through your Application Status Check portal to declare or change your major to any major at Northeastern. You cannot change your fall course registrations to match your new major at this point. Changes will be effective for the Spring 2027 semester.

The Fall Major Change Window is the last opportunity for N.U.in students to change their major and/or home College through the Application Status Check portal. The next time N.U.in students can request a change of major is via the college-based change of major processes upon spring semester matriculation.

## Explore Program

Students in the Explore Program can meet with their Explore advisor to discuss the major change process. Please reach out to your Explore advisor as soon as you make this decision to discuss the major change process! As a reminder, once fall classes begin and the add/drop period ends, fall class selections are not able to be changed.

If you declared a major but become undecided, you can switch into the Explore Program for individualized guidance from an Explore academic advisor and access to a peer mentor while you explore your various interests. Please email your assigned advisor to discuss your situation and the steps you will take to move to the Explore Program. Major changes into the Explore Program must happen during the Major Change Windows outlined above.

## Grades and Transcripts

### Letter Grades and GPA

All N.U.in participants earn a full semester of credits on their Northeastern transcript, provided they achieve a passing grade in each class. Your N.U.in program courses and letter grades will appear on your Northeastern University transcript and will be included in your Northeastern GPA. Non-credit-bearing grades like F or W will also appear on your Northeastern University transcript.

### How to View Grades

#### During the Semester

Your professors will explain how to keep up with your grades in Moodle for assignments and exams during the semester. Faculty also include important grade information in their course syllabi.

#### Final Grades

Final grades will be posted to students' transcripts. You will be able to view your grades in your Northeastern degree audit following the completion of your N.U.in program.

## How to Request Transcript

Your N.U.in program courses and letter grades will appear on your Northeastern University transcript and will be included in your Northeastern GPA. If you need a transcript of your N.U.in coursework and grades for a co-op or scholarship application, please [request your Northeastern transcript](#) be sent through Parchment by our NU Registrar.

Due to differing academic timelines at N.U.in partner institutions, your fall N.U.in program grades will not appear in your NU student records until after the start of the spring semester. Once your N.U.in program grades appear in your Northeastern degree audit (expected March 2027), you will be able to request an official transcript that includes your N.U.in program grades through our NU Registrar.

## Grading System

Grades of D- and above earn academic credit, while failing grades will not earn credit at Northeastern, though they will appear on your Northeastern transcript.

Below is the grading scale that will be used for all N.U.in Czech Republic courses, including those taken at UCT (Calculus, General Chemistry for STEM, and Physics with Lab).

Letter grade	Percentage	4.0 scale	Description
A	95-100%	4.00	Outstanding work
A-	90-94%	3.67	Outstanding work
B+	87-89%	3.33	Good work, distinctly above average
B	83-86%	3.00	Good work, distinctly above average
B-	80-82%	2.67	Good work, distinctly above average
C+	77-79%	2.33	Acceptable work
C	73-76%	2.00	Acceptable work
C-	70-72%	1.67	Acceptable work
D+	67-69%	1.33	Work that is significantly below average
D	63-66%	1.00	Work that is significantly below average
D-	60-62%	.67	Work that is significantly below average
F	0-59%	0.00	Work that does not meet minimum standards for passing the course

## Grade Conversions

There are differences in grading systems between universities or institutions in different countries. These differences can arise due to various factors such as educational philosophies, assessment methods, and cultural norms. Our NU Registrar and Global Experience Office use grade conversion tables to determine the final letter grades that appear on students' Northeastern transcripts based on the grades awarded by the N.U.in partner institution.

Grade scales and conversion tables serve as valuable tools in facilitating academic mobility and ensuring fairness and consistency in evaluating students' academic performance across different educational systems. These conversions provide a standardized way to compare and evaluate academic performance across different systems to help ensure that the grades earned by students from one institution can be properly understood and recognized at NU.

