Poland, Warsaw – CIEE Central European Studies  
IAP Academic Notes – Fall, Spring

CIEE Warsaw: [https://www.ciee.org/study-abroad/poland/warsaw/central-european-studies/](https://www.ciee.org/study-abroad/poland/warsaw/central-european-studies/)

**Registration**  
IAP will register you for a special “Study Abroad Course” for the term(s) you will be studying abroad; therefore, it is not necessary for you to register on the UW-Madison campus. This is a temporary registration, which will be converted into graded UW-Madison credit after the completion of your program.

**Equivalents and Course Equivalent Request (CER)**  
Each course you take abroad must be assigned a UW-Madison “equivalent” and the grade you receive in the course also transfers back to be recorded on your UW-Madison transcript. In order to establish UW-Madison course equivalents for your study abroad courses, you will submit a Course Equivalent Request (CER) through your My Study Abroad account. The deadline to submit the CER is by the end of the fourth week of classes (not including pre-session terms). Detailed information on the UW course equivalent process that you will use through your My Study Abroad account is available in the IAP Study Abroad Handbook and in your My Study Abroad account under the academics tab.

Please note that every course you take abroad must be awarded an equivalent UW course. There are no exceptions. It is important to start the equivalent process as soon as possible to avoid any delay in posting your study abroad courses to your UW Madison transcript.

**Limits and Load**  
UW-Madison students are required to be enrolled full-time when studying in Poland. CIEE recommends that students enroll for 16 credits per semester.

**Credits**  
You will enroll in 5 CIEE courses. Students are able to enroll in Polish language courses (worth 4 UW-Madison credits; recommended but not required) and area studies courses (generally worth 3 UW-Madison credits each). Students are also able to substitute some coursework through the Warsaw School of Economics (WSE) for the CIEE area studies courses. Students with an advanced background in business and economics may have additional enrollment options through WSE.

**Grades and Grade Conversions**  
Grades are assigned using the Polish grading scale of 2 – 5.5 (with 5.5 equaling an A+, 4 equaling a B, and so on). Plus grades are also assigned but there are no minus grades awarded. Most courses have at least two means of assessment, usually a mid-term exam and a final exam or paper. However, depending on the course, additional assignments such as a research paper or a class presentation may also be required. Attendance and class participation are also incorporated into the final grade for all courses.
CIEE will report grades to UW-Madison using their CIEE equivalent grades. The grading conversion scale from CIEE to UW-Madison is the following:

<table>
<thead>
<tr>
<th>Warsaw School of Economics Grades</th>
<th>CIEE Equivalent</th>
<th>UW-Madison Equivalent</th>
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<tbody>
<tr>
<td>5 – 6</td>
<td>A</td>
<td>A</td>
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<tr>
<td>4+</td>
<td>B+</td>
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