




# Academic Year 2022 Spring/1Q/2Q Calendar

2022 **3** March

Mon	Tue	Wed	Thu	Fri	Sat	Sun
28	29	30	31			

Key

-  Make-up classes
-  Classes Held on Holidays
-  No class days

Sat	Sun Holiday	No Class



2022 **4** April

Mon	Tue	Wed	Thu	Fri	Sat	Sun
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	 29	30	




2022 **5** May

Mon	Tue	Wed	Thu	Fri	Sat	Sun
						1
2	3	4	5	6	7	8
9	10	11	12	13	 14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

2022 **6** June

Mon	Tue	Wed	Thu	Fri	Sat	Sun
		1	<sup>1Q←</sup> 2	3 →2Q	4	5
6	7	8	9	10	11	12
13	14	15	16	17	 18	19
20	21	22	23	24	 25	26
27	28	29	30			

2022 **7** July

Mon	Tue	Wed	Thu	Fri	Sat	Sun
				 1	2	3
4	5	6	7	8	 9	10
11	12	13	14	15	16	17
 18	19	20	21	22	23	24
25	26	27	28	29	30	31

2022 **8** August

Mon	Tue	Wed	Thu	Fri	Sat	Sun
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

2022 **9** September

Mon	Tue	Wed	Thu	Fri	Sat	Sun
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20					

## Academic Year 2022 Spring/1Q/2Q Calendar




Year/ Month	Date	Day	Academic Calendar
March	22	Tue	Deadline for Submission of 2021 Autumn semester / 3Q / 4Q Request for Grade Review
April	1	Fri	Spring semester / 1Q begins
	1	Fri	Entrance Ceremony for new degree students
	4 - 10	Mon - Sun	Medical Checkup
	7	Thu	Sophia Orientation Day
	12	Tue	Spring semester and 1Q classes begin
	12	Tue	Certificate of Prospective Graduation (Japanese/English) will be available
			<b>[Course registration / withdrawal period for Spring semester/1Q/2Q courses] For details, please refer to p.8</b>
	1 - 11	Fri - Mon	Course registration period
	1 - 8	Fri - Fri	Lottery entry
	9	Sat	Results of Lottery entry available on Loyola
	9 - 11	Sat - Mon	Lottery course registration (first-come-first-served-basis)
	11	Mon	Results of course registration available on Loyola
	12 - 18	Tue - Mon	Course adjustment period
	20	Wed	Final confirmation of course registration available on Loyola
	18	Mon	Early graduation application (for September graduation)
	29	Fri	Classes held on national holiday
30	Sat	Leave of absence application deadline for Spring semester and 1Q	
May	2 - 6	Mon - Fri	Withdrawal period for 1Q courses
	14	Sat	Make-up classes
	14	Sat	1Q Final examination schedule available on Loyola
	28, Jun. 4	Sat	1Q Final examinations
June	2	Thu	1Q classes end
	2	Thu	Sophomore Guidance
	3	Fri	2Q classes begin
	3 - 9	Fri - Thu	2Q extra course registration
	13 - 17	Mon - Fri	Withdrawal period for Spring semester and 2Q courses
	18, 25	Sat	Make-up classes
	30	Thu	Leave of absence application deadline for 2Q
July	1	Fri	No class day
	9	Sat	Spring semester / 2Q Final examination schedule available on Loyola
	9	Sat	Make-up classes
	18	Mon	Classes held on national holiday
	22	Fri	Spring semester and 2Q classes end
	23 - 30	Sat - Sat	Spring semester / 2Q Final examinations period (Jul. 30: spare day)
	31	Sun	Summer vacation (until Sep. 26)
	31	Sun	Intensive courses held (until Sep. 20)
August	25	Thu	[Seniors and Graduating students] Grades / Self-Evaluation available (until Sep. 20) Spring semester / 1Q / 2Q Request for Grade Review (Aug. 25 and 26)
			*Make-up exams scheduled at the end of the month
September	10	Sat	Announcement of graduating students on Loyola
	10	Sat	[Freshmen, Sophomores, Juniors, Exchange, Non-degree] Grades / Self-Evaluation available Spring Semester / 1Q / 2Q Request for Grade Review (Sep. 10 - 14)
	12	Mon	Latest Official Transcripts available Certificate of Graduation for graduating students available (until Sep. 20)
	12	Mon	Notice sent to guarantors of students who will continue on after their 8th semester
	20	Tue	Graduation Ceremony
	20	Tue	Spring semester / 2Q ends

# Academic Year 2022 Autumn/3Q/4Q Calendar

2022 **9** September

Mon	Tue	Wed	Thu	Fri	Sat	Sun
		21	22	23	24	25
26	27	28	29	30		

Key


-  Make-up classes
-  Classes Held on Holidays
-  No class days

Sat	Sun Holiday	No Class
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2022 **10** October

Mon	Tue	Wed	Thu	Fri	Sat	Sun
					1	2
3	4	5	6	7	8	9
 10	11	12	13	14	15	16
17	18	19	20	21	 22	23
24	25	26	27	28	29	30
31						





2022 **11** November

Mon	Tue	Wed	Thu	Fri	Sat	Sun
	 1	 2	3	 4	5	6
7	8	9	10	11	12	13
14	15	16	17	18 <sup>3Q←</sup>	19 <sup>→4Q</sup>	20
21	22	 23	24	25	26	27
28	29	30				

2022 **12** December

Mon	Tue	Wed	Thu	Fri	Sat	Sun
			1	2	 3	4
5	6	7	8	9	 10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

2023 **1** January

Mon	Tue	Wed	Thu	Fri	Sat	Sun
						1
2	3	4	5	6	 7	8
9	10	11	12	 13	 14	15
16	17	18	19	20	 21	22
23	24	25	26	27	28	29
30	31					

2023 **2** February

Mon	Tue	Wed	Thu	Fri	Sat	Sun
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

2023 **3** March

Mon	Tue	Wed	Thu	Fri	Sat	Sun
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

