

REGULATION AND PROCEDURES

1. COURSE REGISTRATION PROCEDURES

A. Registration Schedule for Spring & Autumn Semester 2010

Events	Spring	Autumn
Course Advisory Meeting	April 8 (Thu.)	September 29 (Wed.)
Individual Counselling	April 8 (Thu.)	September 29 (Wed.)
Course Registration	From April 12 (Mon.), 10:00 to April 17 (Sat.), 21:00	From October 1 (Fri.), 10:00 to October 7 (Thu.), 21:00
Results of Course Registration Available	From April 18 (Sun.), 10:00	From October 8 (Fri.), 10:00
Course Adjustment	From April 20 (Tue.), 10:00 to April 21 (Wed.), 21:00	From October 10 (Sun.), 10:00 to October 11 (Mon.), 21:00
Final Confirmation of Course Registration Available	From April 23 (Fri.), 13:00	From October 13 (Wed.), 13:00
Withdrawal from Courses	From June 11 (Fri.), 10:00 to June 16 (Wed.), 21:00	From December 10 (Fri.), 10:00 to December 15 (Wed.), 21:00

B. Course Advisory Meeting

At the beginning of each semester, all graduate students will attend a meeting to help them chart their path through graduate study. Students will be introduced to the different theoretical and methodological specializations of each faculty member. In consultation with the faculty about their interests, background and plan of study, students will select their courses. Each student should bring to this meeting all registration materials. New students should also bring a copy of the personal statement submitted with their application.

C. Individual Counseling

Graduate students can speak individually with the GPGS Director about any matter related to their graduate study.

Graduate students may register for up to 12 credits of courses per semester. This includes undergraduate courses offered by the Faculty of Liberal Arts. While the 12-credit limit cannot be exceeded in a student's first semester it may be exceeded in subsequent semesters with the permission of the GPGS Director. This permission and the number of credits in excess of 12 credits is decided case-by-case by the Director on

the basis of a student's GPA and graduation plans.

D. Course Registration

Course registration is the procedure for the student to register for all courses s/he will take in a semester. Registration for Master's Thesis, Thesis Guidance, Graduation Project/Individual Reading & Research must be also done during this period via Loyola.

In addition to graduate courses, graduate students may register for undergraduate courses (including Japanese language courses) during the course registration period. Courses offered in undergraduate programs in which admittance is through lottery are not open to graduate students. While students are allowed to take undergraduate courses, these are not counted towards the 30 credits required for graduation. However, grades for undergraduate courses will be calculated into the student's GPA along with the grades from graduate courses.

E. Results of Course Registration

Results of the course registration are available online. Make sure to confirm your result via Loyola and prepare for the Course Adjustment.

F. Course Adjustment

Students can change or add / cancel courses any number of times during this period via Loyola. As this is the final chance to register for courses, check carefully.

G. Withdrawal from Courses

If a student decides after the Course Registration period not to finish a course for which s/he has registered, the student should apply to withdraw from the course through Loyola during the Course Withdrawal Period (in case of withdrawing from Thesis Guidance, Master's Thesis, Graduation Project/Individual Reading & Research, a request for withdrawal must be submitted at the Center for Academic Affairs). The student will receive a grade of "W" for the course that will not be calculated into the student's GPA. If a student discontinues attending a course and does not file a "Notice of Withdrawal" during the withdrawal period, s/he will receive an "F" for the course, a grade that will be calculated into the student's GPA.

H. Submission Withdrawal of Graduation Project and Master's Thesis

A student who has registered for Graduation Project or Master's Thesis in the semester that s/he intends to graduate may, for various reasons, decide later in the semester that

s/he would like to submit the project or thesis in a subsequent semester. In such cases the student must submit, in lieu of the project or thesis, a letter to the Center for Academic Affairs indicating her/his intention not to submit a project or a thesis. The deadline for letter submission is the same as the submission deadline for the Graduation Project or Master's Thesis. The grade of "W" will appear on the student's transcript for coursework in that semester. However, this grade will not be calculated into the student's GPA and will not appear on the official transcript that the student receives after graduation.

2. GRADING

The following course marks are used for graduate courses: A (4.0), B (3.0), C (2.0), D (1.0), F, I, N and W. The passing grades in the GPGS are "D" or above. An "F" grade is a failure for the course.

The mark "I" indicates that the student has not submitted all the assignments required for a grade but has made arrangements with the instructor to complete the remaining portion of the work. It is the responsibility of the student to make such arrangements with the instructor. "An Application for Incomplete Grade" form should be submitted to the Center for Academic Affairs before the beginning of the examination period. Course work must be completed by the last day of the semester in order to receive a passing grade. If the student fails to complete the requirements for the course within this time, the mark "I" becomes an "F".