In some cases, if the grading systems are similar or if there is a well-established understanding between the institutions regarding the equivalency of grades, a conversion table may not be necessary. This is the case for UNYP: you can expect the letter grades you earn at UNYP to be reflected with the same letter grades on your Northeastern transcript.

### Grade Appeals

Grade appeals at UNYP are normally done via a petition procedure. Academic Petitions are predominantly requests for exceptions to be made concerning decisions made in courses (e.g. grades), to academic policy (e.g. rules on attendance) or decisions made by administrative bodies (e.g. Academic Council, Disciplinary Committee). The Academic Petition can be found in UNYP E-learning.

1. Students are required to first address the situation with the course instructor. Should a solution not be found, the student should pursue the problem with his/her Dean of School. If the petition directly concerns the Vice Rector, then the student should arrange an appointment with the Rector.
2. If this does not result in a satisfactory outcome, the student may file an Academic Petition to request that the Academic Council look at the case in detail. The petition should be submitted to the Rector's Office after a consultation with the CGE Director.
3. The academic representative discusses the petition in meetings with the parties involved, which may be separate or common. After gathering facts, the appropriate academic representative reports the contents of the petition and facts gathered to the Academic Council at the nearest scheduled meeting.
4. The Academic Council collectively makes a decision regarding the petition at the next Academic Council meeting.
5. The Dean of the School then communicates the decision to the parties involved and carries out any action required by the academic side resulting from the decision made on the petition.
6. When petitions directly affect the Vice Rector, decisions are given to the Rector to communicate.
7. Results of petitions are recorded in the database by Rector's Office.
8. Decisions of academic petitions are reported in Academic Council meeting minutes.
9. Original petitions are kept on file in the database used for these purposes.
10. The Academic Petition Form is available on eLearning.

## Your On-Site Academic Resources

The contact point for UNYP academic matters is CGE Director, Marie Stanovská. Please see below for additional on-site academic resources at UNYP.

### Writing Lab

UNYP provides a writing lab for students. Information can be found on the [UNYP website](#).

### Math Tutoring

UNYP provides Math tutoring for students. Information can be found on the [UNYP website](#).

### Additional STEM Tutoring

On-site tutoring for Physics for STEM with Lab, General Chemistry for STEM, Calculus 1 for STEM, and Calculus 2 for STEM will be available twice weekly. Further details will be provided on site.

Calculus (MTH 102) tutoring will be available on-site once a week. Further details will be provided on site.

### Office Hours

You can visit your professor during their office hours, which are listed in each course syllabus, and chat about an assessment, your concerns about the course, and your professor's recommendations for extra support. They might recommend a library resource or website with extra practice questions or ask if you are taking advantage of various tutoring services. Talking with your professor will give you a better idea of where you stand in the course to help now. Stepping out of your comfort zone to attend office hours also helps you gain comfort engaging with faculty and practice forming meaningful mentorship relationships with professors, something you'll want to do throughout your time in college.

## Virtual Resources from Northeastern

### [Northeastern Peer Tutoring](#)

Northeastern offers free peer tutoring to all undergraduate students across its global network. All Northeastern peer tutors are successful current upper-class undergraduate students, and a number of them are N.U.in alumni.

You can request a peer tutor for your courses through Northeastern's peer tutoring platform by searching for the NU equivalent course title and/or course code. This is important to note, as nothing will appear if you search for the UNYP course title/code. You can find the NU equivalent course code on the [N.U.in Program Curriculum website](#). For questions about Northeastern Peer Tutoring, please reach out at [peertutoring@northeastern.edu](mailto:peertutoring@northeastern.edu).

## The Writing Center

The Northeastern Writing Center is open to students, staff, faculty, and alumni of Northeastern and exists to help writers at any level, and from any academic discipline, in their written communication. Virtual appointments are available; the most current hours are posted on The Writing Center's [website](#).

Online appointments take place in the platform WOnline, where you can text chat with a consultant and work interactively on a piece of writing. Some (but not all) consultants are available for voice/video consultations. More information about virtual appointments is available [here](#).