## Academic Year 2022 Autumn/3Q/4Q Calendar

Year/ Month	Date	Day	Academic Calendar
September	21	Wed	Autumn semester / 3Q begins Entrance Ceremony
	23 - 24	Fri - Sat	Orientation Camp
	27	Tue	Autumn semester / 3Q classes begin
	27	Tue	Certificate of Prospective Graduation (Japanese/English) will be available
			<b>[Course registration / withdrawal period for Autumn semester/3Q/4Q courses] For details, please refer to p.9</b>
	21 - 28	Wed - Wed	Course registration period
	21 - 25	Wed - Sun	Lottery entry
	26	Mon	Results of Lottery entry available on Loyola
	26 - 28	Mon - Wed	Lottery course registration (first-come-first-served-basis)
	29	Thu	Results of course registration available on Loyola
	30 - 3	Fri - Mon	Course adjustment period
October	5	Wed	Final confirmation of course registration available on Loyola
	3	Mon	Early graduation application (for March graduation)
	18 - 19	Tue - Wed	Withdrawal period for 3Q courses
	22	Sat	Make-up classes
	29	Sat	3Q Final examination schedule available on Loyola
	31	Mon	Leave of absence application deadline for Autumn semester and 3Q
November	1	Tue	No class day (Foundation Day)
	2	Wed	No class day
	4	Fri	No class day
	12, 19	Sat	3Q Final examinations
	18	Fri	3Q classes end
	19	Sat	4Q classes begin
	18 - 24	Fri - Thu	4Q extra course registration
	23	Wed	Classes held on national holiday
28 - Dec. 1	Mon - Thu	Withdrawal period for Autumn semester and 4Q courses	
December	1	Thu	Sophomore Guidance
	3	Sat	No class day (St. Xavier's Day)
	10	Sat	Make-up classes
	20	Tue	Leave of absence application deadline for 4Q
	24	Sat	Classes end for the calendar year
	25	Sun	Winter vacation (- Jan. 5)
January, 2023	6	Fri	Autumn semester and 4Q classes resume
	10	Tue	Autumn semester and 4Q Final examination schedule available on Loyola
	13, 14	Fri, Sat	No class days
	7, 21	Sat	Make-up classes
	23	Mon	Autumn semester / 4Q classes end
	24 - 31	Tue - Tue	Autumn semester / 4Q Final examinations period (Jan. 31: spare day)
February	1	Wed	Spring vacation begins (- Mar. 31)
	22	Wed	[Seniors and Graduating students] Grades / Self-Evaluation available (- Mar. 31) Autumn Semester / 3Q / 4Q Request for Grade Review (Feb. 22 - 26)
			*Make-up exams scheduled around the latter half of the month
March	15	Wed	Announcement of graduating students on Loyola Latest Official Transcripts available Certificate of Graduation for graduating students available (until Mar. 31)
	15	Wed	Notice sent to guarantors of students who will continue on after their 8th semester
	15	Wed	[Freshmen, Sophomores, Juniors, Exchange, Non-degree] Grades / Self-Evaluation / Latest Official Transcripts available Autumn Semester / 3Q / 4Q Request for Grade Review (Mar. 15 - 22)
	28	Tue	Graduation Ceremony
	31	Fri	Autumn Semester / 4Q ends

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## **CLASS HOURS**

1st Period : 9:00 – 10:40

2nd Period : 10:55 – 12:35

3rd Period : 13:30 – 15:10

4th Period : 15:25 – 17:05

5th Period : 17:20 – 19:00

6th Period : 19:10 – 20:50

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## **CLASS CANCELLATIONS**

Classes are normally held according to the academic calendar, but they may be canceled due to an academic conference, business trip or illness of a faculty member. Class cancellations are announced on Loyola\* when the teacher notifies the Center for Academic Affairs. An announcement may be posted on Loyola on the same day a class is canceled, so please make it a habit to check Loyola before each class. You may also check for class cancellations on the day of the class from your mobile phone.

If a faculty member does not come to class within 30 minutes of the starting time, please notify the Center for Academic Affairs and follow their instructions.

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## **MAKE-UP CLASSES**

Make-up classes are normally held on predetermined dates scheduled, but other days may also be arranged for make-up classes. In both cases, the days for make-up classes will be announced on Loyola; please check the date, time, and classroom.

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Class cancellations, make-up classes or any additional no-class days will be announced on the Loyola Bulletin board.
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\*Loyola Web Service: see section a130

**SOPHIA UNIVERSITY**

**FACULTY OF LIBERAL ARTS**

**BULLETIN OF INFORMATION**

**2022-2023**

**Bulletin of Information 2022-2023**  
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**Sophia University**  
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**March, 2022**

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Every effort is made to ensure the accuracy of the information contained herein. However, subsequent to the date of publication, circumstances may necessitate changes. The University reserves the right to make all such changes, including those in the program of study, courses of instruction, fees, and officers of administration and instruction, without notice.

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## §1 INTRODUCTION

### **The Educational Ideals of Sophia University**

Based on Christian principles of education, Sophia University attests to the four hundred year-old interest of the Jesuit Order in Japan. The aim of Sophia University is to prepare individuals coming from different countries to recognize the different cultural traditions of the world and the fundamental unity of the human race, and to work for the concrete achievement of that unity. The roots of the university go back to 1549, when St. Francis Xavier, a Jesuit, landed in Kagoshima with the hope of starting a Catholic university which would introduce Western culture to Japan. In 1908, nearly 360 years later, three members of the Society of Jesus—the German Father Joseph Dahlmann, the French Father Henri Boucher, and the English Father James Rockliff—came to Japan with the mission of fulfilling St. Francis Xavier’s aspiration. As a result of their efforts, Sophia University was established in 1913, when the Japanese Ministry of Education gave the Jesuits permission to found a new educational institution under the Japanese name of Jōchi Gakuin. Sixteen students enrolled in the first class. From this modest beginning Sophia University has grown to be one of the foremost of Japan’s private universities, with a student body of over 12,000 undergraduate and graduate students and a teaching staff of more than one thousand. In the tradition of the international character of Sophia University’s founders, the faculty members represent approximately twenty different nationalities. They are committed to conveying to the next generation, through their scholarship and teaching, both humankind’s cultural and intellectual heritage and a concern for the problems facing the world today.

