Prague, Czech Republic- CIEE Central European Studies
IAP Academic Notes

Please refer to your IAP Study Abroad Handbook for a complete list of UW policies. These academic notes supply additional information specific to your program.

CIEE Program Page (includes course descriptions): https://www.ciee.org/study-abroad/czech-republic/prague/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
Students are expected to be full-time students, and therefore are expected to enroll in the corresponding amount of credits. The CIEE recommended credit load for participants is 16 credits for the semester. UW-Madison requires that you enroll in at least 12 credits in order to maintain full-time student status.

Pass/Fail/Drop/Audit
Please refer to the IAP Study Abroad Handbook for Academic Policies. A Pass/Fail form as well as the due date for Pass/Fail submission can be found in the Academics tab of your My Study Abroad account.

Credits
Czech language study is worth 4 UW-Madison credits. All students are required to take Czech language while studying at the CIEE Study Center in Prague. Students select from the Czech language courses listed below:
- **Beginning Czech Language I & II**: Beginner class for students who do not intend to continue studying Czech. This class will focus less on grammar and more on practice, communication, and survival language skills.

- **Beginning Czech Language, Fast Track**: Class for those students who plan to continue Czech and/or Slavic studies and want a more intensive introduction to the language.

- **Intermediate Czech Language, I & II**: Class for those students who have had some Czech language experience.

- **Advanced Czech Language I**: Class for students who have extensive experience with the Czech language.

**UW-Madison students who are first starting the Czech language are strongly encouraged to take the Fast Track Czech language option.** Students with no prior UW-Madison credits in Czech that choose to take the Fast Track option will receive Slavic 115 as their UW-Madison course equivalent. Students that take the Fast Track option and wish to receive Slavic 351 for their language equivalents must meet with Professor Danaher of the Slavic Languages and Literature Department upon their return to UW Madison and pass an equivalency test (oral and written). Students that take an intermediate or advanced Czech language course will work with IAP and the Slavic Department to establish an appropriate UW-Madison equivalent.

**Student may also elect to take the Beginning Czech Language option.** Students that choose to take one of these language courses will not receive UW-Madison course equivalents in the UW-Madison Slavic Department as the material covered is not extensive enough to be equivalent to the Czech language courses taught at UW-Madison. Instead, UW-Madison students will receive a UW-Madison equivalency in the Study Abroad Department (STDYABRD). Beginners Czech language courses will appear on students’ UW-Madison academic records under the course title “Individualized Language Study” and it will be elementary (E) in level. SAB credits are L&S ‘ electives’ which count towards the 120 degree credits required for the BA or BS degree.

CIEE Area Studies courses (taught at the CIEE Prague Study Center) are worth 3 UW-Madison credits, unless indicated otherwise. Students interested in taking FAMU or Charles University courses may select up to 6 credits total of English-taught classes. These courses are worth 3 UW-Madison credits unless otherwise indicated by CIEE. If students elect to take a direct enroll course that is worth 1.5 credits, they must take a minimum of two 1.5 credit courses to equal 3 credits. UW-Madison students that take two 1.5 credit courses will have their coursework for these two courses combined into one UW-Madison course equivalent equal to 3 UW credits and grades from the two courses will be averaged.

**Grades and Grade Conversions**

Letter grades of A, B, C, D, and F are given with pluses and minuses. The grade conversion scale for this program is as follows:
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<thead>
<tr>
<th>CIEE Prague Grade</th>
<th>UW-Madison Grade Equivalent</th>
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</thead>
<tbody>
<tr>
<td>A+/A</td>
<td>A</td>
</tr>
<tr>
<td>A-/B+</td>
<td>AB</td>
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<tr>
<td>B</td>
<td>B</td>
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<td>BC</td>
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<tr>
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<td>F</td>
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