## College of Engineering Tutoring Services

The College of Engineering Tutoring Program offers virtual tutoring services to meet the academic needs of Northeastern undergraduate students taking engineering coursework. COE Peer Tutoring supports Engineering courses not offered by Northeastern Peer Tutoring. Free tutoring in Physics 1/2, Chemistry, Differential Equations, and Calculus 1-3 is offered through their [first year tutoring center](#).

## Your Academic Student Success Team

### Academic Advising

You began working with your home College academic advising office this summer to select and confirm your fall courses. Your home College academic advisor will continue to support you this fall, especially around spring course registration, since you will be registering for Northeastern courses through our Banner system for the first time!

Please keep your academic advisor in mind as a resource for your questions about how to manage academic challenges. Advising from your Northeastern academic College is available to you virtually throughout your N.U.in program!

Academic advising will reach out to you via email with important information: be sure you are regularly monitoring your Northeastern email address! Please use the email addresses below to contact your College's academic advising office for questions about courses, majors, and other academic topics.

<a href="#">Bouvé College of Health Sciences</a>	Bouvé Advising: <a href="mailto:bouvestudentservices@northeastern.edu">bouvestudentservices@northeastern.edu</a>
<a href="#">College of Arts, Media and Design</a>	CAMD Advising: <a href="mailto:camdadvising@northeastern.edu">camdadvising@northeastern.edu</a>
<a href="#">Khoury College of Computer Sciences</a>	Khoury Advising: <a href="mailto:khoury-advising@northeastern.edu">khoury-advising@northeastern.edu</a>
<a href="#">College of Engineering</a>	COE Advising: <a href="mailto:COEAdvising@northeastern.edu">COEAdvising@northeastern.edu</a>
<a href="#">College of Science</a>	COS Advising: <a href="mailto:COSEAdvising@northeastern.edu">COSEAdvising@northeastern.edu</a>
<a href="#">College of Social Sciences and Humanities</a>	CSSH Advising: <a href="mailto:csshadvising@northeastern.edu">csshadvising@northeastern.edu</a>
<a href="#">D'Amore-McKim School of Business</a>	DMSB Advising: <a href="mailto:ugbs@northeastern.edu">ugbs@northeastern.edu</a>
<a href="#">Explore Program for Undeclared Students</a>	Explore Advising: <a href="mailto:explore@northeastern.edu">explore@northeastern.edu</a>

## Communicating with Professors

The best way to get in touch with your professors outside the classroom is the method they designate in their syllabus, the course outline you receive on the first day of class. If you have a question related to an assignment, your grade, or the course content, your instructor will include their contact information in this document and specify whether they would prefer you email, call, or stop by their office hours. If you are unsure of how to contact your professor, sending your message from your student email account to their institutional email account is a good method.

Before reaching out to your professor with a question, please double check your syllabus to make sure it isn't answered there! The syllabus contains important information about attendance and grading policies, major assignments and deadlines, and the structure of the course. If you receive an email back from a professor asking you to refer to the syllabus, don't be discouraged—this is an email almost everyone gets at some point in their first semester of college! The syllabus is an excellent resource that most U.S. high school teachers do not use or do not use the same way, so make sure you take time to become familiar with the syllabus you receive from each class during your first week to avoid asking your professors anything answered in this document.

We encourage you to utilize your professors' office hours for discussion about your grade and performance in the course! You are discouraged from appealing grades for any reason other than administrative error. Your professor can help you understand your grades and recommend resources.

If you feel your professor's teaching style is a mismatch for you, utilizing tutoring services is a good way to bridge the gap by reviewing the material with another person in a different way. Forming study groups with classmates is another good strategy to adapt to this situation. For example, if your professor spends the class time lecturing when you prefer to learn through group discussion, you can adapt by focusing on taking the best notes you can during lectures, then reinforcing what you learned by having a designated time to debrief with your study group. Expressing to your professor that you are struggling with the class format can help you work together to find support so you can succeed in the course, but keep in mind that cultural differences mean your professors' teaching styles are unlikely to perfectly resemble the learning experiences you may have had at a U.S. high school.

