Taiwan, Taipei - Taiwan Normal Exchange
IAP Academic Notes – Fall, Spring, Academic Year

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.

NTNU Office of International Affairs:
http://www2.ntnu.edu.tw/en/modules/tinyd0/index.php?id=8

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 Form (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 take a minimum of 12 UW-Madison equivalent credits each semester. A recommended credit load is 12 to 18 credits per semester. Exchange students are able to take regular courses in most areas (some courses are offered in English; more information available at NTNU OIA website) as well as Chinese language courses at the Mandarin Training Center.

Pass/Fail/Drop/Audit
Please refer to the IAP Study Abroad Handbook for Academic Policies.

Credits
One course is usually three credits with three classroom hours per week. Credits will be converted on a one-to-one basis. For example, a 3-credit course at NTNU will receive 3 credits at UW-Madison. Some exceptions may apply pending on the department in which the class is
instructed. Exceptions will apply specifically for the Chinese language courses. The credits for those courses may be combined (bundled) to create equivalents.

**Grades and Grade Conversions**
Grades will be converted according to the following scale:

<table>
<thead>
<tr>
<th>NTNU</th>
<th>UW-Madison</th>
</tr>
</thead>
<tbody>
<tr>
<td>80-100</td>
<td>A</td>
</tr>
<tr>
<td>70-79</td>
<td>B</td>
</tr>
<tr>
<td>60-69</td>
<td>C</td>
</tr>
<tr>
<td>50-59</td>
<td>D</td>
</tr>
<tr>
<td>0-49</td>
<td>F</td>
</tr>
</tbody>
</table>