### **University-Wide Policies (Three Policies)**

Sophia University defines its education and research objectives for each Faculty and Department as follows:

**Diploma Policy** : a fundamental policy in accordance with the University’s educational ideals, clarifying skills and knowledge that students are expected to have acquired to be awarded a bachelor’s degree, and a guide for students when making their academic plans.

**Curriculum Policy**: a policy to organize the curriculum and define ways of learning in order to meet the Diploma Policy.

**Admissions Policy**: a guideline for admitting students based on our educational ideals and the two policies noted above.

Education and Research Objectives, Human Resource Development Objectives, and Diploma and Curriculum Policies are found in the Bulletin of each Faculty and Department. Please make sure to check that you understand the educational purposes and the structure of the faculty to which you belong.

### **The Faculty of Liberal Arts**

The Faculty of Liberal Arts (FLA) continues in a new form the educational approach and goals established by its predecessor, the Faculty of Comparative Culture, which consisted of two departments: the Department of Comparative Culture, and the Department of Japanese Language & Studies.

The mission of the FLA and its Department of Liberal Arts is to prepare students of diverse backgrounds to take the lead in bridging differences and promoting understanding in the complex world of the twenty-first century. Through its broad interdisciplinary curriculum, centered on courses in the humanities, economics and business, and the social sciences, the faculty seeks to expand students' general knowledge, to help them to develop critical thinking, and to nurture a broad, humanistic mind-set. All courses are conducted in English, and Core Program courses in English composition, critical thinking, and public speaking help equip students of different linguistic backgrounds to perform at a high academic level. Students are also strongly encouraged to study Japanese. The Sophia University Center for Language Education and Research (CLER) offers a variety of Japanese-language courses, from basic levels to advanced courses, adapted to the needs of FLA students who enter with various levels of Japanese ability. Furthermore, courses on Japan distributed throughout the curriculum enable students to understand both present-day Japan and its traditions in a global context.

Graduates of the faculty will receive a Bachelor of Arts degree, 学士(国際教養), accredited by the Ministry of Education, Culture, Sports, Science and Technology (MEXT).

## SECTION A: REGULATIONS AND PROCEDURES

### § a100 GENERAL INFORMATION FOR FLA STUDENTS

#### § a110 The Academic Year

The Faculty of Liberal Arts follows the same calendar as the other faculties of the university. There are two semesters, beginning in April and September. Each semester consists of 14 weeks of classes, followed by a final examination week.

Semester	Spring			Autumn		
	Class	Recess	Class	Recess		
	14 wks				14 wks	
Quarter	1Q	2Q		3Q	4Q	
	Class	Class	Recess	Class	Class	
	7 wks	7 wks		7 wks	7 wks	Recess

#### § a120 Categories of Students

##### § a121 Degree Students

Degree students are those who intend to graduate from Sophia University. Degree students are admitted in both Spring and Autumn semesters.

##### § a122 Non-Degree Students

Non-degree students are those who enroll by semester to take courses and obtain credits but do not intend to earn an academic degree from Sophia University. This status is applicable only to international students who enroll as full-time students. Non-degree students are admitted in both Spring and Autumn semesters.

#### Requirements for Maintaining Non-Degree Status

A non-degree student must register for the equivalent of at least 10 hours of instruction per week. If the student does not register for a sufficient number of courses or fails to meet the deadline for the payment of tuition and fees, they will lose their student status at the university.

#### Change of Student Status

It is not possible for a non-degree student to change their status to that of a degree student without reapplying for admission as a degree student.

##### § a123 Non-Matriculated Students (科目等履修生自由履修コース)

Non-matriculated students are persons of any nationality who wish to take one or more courses of their choice, up to 30 credits in one year, but do not intend to earn a degree from Sophia University. In order to be eligible for this status, the student must hold a valid visa for residing in Japan.

**§ a130 Loyola Web-service**

The Loyola Web-service (Loyola) is the official academic web portal of Sophia University. Loyola provides access to important information and services related to academic matters.

Using Loyola, students will be able to:

- Search course schedules and classrooms
- Register and withdraw from courses
- Check their registration status and grades
- Check information concerning cancelled classes, make-up classes, or notices on the Loyola Bulletin board
- Update registered personal data if there are any changes in the student's or guarantor's address
- Check and submit report assignments.

Please refer to the "Loyola Handbook" (available online via Loyola) for detailed explanations on how to use Loyola.

All announcements from the university to students will be posted via internet on the Loyola Bulletin Board. Any disadvantages that may arise from failure to check the Loyola Bulletin Board are the responsibility of individual students.

**§ a140 Textbooks**

The textbooks and/or reference books necessary for classes will be listed on Loyola under "Curriculum Course Registration Info→Syllabus Inquiry". These books are available through the Kinokuniya website at the start of the semester. For details, please see the Loyola Bulletin board (under University bulletin board, Academic Services). If you are not required to have textbooks and/or reference books prepared before classes start, follow the instructions of the teacher on the first day of class.

**§ a150 Absence from Class**

Sophia University does not have a system for registering an authorized absence from class or announcing a pre-approved absence. The Center for Academic Affairs cannot relay your message of absence. If you are absent from class due to unavoidable reasons such as bereavement, delay in public transport service, illness, extracurricular activities, or job searching, you need to contact your class teacher and explain the situation (refer also to § a560). However, if you are absent during the Final Exams period, you may be allowed to take a make-up exam (§ a450).

If you need to be absent for a long period of time due to illness or injury, consult the Department Chair or your Area Coordinator.