## Transitioning to Boston

Northeastern's campus is transitional by nature, meaning that students are constantly coming and going for domestic or global co-ops, study abroad, or other experiential learning opportunities. The N.U.in Program fits in perfectly with this culture, and you are *not* at a disadvantage arriving in Boston in January.

Due to this constant movement on campus, there is always a Spring New Student Orientation, Winter Involvement Fair, and Welcome Week activities offered each January for all incoming students. The N.U.in Program and Student Affairs also hold welcome events for N.U.in students. Arriving on campus has been likened to a reunion, as students are excited to see each other after forming such close friendships while participating in N.U.in.

N.U.in alumni have recommended getting involved in clubs and organizations, whether related to your major or to personal interests, at the start of the spring semester to widen your circle and take advantage of the large Northeastern community in Boston. You will meet others in your major in your spring classes, and attending your College-sponsored or departmental events is another easy way to participate in your academic community!

## Spring Course Registration

Your academic advisor will be in touch via your Northeastern email account this fall regarding spring registration. As you did this summer when you selected your fall classes, you will again have the opportunity to work with your home College advising office to work through the course registration process for spring.

There will also be a spring orientation in January where you will have another chance to review your courses with your home College advising office and hear more information about your academic transition.

## Long-Term Academic Planning

Like all Northeastern students, N.U.in students create their own unique academic path, including co-op experiences, with most graduating in either four or five years. When you start your college career with The N.U.in Program, you will still have all the same options as students beginning in Boston in the fall and will be able to tailor your journey to graduation.

N.U.in students are on track to follow Northeastern University's standard degree completion timelines. As with all students, the timeline to graduation may be altered if a student changes their major and also depends on the number of co-ops and other experiential learning opportunities the student pursues.

You should work closely with your academic advisor to determine the best progression track based upon your interests and graduation goals. We urge you to think carefully about where your primary academic interests lie before selecting an N.U.in location. This will ensure that you begin with a strong base of prerequisites before progressing to Northeastern in the spring.

## Getting Ready for Co-Ops

N.U.in students are on track to participate in co-op. All Northeastern students, regardless of starting program, must take their Northeastern major's co-op preparation course in their second year and can complete their first co-op as early as the fall semester of their third year at Northeastern. The perspective and maturity built during your N.U.in experience provide a unique advantage and skillset that makes you competitive in the job market.

## What can I do this summer to prepare for The N.U.in Program?

### Complete Required Pre-Departure Canvas Modules

You will receive information in July about required pre-departure materials for you to review in your Northeastern Canvas. These modules include important information about various aspects of The N.U.in Program, including College-specific academic details. After completing the Pre-Departure Canvas modules and reading this academic handbook, you will have a good sense of what to expect this fall; once you start the semester, you'll be able to reference back to these materials to navigate your semester abroad and transition to Boston this spring.

### Ramp Up Preparatory Summer Courses – College of Science

Northeastern's College of Science offers important preparatory online summer courses to get you prepared for first-year biology, chemistry, physics, and calculus courses. These are called Ramp Up courses, and they are available to any students enrolled in these courses regardless of what home college you are based in.

We highly recommend that you complete these courses before departing, as data shows that students who participate in these courses earn higher final grades in their corresponding fall coursework. These online non-credit modules cover high school content that will get you ready to succeed in introductory STEM classes. They may cover important foundational content that you did not receive in high school or review concepts that you will be expected to know coming in to introductory science classes.

If you are enrolled in biology, chemistry, physics, and/or calculus courses this fall, please check your NU Canvas for the relevant Ramp Up preparatory courses this July and August! You can read more about Ramp Up at <https://cos.northeastern.edu/ramp-up-courses/>. If you have not been auto-enrolled in the Ramp Up course(s) corresponding with your initial fall course selections by August 1, or if you have other questions, please contact the program administrator at [COSRampUp@northeastern.edu](mailto:COSRampUp@northeastern.edu) for assistance.