A "W" means that the student has asked for and obtained permission to withdraw from the course. This mark will remain permanently on the student's record but will not appear on the official transcript. For procedures on withdrawal from courses, see above "Withdrawal from Courses."

"N" is used to indicate transfer credit for courses completed at other graduate programs. A maximum of 10 credits can be transferred from other institutions.

The designation as graduating "With Honors" may be awarded to a student who writes an outstanding thesis. The faculty will decide on honors designations after the thesis defense.

3. GRADE POINT AVERAGE (GPA)

Each grade is assigned a weight called the quality point index (QPI: e.g., A=4.0, etc.) The QPI multiplied by the number of credits for the course determines the quality points (QP) for that course. The sum of all the quality points divided by the total number of credits attempted (including the credits of a course for which an "F" is assigned) gives

the grade point average (GPA).

4. GRADE CONFIRMATION

If a student believes there may have been a mistake in a grade recorded on the transcript sent him/her at the end of each semester, s/he may submit a request for confirmation of the grade to the Center for Academic Affairs. Note that the purpose of this procedure is to confirm the accuracy of the grade recorded, not to petition for change of a grade. Final authority regarding grades rests with the instructor. No requests for grade confirmation can be accepted after the deadline for submitting such requests.

Deadline for Grade Confirmation:

2010 Spring courses: September 30 (Thu)

2010 Autumn and year-long courses: to be announced on Loyola

5. SUBMISSION OF MASTER'S THESIS / GRADUATION PROJECT / DOCTORAL DISSERTATION

A. Master's thesis

Registration for Master's Thesis: Registration must be done through Loyola during the registration period of the intended semester of graduation.

Deadline of submission: July 14 for September 2010 graduation, January 12 for March 2011 graduation.

Place to submit: GPGS Office

Thesis Defense: July 28 for September 2010 graduation, February 3 for March 2011 graduation. Time to be announced.

Note: Please pick up a "Master's Thesis Submission Form" at the Center for Academic Affairs and submit the form with a Bookbinding Fee (修士論文製本) stamp at the Center for Academic Affairs before submitting the thesis to the GPGS Office.

B. Graduation Project

Registration for Graduation Project: Registration must be done through Loyola during the registration period of the intended semester of graduation.

Submission Deadline: July 14 for September 2010 graduation, January 12 for March 2011 graduation.

Place to submit: GPGS office. For detailed information, please see pp.44~46.

C. Doctoral dissertation

Please inquire at the Center for Academic Affairs.

6. TRANSFER OF CREDIT FROM OTHER UNIVERSITIES

The GPGS can accept up to 10 credits transferred from a student's previous work as a graduate student. Transfer of such credit must be approved by the faculty of the GPGS.

7. RESIDENCE

According to MEXT regulations, the standard residence requirement is two full academic years for the M.A. degree and three full academic years for the Ph.D. degree. The maximum time allowed to complete all the requirements is four full academic years for the M.A. degrees and five full academic years for the Ph.D. degree, excluding time spent on leave of absence from the university.

8. LEAVE OF ABSENCE

All graduate students are expected to take courses and attend classes every semester. Degree students who are unable to study during a particular term should apply for a leave of absence. The total time period spent on Leave of Absence may not exceed 5 years for the GPGS. Leave of Absence application forms and other information are available at the Academic Records Section (1F of Bldg.No.2), Center for Academic Affairs. For fees during Leave of Absence, please refer to p. 19, "Fees to be Paid during Leave of Absence." The period spent on Leave of Absence does not count towards the residence requirement for graduation.

Deadline for submitting the Request for Leave of Absence

Spring 2010: May 31 (Mon)

Autumn 2010: November 30 (Tue)

An application form must be submitted to the Academic Records Section, Center for Academic Affairs, during the office hours by the deadline for each semester that a student is applying for leave. In case of mail, applications must be postmarked on or before the deadline date.

9. WITHDRAWAL FROM THE UNIVERSITY

If a student wishes to withdraw from the university, s/he should, after consulting the Mentor or GPGS Director, submit a "Request for Withdrawal from the University Form" to the Academic Records Section, Center for Academic Affairs, together with his/her ID card. The withdrawing student must also pay in full all tuition and fees due up to that point.

10. EARLY GRADUATION

Students who wish to graduate early (i.e. in 3 semesters) can apply for Early Graduation if they are in good academic standing by the judgement of the faculty and satisfy the following:

- A. Submit an "Early Graduation Request" form.
- B. Complete at least 30 credits of courses from the GPGS curriculum by the time of graduation.
- C. Complete all requirements for either the M.A. credit track or M.A. thesis track.

"Application for Early Graduation" forms are available in the GPGS office. They should be submitted to the office by the first day of classes in the semester that the student intends to graduate. The faculty will review the application.