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## § a200 DEGREE REQUIREMENTS

### § a210 Credit Requirements

A Bachelor of Arts degree is awarded to students who successfully complete the required number of credits according to the distribution specified in the Bulletin of Information for the year in which they were admitted.

A study time of 45 hours is required to earn one credit (based on government requirements of Standards for Establishment of Universities and Article 22 of Sophia University Regulations).

### § a220 Residence Requirements

Residence requirements refer to the period of time a student must be enrolled in the university. With the exception of students who qualify for early graduation, a student must be enrolled for a total of four years (eight semesters) in order to graduate. The time spent on leave of absence or suspension from the university will not be counted as part of the residence requirement.

A student's total period of residence at the university may not exceed eight years, excluding the period of time spent on leave of absence from the university.

### § a230 Area and Major

#### § a231 Deciding One's Area

Students accepted into the Faculty of Liberal Arts as freshmen will choose, at the end of the first semester of their sophomore year, a major within one of three areas (Comparative Culture, International Business and Economics, or Social Studies). In the case of Comparative Culture and Social Studies, students must also select a primary and secondary field within the area. Students are also urged at this time to decide which language is to be counted for their general language requirement.

During the first semester of the second year, students will be notified about the procedures for making the choices mentioned above. Guidance for choosing a major (Sophomore Guidance) will be held every semester. For dates, see the Calendar for the academic year 2022. Students admitted to the FLA as transfer students at the junior level must indicate their intended major, fields, and language at the time of entry.

Note: The Chair of the Department of Liberal Arts and new students' advisors are responsible for matters concerning freshmen and first-term sophomores. The Area Coordinators oversee matters concerning students who have declared an area and major.

#### § a232 Change of Major

In order to change majors, students must first consult the Area Coordinator of the major to which they wish to transfer.

**§ a240 Preparation for Graduation**

It is the student's responsibility to make sure that they have fulfilled all the requirements for graduation. To check their progress toward meeting graduation requirements, FLA students should regularly use the Loyola online self-evaluation function. Any questions arising from the self evaluation should be resolved with the Center for Academic Affairs before registration in a student's final semester. Please note, however, that the Center for Academic Affairs will not be responsible for checking and calculating credits for each individual. Refer to the online handbook concerning details for the self-evaluation function.

**§ a250 Graduation, Early Graduation, Continuation of Residence****§ a251 Early Graduation**

To qualify for early graduation, a student must complete at least three years (six semesters) of study, complete all credits required for graduation, and have a cumulative GPA of 3.50 or above. The FLA faculty will review applications for early graduation and decide which will be forwarded to the President of the University for approval.

*Application procedure:*

1. If a student wants to graduate after completing six or seven semesters of study, they should submit an application form to the FLA office by the application deadline as follows:  
Students who seek to graduate in September 2022:  
April 18 (Mon), 2022  
Students who seek to graduate in March 2023:  
October 3 (Mon), 2022
2. The applicant must be able to complete the remaining credits required for graduation within the term following application for early graduation. Please note that the remaining maximum number of credits for which an upper-class student may register is 24 credits per semester. Thus, students who wish to apply for early graduation must have no more than 24 credits remaining in principle.
3. The student must already have a GPA of 3.50 at the time of application.
4. Transfer students are not eligible for early graduation.
5. If a student wants to withdraw their request for early graduation, they must notify the Chair of the FLA during the course withdrawal period for semester courses.

**§ a252 Graduation**

If a student meets the graduation requirements at the end of a semester (either March or September), the student will be graduating that semester. The announcement of graduating students will be made by posting the student ID numbers on Loyola's Bulletin board at 10 am on September 10, 2022 and 10 am on March 15, 2023 for each semester. The Certificate of Graduation can be obtained from the Certificate Issuance Machine after the announcement of graduating students (for September graduates: September 10 to 20, 2022; for March graduates: March 15 to 31, 2023).

### § a253 Continuation of Residence

If a student does not meet the credit requirements for graduation at the end the 8th semester (either in September or March), the university will send out a letter to the guarantor notifying the continuation of residence of the student (after September 10, 2022 or March 15, 2023). A student ID card with the renewed residence term will also be sent out to the student at the end of September or March.

### § a260 Transfer of Credits and Residency

Students who have studied at other universities before entering Sophia University may be eligible for transfer credits and residency time. There are two categories for transferring credits and residency.

#### § a261 Transfer of Credits Earned before Entering as a Freshman:

Up to 30 credits may be transferred. Students using this system may transfer credits, but not residency. However, students who meet all of the other qualifications may apply for early graduation (see § a260).

#### § a262 Transfer of Credits and Residency for Students Admitted as Transfer Students:

The number of credits to be transferred may not exceed half of the required number of credits for graduation. Decisions about the transfer of credits will be made after consultation with the student's Area Coordinator. As a general rule, a transfer student must have completed at least two years of university/college work as a regular student at another institution before entering Sophia. A transfer student may transfer a two-year period of time in residence at their previous university/college. Acceptance as a third year student does not necessarily mean that you will automatically graduate in two years.

#### § a263 Application for Transfer of Credits:

Students should apply for transfer of credits within three months of entering Sophia University.

To apply, students should bring the following documents from their previous university/college:

- (1) official transcript (original in English)
- (2) grading system explanation
- (3) academic calendar
- (4) syllabus of each course, containing a brief course description and course schedule.

For (3) and (4), the description must be for the year that you registered for the courses.

#### § a264 Transfer of Credits from Partner Institutions in Japan (学生交流協定):

If students are interested in earning credits from partner institutions in Japan, please refer to the 2022 Academic Handbook (2022 年度履修要覧 [ガイド・資料編]).