### Recommendations from UNYP

#### *Prepare ahead of time*

Before your departure, research your host country's language, customs, and daily life. Learning some basic phrases, understanding key traditions, can ease your transition.

### *Embrace the unknown*

Stay curious, positive and open-minded. Embracing the new culture with enthusiasm and a positive attitude will help you adapt more quickly. View challenges as opportunities for growth and learning.

### *Engage with local community*

Interacting with locals is one of the best ways to understand and appreciate the new culture. Building relationships with local students, professors, and community members can provide valuable insights and make you feel more at home. Participate in local events and activities.

### *Take care of yourself*

Regularly check in with yourself to assess how you're feeling. Journaling, meditation, and other self-care practices can help you process your experiences and manage any stress or anxiety.

## **Establish Good Student Habits**

Check your email at least once a day to stay up to date with communications from Northeastern, your host institution, and your professors. All N.U.in Czech Republic students are provided with UNYP email accounts, and all communication coming from UNYP arrives in that account. You will need to check both accounts regularly! Monitor your Northeastern email closely this summer to start this habit now.

Take care of yourself! Identify strategies you have used to help manage your stress and regulate your emotions when you are uncomfortable. If you don't have go-to strategies already, make it a goal this summer and fall semester to find something—like a breathing exercise, physical exercise, personal reminder or mantra, piece of comforting art, or something else effective for you—that you can rely on to ground you in moments of stress.

Make a time management plan. Decide now on a time management strategy you will use to keep track of deadlines this fall. Think about how you organized your time in high school: did you use a planner, a time management app, or rely on your teachers to remind you about assignments and important dates? If you have a method that works for you already, make sure you bring any supplies you need (purchase a new planner, double check that the app you are used to will work on the phone you plan to use abroad and at your host location). If you have not used a planner or time management app before—or haven't used either successfully or long-term—we recommend exploring some options on your own this summer and using one to keep track of personal goals and your preparation for the fall for at least two weeks. Hopefully, this experimentation will show you whether a virtual or written planner works best for you!

Here are some of the best tips for time management we have collected from students' experiences and research on academic success.

- **Find a calendar system that works.** Some prefer using their cell phone. Others use built-in computer software and even the old standbys, paper planners or calendars. The method is less important than making sure whatever you choose works for you so you will consistently use your system. Choose a calendar or project management system that is reliable and easy to update. Then, populate it with every detail and deadline you need to keep yourself on track. Start by adding your course deadlines from your syllabi, then fill it out with any family, social, or other obligations.
- **Keep your class syllabi close.** Your syllabus for each class contains important information about attendance and grading policies, major assignments and deadlines, and the structure of the course. Your syllabi are your guides to success in each of your courses: keep them close!
- **Eliminate social distractions.** When studying or writing, consider turning your phone to silent or Do Not Disturb, or, better yet, put it out of reach so that you don't check for missed calls and texts. Even that brief look at a friend's text message or scroll through social media interrupts your thought processes and slows you down.
- **Schedule study time.** Treat your study time like a job: schedule it in your calendar and show up to do it, just as you would for a job or important appointment.
- **Use to-do lists.** Make a habit of writing down at the end of your workday (whether on paper in your planner or a note on your phone) a list of tasks you plan to accomplish the next day. List them in order of importance. Consult that list first each morning to help yourself stay focused on your daily goals.

At the start of the fall semester, you will receive a syllabus for each of your classes. Review your syllabi right away and enter all important dates and deadlines into your planner or app for time management! This will keep you on track all semester. You can start now by putting the add/drop course change deadline and course withdrawal deadline shared earlier in this handbook into your planner or app today.

We have seen careful time management make a huge difference for students, both setting those students up for academic success and equipping them with mastery over their own time that allows them to pursue travel and other priorities without sacrificing that academic success or their wellbeing.

