Tokyo, Japan – Waseda University Exchange
IAP Academic Notes – Spring, 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.


Waseda University’s exchange program is decentralized. Be sure to review the document called “Details and Restrictions related to Course Registration”, found [here](https://www.waseda.jp/inst/cie/en/exchange), which will provide more specific details for each program track.

Waseda has a large selection of courses that are available to exchange students. Generally, exchange students must select their courses from those offered by the School they will be affiliated with at Waseda. In some cases, you may be permitted to take courses offered to all students or courses offered by other schools as well.


If you’d like to review a list of courses open to exchange students offered by a particular School, review the course registration page on the School’s website. Listed below are a few examples:

School for International Liberal Studies (SILS)
[https://www.waseda.jp/fire/sils/en/students/registration/](https://www.waseda.jp/fire/sils/en/students/registration/)

Center for Japanese Language
[https://www.waseda.jp/inst/cjl/en/students/registration/](https://www.waseda.jp/inst/cjl/en/students/registration/)

Faculty of Science and Engineering
[https://www.waseda.jp/fsci/en/students/registration/](https://www.waseda.jp/fsci/en/students/registration/)

These links are for planning purposes. Waseda will send you more details related to the course enrollment process at the appropriate time.

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). The summer deadline is one quarter of the way through the program’s length. 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 tile.

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 maintain full-time enrollment while at Waseda. You must enroll in at least the equivalent of 12 UW-Madison credits per semester (though some programs at Waseda may allow for fewer). You must not register in more than the equivalent of 18 UW-Madison credits per semester.

Credits
Credits from Waseda University will return to UW-Madison using a 1:1 conversion. A 2 credit course at Waseda will be worth 2 UW-Madison credits, a 4 credit course will be worth 4 UW-Madison credits, and so on.

Grades and Grade Conversions
The grading conversion scale from Waseda University to UW Madison is the following:

<table>
<thead>
<tr>
<th>Waseda University</th>
<th>UW-Madison</th>
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</thead>
<tbody>
<tr>
<td>A+ (100-90)</td>
<td>A</td>
</tr>
<tr>
<td>A (89-80)</td>
<td>A</td>
</tr>
<tr>
<td>B (79-70)</td>
<td>B</td>
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<tr>
<td>C (69-60)</td>
<td>C</td>
</tr>
<tr>
<td>F (59-0)</td>
<td>F</td>
</tr>
<tr>
<td>(not shown due to grade of F)</td>
<td>F</td>
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