## § a300 COURSE REGISTRATION

### § a310 Course Registration Procedure and Schedule 2022

#### ■ Schedule for 2022 Spring Semester, 1<sup>st</sup> Quarter and 2<sup>nd</sup> Quarter Course Registration

	Academic event	Period	Notes
①	Course registration [SPR] [1Q] [2Q]	April 1 (Fri) 10:00 - April 11 (Mon) by 9:00  *Registration suspended from April 8 (Fri) 12:00 - April 9 (Sat) 14:00 for the process of lottery selection.	To enroll in [SPR] [1Q] [2Q] courses (except for lottery courses) you must register on Loyola during this period.
②	Lottery entry [SPR] [1Q] [2Q]	April 1 (Fri) 10:00 - April 8 (Fri) by 12:00	To enroll in [SPR] [1Q] [2Q] <b>lottery courses</b> , you must submit your entries for lottery courses on Loyola during this period.
③	Individual advising	April 6 (Wed) 10:30 - 12:00	You may meet with an FLA advisor if you have questions about your major courses.
④	Results of lottery entry	April 9 (Sat) 13:00 -	You may check lottery results of courses you entered for in period ②.
⑤	Lottery course registration ※First-come-first-served basis [SPR] [1Q] [2Q]	April 9 (Sat) 14:00 - April 11 (Mon) by 9:00	You may make entries on Loyola, on a first-come-first-served basis, for courses that did not reach capacity.
⑥	Results of course registration available	April 11 (Mon) 13:00 -	You may check results of course registration (registered for in periods ①, ② and ⑤) on Loyola.
⑦	Course adjustment [SPR] [1Q] [2Q]	April 12 (Tue) 10:00 - April 18 (Mon) by 21:00	You may make adjustments to results of course registration on Loyola.
⑧	Final confirmation of course registration [SPR] [1Q] [2Q]	April 20 (Wed) 13:00 -	You may check results of course adjustments (made in periods ①, ②, ⑤ and ⑦) on Loyola.
⑨	Cancellation Period [SPR] [1Q] [2Q]	April 22 (Fri) - April 26 (Tue) by 15:30	For details, refer to § a364. <b>*Only for students who entered before 2020.</b>
⑩	Withdrawal Period [1Q]	May 2 (Mon) 10:00 - May 6 (Fri) by 18:00	For details, refer to § a365.
⑪	Extra course registration [2Q]	June 3 (Fri) 0:00 - June 9 (Thu) by 21:00	You may add / delete 2Q courses (including Lottery courses).
⑫	Withdrawal Period [SPR] [2Q]	June 13 (Mon) 10:00 - June 17 (Fri) by 18:00	For details, refer to § a365.

[SPR] for Spring Semester, [1Q] for 1<sup>st</sup> Quarter, [2Q] for 2<sup>nd</sup> Quarter

⑪ Please note that there is no adjustment period or cancellation period beyond this point.



■ Schedule for 2022 Autumn Semester, 3<sup>rd</sup> Quarter and 4<sup>th</sup> Quarter course registration

	Academic event	Period	Notes
①	Course registration [AUT] [3Q] [4Q]	Sep 21 (Wed) 10:00 - Sep 28 (Wed) by 21:00  *Registration suspended from Sep 25 (Sun) 12:00 - Sep 26 (Mon) 14:00 for the process of lottery selection.	To enroll in [AUT] [3Q] [4Q] courses (except for lottery courses) you must register on Loyola during this period.
②	Lottery entry [AUT] [3Q] [4Q]	Sep 21 (Wed) 10:00 - Sep 25 (Sun) by 12:00	To enroll in [AUT] [3Q] [4Q] lottery courses, you must submit your entries for lottery courses on Loyola during this period.
③	Individual advising	TBA	You may meet with an FLA advisor if you have questions about your major courses.
④	Results of lottery entry	Sep 26 (Mon) 13:00 -	You may check lottery results of courses you entered for in period ②.
⑤	Lottery course registration ※First-come-first-served basis [AUT] [3Q] [4Q]	Sep 26 (Mon) 14:00 - Sep 28 (Wed) by 21:00	You may submit entries on Loyola, on a first-come-first-served basis, for courses that did not reach capacity.
⑥	Results of course registration available	Sep 29 (Thu) 13:00 -	You may check results of course registration (registered for in periods ①, ② and ⑤) on Loyola.
⑦	Course adjustment [AUT] [3Q] [4Q]	Sep 30 (Fri) 10:00 - Oct 3 (Mon) by 21:00	You may make adjustments to results of course registration on Loyola.
⑧	Final confirmation of course registration] [AUT] [3Q] [4Q]	Oct 5 (Wed) 13:00 -	You may check results of course adjustments (made in periods ①, ②, ⑤ and ⑦) on Loyola.
⑨	Cancellation Period [AUT] [3Q] [4Q]	Oct 7 (Fri) - Oct 11 (Tue) by 15:30	For details, refer to § a364. <b>*Only for students who entered before 2020.</b>
⑩	Withdrawal Period [3Q]	Oct 18 (Tue) 10:00 - Oct 19 (Wed) by 18:00	For details, refer to § a365.
⑪	Extra course registration [4Q]	Nov 18 (Fri) 0:00 - Nov 24 (Thu) by 21:00	You may add / delete 4Q courses (including Lottery courses).
⑫	Withdrawal Period [AUT] [4Q]	Nov 28 (Mon) 10:00 - Dec 1 (Thu) by 18:00	For details, refer to § a365.

[AUT] for Autumn Semester, [3Q] for 3<sup>rd</sup> Quarter, [4Q] for 4<sup>th</sup> Quarter

⑪ Please note that there is no adjustment period or cancellation period beyond this point.

**§ a311 Course Information / Registration Materials**

After the orientation sessions held following the entrance ceremony, the following materials will be available at the Center for Academic Affairs (for new students):

- FLA Bulletin of Information
- Sophia University Academic Handbook (履修要覧), available in Japanese, uploaded on the university website.

The following material is available at the FLA office in Bldg. No. 10:

FLA Evaluation Form (for keeping track of credit requirements).

**§ a312 Individual Advising**

Individual advising will be offered by the FLA at the beginning of each semester. All students are urged to see an advisor. Freshmen and first-term sophomores should consult the Freshman Advisor assigned to them when they entered the university. Students who have declared their major should consult the Area Coordinator. Dates for advising sessions will be posted on the Loyola Bulletin board.