Start this summer: plan your time intentionally, check your email regularly, and be mindful of your stress level and know where to find help when you need it, and you will be more than ready for your N.U.in experience this fall!

### Expect Common Challenges

Read and think through the following scenarios, reflective questions, and strategies for navigating some common academic challenges we have seen past first-year students tackle. Northeastern students are generally those for whom academics have long been a focus and area of success. The transition from high school to college might not seem daunting because you know you can handle the academic work, but there are differences in the ways classes are structured and your work is evaluated in college. The below scenarios will help you think about how you might respond to these challenges and give you an idea of what to expect.

### **1. You aren't sure how to approach long-term assignments like research papers or studying for exams.**

- What kind of experiences did you have with major projects in high school? What strategies were successful, and how did roadblocks like procrastination affect your work before?
- How will you break up writing a paper and studying for an exam into smaller, weekly tasks to avoid last-minute studying and writing crunches?

The best first steps you can take to plan for long-term assignments are to carefully read your syllabus when you receive it and enter all deadlines into your time management app or planner.

For a research paper, you can create smaller goals and deadlines for yourself to make sure you are staying on track. For example, if you have a paper due at the beginning of December, you can set a deadline for yourself to decide on your topic by October 1, find and read your initial sources by October 31, outline your paper the following week, and complete your paper by November 30 so you have enough time to take your work to your professor's office hours to review or to a writing center appointment.

You will want to be sure you are taking good notes in class so you have a foundation to study from later. You can speak with your on-site staff about study skill advice and good notetaking practices. One notetaking tip is to use one method, like handwriting notes in sentence or phrase form during lectures, and then to use a different method, like typing up those notes and organizing them into an outline or chart form, soon after to review. This helps solidify the knowledge in your mind and, again, gives you great materials to study from when the midterm and final exams are approaching. As with a long-term paper, you should set aside specific blocks of time in your app or planner to study for an exam. Leave enough time to email any questions to your professor and receive their response before the exam, utilize tutoring services, or work with classmates as a study group.

It can be difficult to keep long-term assignments and end-of-term exams at the front of your mind with so much else going on, which is why it's so important to plan ahead for these deadlines at the beginning of the semester! Your syllabi are your guides to success in each of your courses.

### **2. You want to drop a class.**

What is it about the class that made you change your mind? Since you and your advisor decided on these classes as the best path forward for your academic plan, we discourage changing your schedule after arriving on site in most circumstances.

Consider the consequences of dropping versus staying in the course.

- Is the class necessary for your major or other plans, meaning you will need to take it in a future semester if you drop it now?
- Is the class a pre-requisite, meaning you can't move forward onto the next course in a series without completing this one first?

- If you stay in the course, do you think you could earn the D- minimum grade you need to earn credit?
- Are there alternative classes available that would contribute toward your degree progress? (And is it during your site's add/drop period, meaning you have time to add another class? After the add/drop period ends, the only way to leave a class is to withdraw from it, resulting in a W on your transcript, and you cannot add another course to your schedule at this point.)

Try organizing your thoughts in a pro and con list to see if dropping the class makes sense for your situation. Again, it is usually best to stick with the schedule you determined over the summer with your academic advisor! Sharing your pro and con list with your academic advisor will help you both make the best decision for your academic plans.

**3. You didn't really need to study in high school as long as you paid attention in class. This semester, you're attending every class and paying attention, but you still struggled with your midterms.**

- How are you feeling about how your midterms and semester overall have gone so far? It can be shocking and disheartening to get lower grades than usual or to have more difficulty than you expected with your coursework. This is a reflection of the difference between college-level and high school-level work, not an indication your abilities have changed!
- What can you do differently to prepare for your finals?

If you are confused about a grade or want to review content, you should stop by your professor's office hours (time and location will be listed in your course syllabus). If you understand what happened with the exam and feel you could have done better had you prepared more, your academic advisor and virtual peer tutors from Northeastern can help with time management and study skills.

Success in college-level work does tend to require more active participation and time outside the classroom than success in high school. You were accepted to Northeastern because you have proven you're up for the challenge! The transition from high school to college is difficult for most first-year college students, even high-achieving students. Regardless of how many college credits you may have accumulated in high school, this transition involves much more than your classes.

Beyond the usual adjustments of starting college, you are in a uniquely new situation with so many changes to your day-to-day life in these summer and fall months, making this transition even more layered and complicated! Congratulate yourself on how many areas you are succeeding in, then ask what the main struggles you have been having are. Your academic difficulties may be due more to homesickness or something else besides the course material itself. Connecting with mental health resources, your site staff, and your academic advisor about these challenges can help you work out strategies that address your individual needs to better position you for the rest of the semester.

**4. You receive a grade you disagree with on an assignment.**

- Which emotions are you dealing with? You might be angry with your professor, disappointed in yourself, checked out from the course, or motivated to ask for additional support. It's important to take stock of your feelings and give yourself time to cool down before taking action.
- Reread the assignment if you have access to it. Again, wait until your initial reaction to the grade passes to do this. Can you follow your professor's thinking based on their feedback and any marks and comments on the assignment?

If the grade makes some sense to you but you have questions, or you want to discuss your performance in the course and how to move forward more generally, this is a good time to utilize your professor's office hours. Approach your professor with the intent to understand your grade and make a plan to finish the course successfully. Please note that you should not challenge grades based on your professor's academic judgment, but you and your professor can work together to correct any administrative error with your grade. (These are thankfully rare!)

When you discuss your grade with your professor, differences in academic standards between institutions and cultures may become evident. It is important that you listen to your professor's perspective and respect their expertise in the subject you are learning. You can talk more about cultural differences between U.S. classes and expectations at your host institution with site staff. Based on what you learned from your professor, you will also have a good idea of the kinds of clarifying questions you should ask professors when you receive assignment rubrics! This is a skill that will help you in your coursework in Boston, too.

### Set Goals for Global Learning

Advancing your global and intercultural adaptation skills is one of the key goals of Northeastern's global mobility programs, including The N.U.in Program. Simply experiencing other cultures is not enough to advance these skills; rather, active knowledge of self and others is necessary to learning cross-cultural adaptation. You can think about/write about the following self-assessment questions in a journal or notebook:

#### Global and Intercultural Self-Assessment

Think about two or more ways that you identify. Some dimensions to keep in mind are gender, religion, socioeconomic class, education level, sexual orientation, race and ethnicity. It is important to note that the way that you identify may be different from the way that you are perceived, but for the purpose of this activity, we want you to define yourself.

Now, reflect on a moment in your life that made your identity very salient to you.

Did something happen that marked when you started thinking about an aspect of your identity? Examples include a disruption in a parental relationship, moving to a new place, changing a style of dress, a new friendship or relationship...

When did you become conscious that this identity is an important part of who you are?