When consulting their Advisor or Area Coordinator about their individual programs, students should bring their transcript and academic record sheet.

**§ a313 Limit on Number of Credits per Semester**

Freshmen may register for a maximum of 20 credits per semester. Sophomores and above may register for a maximum of 24 credits per semester. These upper limits include courses taken in other faculties and programs. Registration for more than 24 credits (or 20 credits in the case of freshmen) is generally not allowed, but junior and senior students seeking certification as junior high school or high school teachers or as curators may register for additional credits as required for certification. They should consult the Center for Teaching and Curator Credentials. If students want to register for additional credits for other reasons, they should consult the FLA office.

**§ a314 Course Conflict**

A student may not register for two courses scheduled for the same day and hour. Students may not attend courses for which they have not officially registered.

**§ a320 Course Registration Period**

Students may register online (Loyola) for FLA courses and courses offered by other faculties and programs during the course registration period. During the course registration period, adjustments (add/delete) can be made any number of times except for lottery courses.

**§ a321 Course Registration Online (URL: <https://scs.cl.sophia.ac.jp/campusweb/>)**

**【Note】**

-Unless an exception is specified, you cannot register for the same course you have already received credits for. The same courses are, generally, courses that have the same course code. If you need to register for a course which has the same code, please inquire at the Center for Academic Affairs.

-For courses offered by other faculties and programs, refer to the 2022 Academic Handbook (2022年度履修要覧).

-For online course registration, you must complete registration by the closing time on the last day of the Course Registration Period. Registration is finalized only when you click the "complete registration" (登録完了) button on the Course Registration screen. Note carefully that your registration will not be finalized unless you click on the button (登録完了) before the closing time. Also note that heavy access is expected on the last day of the registration period. Try to finalize your registration by the day before the closing date.

**§ a330 Lottery Courses**

Lottery courses are courses with limited class capacity, which include Studies in Christian Humanism, General Education Courses and courses which are held in computer rooms. The class capacity is indicated in the Remarks column on the course list. To take lottery courses, students must apply for the courses during the Lottery entry period of each semester. The lottery is conducted by computer and only students selected in the lottery are registered automatically for the course. The lottery courses that are successfully registered may be cancelled during the course registration period and course adjustment period. Courses that are not at capacity will be available for registration during Lottery course registration on a first-come-first-served basis. For details, see Loyola Bulletin board under University bulletin board, Academic Services.

**§ a340 FLA Core Program Courses**

Students who are scheduled to take FLA Core Program courses are assigned to class sections at the beginning of each semester. These assignments cannot be changed; students must register for the sections to which they have been assigned.

Students must enroll in the FLA Core Program courses in sequence. If a student fails a Core Program course, they must repeat and pass that course before proceeding to the next level. Neither deletion nor withdrawal is allowed from FLA Core Program courses.

For details see § a364 and § a365.

**§ a350 Courses Offered by Other Faculties and Programs**

In addition to FLA courses, students may take courses offered by other faculties and programs as part of their graduation requirement. Except for compulsory courses such as Studies in Christian Humanism courses, "Liberal Arts of the Body" and some language courses (French, Spanish, Chinese and Japanese), most of the courses are conducted in Japanese.

To register for courses offered in Japanese, a student who is a native speaker of Japanese should have attended more than 10 years of education in which Japanese was the primary language of

instruction, or have demonstrated sufficient proficiency in Japanese by being placed in a class with a level higher than JPN343 as a result of taking the Japanese Placement Test administered by the university, or by passing JPN343 (Reading and Writing 3). A non-native speaker of Japanese should have demonstrated sufficient proficiency in Japanese by being placed in a class with a level higher than JPN322 as a result of taking the Japanese Placement Test, or by passing either JPN322 (Advanced Japanese 2) or JPN370 (Intensive Japanese 4).

Students are strongly advised to observe the criteria for Japanese language proficiency in taking courses conducted in Japanese. Students will be responsible for their own academic performance, including any difficulty resulting from issues related to Japanese language proficiency.

### Types of Courses Offered by Other Faculties and Programs

#### § a351 University-wide General Studies Courses 全学共通科目(Zengaku kyōtsū kamoku)

- University-wide General Studies Courses are not offered by the FLA.  
These courses can be counted as General Studies electives only. The courses are listed in the 2022 Academic Handbook (2022 年度履修要覧〔学部科目編〕).

[Note] Limit on Number of Credits

Freshmen can only register 4 credits (not the number of courses) of University-wide General Studies elective courses in one semester.

#### § a352 Language Courses

- Japanese language courses.
- Language courses for FLA students (conducted in English).
- Language courses (conducted in Japanese).

#### § a353 Other Faculties' Specialized Education Courses

If a student takes these courses as Specialized Education elective courses, up to 16 credits can be included. Check the course syllabus to see whether those courses are open to FLA students.

#### § a360 Results of Course Registration

Results of course registration will be available via Loyola. Please make sure to confirm the results and to prepare for course adjustment, if necessary.

#### § a361 Self Evaluation and Category Changes on Loyola

Students must check their own accumulated credits and adjust the category of courses via Loyola. Seniors should confirm that their self evaluation is accurate, especially taking care that the category into which each course is placed will enable them to fulfill the requirements for graduation.

#### ■ “Self Evaluation” Function

This function enables students to check the courses completed and the credits earned for each category of graduation requirement. Students can use this function to calculate the number of credits still required for graduation based on the sum total of credits for current courses and the

credits earned so far.

#### ■ **Self Evaluation Function Availability Period**

The Self Evaluation function on Loyola is available for a designated period only. For the schedule of available periods during the 2022 Academic Year, check Loyola's Information.

#### ■ **“Change of Category” Function**

The Change of Category function allows students to change the category of courses to meet their graduation requirements.

**There have been cases of students who do not realize until just before they expect to graduate that they are not eligible due to errors in calculating the credits required and credits taken.**

To avoid such misunderstanding, students should use the Self Evaluation and Change of Category functions, as well as the Bulletin of Information, as students themselves are responsible for keeping track of their credits.

#### **§ a362 Course Adjustment**

Students can change or add courses (including Lottery courses with vacancies) any number of times during this period. As this is the final chance to register for courses, please be careful.

#### **§ a363 Final Confirmation of Course Registration**

Final confirmation of course registration will be available online. Please make sure that you check your registration on Loyola carefully. It is the student's responsibility to confirm that their registration is correct.

#### **§ a364 Cancellation Period**

##### **[ONLY for students who entered before 2020]**

If there are any errors in a student's course registration, they should apply for cancellation of course(s) before the end of the Cancellation period. Students are allowed to cancel with approval from the Chair. Note that only cancellations are allowed. **Under no circumstances may courses be added at this stage.** “Wellness, the Body and Cultures” and the FLA Core Program courses may NOT be cancelled.

In order to apply for cancellation, students should submit the request form to the Center for Academic Affairs during the Cancellation period. The form will be posted on the page of Academic Services under the University bulletin board on Loyola just before the Cancellation period. Students should download the form, fill it out, and bring it to the FLA Office with a copy of their course registration schedule to obtain the Chair's approval. Please note that if you add 2Q or 4Q courses during the Extra Course Registration period, those courses may not be cancelled.

Students who entered in and after 2020 must finalize their course registration during the Course Adjustment period. After the Course Adjustment period, students will not be able to cancel courses.

**§ a365 Withdrawal from Courses**

If a student decides not to finish a course for which they have registered, the student should apply to withdraw from the course online (through Loyola) during the period of withdrawal. Please click the “withdrawal” button on the screen with your course registration schedule on Loyola to start the withdrawal process. A “W” means that the student has asked for and obtained permission to withdraw from a course. This mark will remain permanently on the student’s record, but will not appear on the student’s official transcript. Please note that students will be responsible for full payment of the tuition charged for such courses. If a student discontinues attending a course and does not complete withdrawal online during the withdrawal period, they will receive an “F” for the course. The grade of “F” will appear on the student’s official transcript. The grade of “W” will not be calculated into the student’s GPA, but an “F” will be. Students may not withdraw from compulsory courses such as “Studies in Christian Humanism : For Others, with Others”, “Liberal Arts of the Body”, and “Overview of Data Science”, from compulsory courses in the FLA Core Program, or from language courses. For regulations on withdrawal from language courses, see the ‘LANGUAGES’ section of the FLA curriculum.

**§ a400 EXAMINATIONS****§ a410 Types of Examinations**

Examinations are held during or at the end of term in Spring and Autumn semesters, and are categorized into the following types:

Type of exam	Exam period / deadline of submission	Announcements of exam schedule, etc.	Make-up exam	Notes
In-class Examinations	Any time during class sessions (usually on the last day of class)	Given in class by the class teacher	Not applicable	Foreign language courses usually have in-class exams
Final Examinations (written tests)	During Final Exam period	Announced on Loyola by the Center for Academic Affairs	Applicable	
Final Papers	Report examinations / To be submitted by the deadline set at the end of the term		Not applicable	General information is announced on the Loyola Bulletin board; note that the class teacher may give additional instructions in class.

**§ a420 Final Examination Schedule**

The final examination schedule will be announced on Loyola each semester, two weeks before the first day of final examinations. Students are responsible for noting accurately the dates, time and the classrooms of examinations for the courses in which they are enrolled. Final exams in the FLA are generally 90 minutes in length.

**§ a430 Examination Policy**

Note the following policies concerning examinations:

1. The student must take the examination in the prescribed classroom.
2. The student's ID card must be placed on the desk during the examination.
3. If a student does not have their ID card, they must obtain a Temporary ID Card (Fee: 500 yen) from the automatic certificate issuing machine on the 4th floor in Building 2. The Temporary ID Card is valid only for the day of issuance.
4. Students who come to the classroom more than 20 minutes after the beginning of the examination will not be allowed to enter under any circumstances. Also, no student may leave the classroom until 30 minutes after the beginning of the examination.
5. No student may leave the classroom unless they have submitted their answer sheet.
6. Mobile phones and wearable devices must be turned off and kept in the student's bag. They are not to be used for any reason during the exam.
7. As a rule, students are given only one answer sheet. If a student needs another answer sheet, they must return the first answer sheet.
8. If a student wishes to use an underlay pad for writing, it must be completely white or almost so. Using a notebook or other book as an underlay is not permitted.
9. A student's answers will be invalid under the following circumstances:
  - a. When there is no name or no ID number written on the answer sheet.
  - b. When any paper is submitted to the proctor other than the answer sheet handed out.
10. A student may be ordered to leave the classroom and have their answers invalidated under the following circumstances:
  - a. When a student continues to talk unnecessarily or exhibits improper behavior even after being warned.
  - b. When a student does not immediately follow the proctor's instructions.

**§ a440 Academic Dishonesty**

It is expected that all students will follow the highest standards of academic honesty.