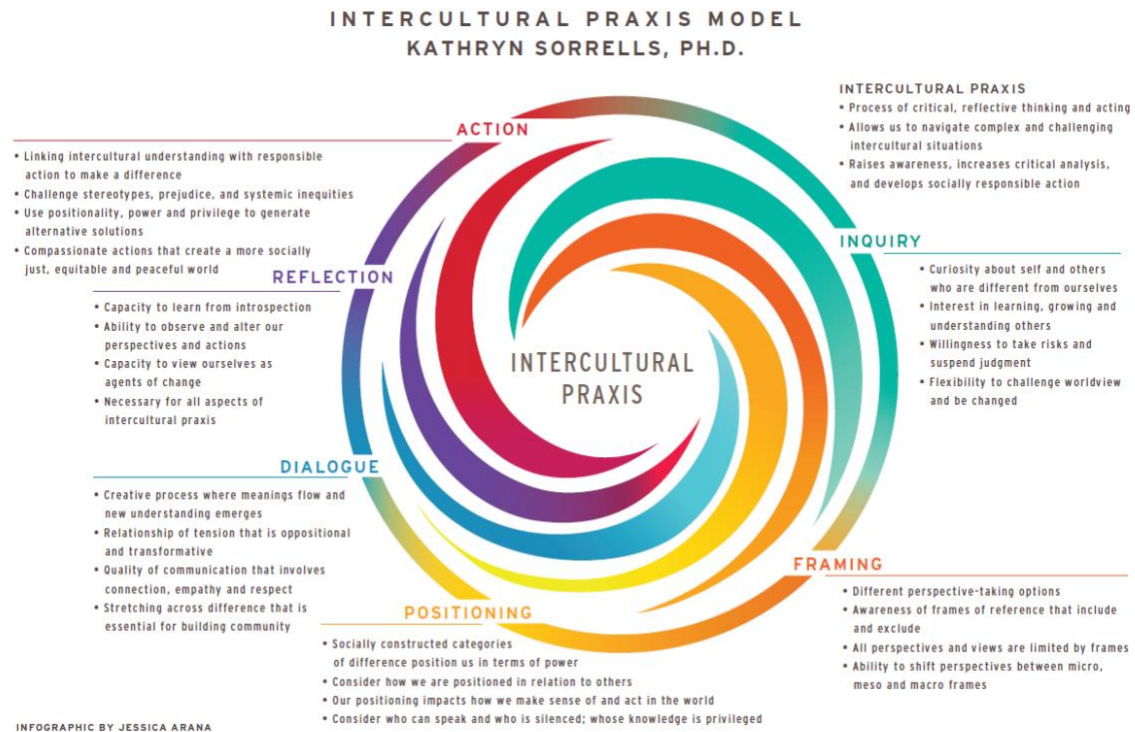
Was there an event or experience that later solidified this identity? What was it about this event or experience that cemented this identity as an important part of who you are?

### Intercultural Praxis Model

Familiarize yourself with the Intercultural Praxis Model, developed by Dr. Kathryn Sorrells. This model proposes a non-linear, dynamic, interactive process of intercultural communication featuring the following components:

- **Inquiry:** In the Inquiry phase, you express curiosity and openness to dialogue with other cultures and ways of knowing and understanding. You practice active listening and turn off your judgement or critical lens to truly understand another’s perspective and “walk in their shoes.”
- **Framing:** In the Framing phase, you understand that your and others’ perspectives are limited by frames of knowing and understanding. You seek to understand and appreciate these frames (such as a person’s socioeconomic background, worldview, gender, sexual orientation, etc.) as valid for that person and the culture or society they belong to.
- **Positioning:** In the Positioning phase, you reflect upon the nature of power, who is silenced and why (including yourself), and how societies position people and classes to enact certain roles (such as vocations or menial tasks). You consider how you might act to help advocate and collaborate for change.
- **Dialogue:** In the Dialogue phase, you engage in conversation, listening, and dialogue with those who are different than you, aiming to further understanding and mutual empathy.
- **Reflection:** In the Reflection phase, you take time to step back and process your thinking and interactions around difference. You also assess your capacity to be an agent of change and reflect upon any experiential learning you may have encountered.
- **Action:** In the Action phase, you consider how you can be an agent of change and what is ethical and responsible versus what might be considered “saviorism”. How can you partner *with* another person or organization of people/community to enact incremental and meaningful change?

*Adapted from Sorrells & Sekimoto, 2016*



*Jessica Arana's Infographic Overview of Kathryn Sorrell's Intercultural Praxis Model*

Global and Intercultural Communication Module/Digital Badge

To dive deeper into these topics, consider enrolling in our [GEXO 300: Global and Intercultural Communication Module/Digital Badge](#). This module is fully asynchronous, self-paced, and can be completed over the fall semester online. Learners who complete the module will earn a Digital Badge in Global and Intercultural Communication (Level 2: Intermediate) through Credly, which can be imported into LinkedIn profiles and digital resumes.