**§ a441 Cheating, Plagiarism and Academic Dishonesty**

If a student is found cheating in an exam or violating an exam policy/rule, Sophia University will impose severe punishment. Honesty is also expected at in-class exams held during class sessions. Students must not cheat (plagiarize) or commit academic dishonesty with regard to written reports and papers. The following are some actions that are considered cheating (plagiarism):



## Disciplinary Standards Concerning Misconducts

Examples of Misconduct	Disciplinary Measures and Measures Concerning Enrolled Courses
<p><b>1. Misconduct in Final Examinations (including Make-up Examinations)</b></p> <ol style="list-style-type: none"> <li>1) Possessing mobile phones etc. in locations and/or in conditions that do not conform with the instructions. *Mobile phones etc. includes, smartphones, PHSs, PCs, mobile PCs, tablets, such electronic devices as smart-watches that have communications functions, wireless earphones, and such mobile recording devices as mobile music players.</li> <li>2) Referring to documents and notes other than those explicitly permitted by the instructions, or referring to the devices listed in 1) above (this includes situations in which the student could have referred to such devices, regardless of whether they actually referred to them).</li> <li>3) Failing to submit the exams and/or taking them away.</li> <li>4) Referring to notes written on the desk, clothes, walls, body, etc., and/or taking the exam under such conditions.</li> <li>5) Referring to other students' exam answers, and/or trying to refer to them.</li> <li>6) Exchanging documents etc. that were permitted for reference during the exam to/from other students.</li> <li>7) Such distracting conduct as chatting.</li> <li>8) Seeing and/or showing exam answers with other students.</li> <li>9) Exchanging exam answers with other students, and/or using exam answers that were prepared ahead of the exam.</li> <li>10) Taking the exam for another student, and /or asking another person to take the exam.</li> <li>11) Misusing the student ID card.</li> </ol> <p><b>2. Misconduct in In-class Examinations and Report Examinations (including Final Papers)</b></p> <ol style="list-style-type: none"> <li>1) Misconduct in In-class exams that take place in lieu of Final exams. * For concrete examples, see 1. above.</li> <li>2) Plagiarism in Report exams that take place in lieu of Final Exams, including in Final papers.</li> <li>3) Writing reports or papers for another student, and/or asking someone else to write reports or papers.</li> <li>4) To use a part of, or the entire report that has been submitted for another course (self plagiarism).</li> <li>5) Other misconduct that jeopardizes the fair and honest implementation of the Report exam.</li> </ol> <p><b>3. Failing to obey the instructions for the investigation related to all the items listed in 1. and 2. above.</b></p>	<p>In accordance with Article 60 of Sophia University Regulation, misconduct is punished by dismissal, suspension, or reprimand.</p> <ol style="list-style-type: none"> <li>1) The grade "F" will be entered on the student's record for the course in which the misconduct took place.</li> <li>2) In case of suspension, the suspended period will not be counted in the residence requirement and graduation will be delayed.</li> <li>3) In addition to the above, the student's grades for the courses taken in the same semester may also become "F."</li> </ol>
<p>◆ Disciplinary measures take effect as from the day when the misconduct took place.</p>	

## § a442 Academic Honesty in Exams, Written Reports, and Papers

● Promoting and Complying with Academic Honesty

The name of our university, Sophia, embodies a deep respect for the pursuit of the highest



wisdom. We ask students to comply with the Principles of Academic Honesty outlined below. This is in line with our motto of “For Others, with Others” that emphasizes respect for and cooperation with others.

1. **Students should respect the research and resources of forerunners and contemporaries and conduct independent and in-depth study.**
2. **Students should make continuous efforts to develop their academic skills.**

In a zealous attempt to be original, students may end up breaking research rules (falsifying and fabricating data) or misappropriating research results of others as their own. These acts of dishonesty may be unintentional, but they nonetheless go against the principles of academic honesty.

We ask students to comply with the Principles of Academic Honesty in final exams (written exams, written reports, and papers), which are conducted to confirm students’ academic achievements. Cheating, plagiarism, and academic dishonesty will be severely punished. We expect all students to maintain a deep respect for and love of wisdom and knowledge in all situations, and to comply with the Principles of Academic Honesty.

#### **§ a443 Rules for Quotations in Reports and Papers**

To evaluate your class work and give grades, teachers may ask you to hand in reports or papers. When writing the reports or papers, you will need to give your final comments and ideas on analysis. Your ideas and comments should not be limited to self-centered views, so you must learn from the various research conducted in the past and the present and build your research upon these. When writing reports and papers, the following points should be noted.

1) If the concepts and ideas, tables and charts that a student uses in the reports and papers are taken from literature, materials or websites, they must indicate the exact parts of the literature, materials or websites used.
2) If quoting directly from literature, materials, or websites, a student must show that they are quoted by placing the phrases in quotation marks, and cite the exact source.
3) Needless to say, a student must write their own reports and papers; you must never present reports written by friends, senior students, or family members as your own
4) To use a part of, or the entire report that has been submitted for another course (self plagiarism) is also a misconduct.

If someone you know or a total stranger gives off the essay or paper you wrote as their own, what would your reaction be? Citing quotation and references protects the rights of the author, and it is simply a matter of academic manners and ethics for all involved in research and studies.

If a student fails to observe the above 1), 2), and does not cite the quotation or show where the ideas were taken from in the literature or materials, the use of the written contents will be considered as data theft or plagiarism. Overseas, this “plagiarism” is strongly rebuked and

unintentional copying and pasting of materials from reference literature or websites are considered as plagiarism. If a student gives off papers written by another person as their own as stated in 3), this is an act of fraud. If you are found performing such act or data theft, or found to have reused papers that you have wrote for other courses and purposes, you will be subject to severe punishment and warnings similar to those when found cheating on written examinations. When using quotations or references, observe the following two important rules:

- (1) If you use quotations or references from books or websites in your report or paper, place footnotes and cite the sources. The styles of quotation citing are different in academic fields; you should ask your instructor for the details. Generally the following information should be given. When quoting from:
  - ◇ books: author, “title of book”, publisher, year of publication, pages quoted
  - ◇ papers in journals: author, ‘title of paper’, “title of journal”, Vol. ○, No.△, year of publication, pages quoted
  - ◇ website: creator, “name of site or article”, <URL http://www. ○○○. △△△>  
date you visited the site: year, month, day (or latest updated on-year, month, day)
- (2) If you need to quote directly from materials written by someone else in your report or paper, put the quoted sentences in quotation marks to make it clear that the quoted sentences are not written by you.
  - ◇ Example for quoting directly in your report/paper:  
“(your sentences) the author, Sophia Taro, writes on this subject “(quoted sentences) the meaning of the existence of university should be viewed from three perspectives . . . .”  
(author: Sophia Taro, year published 20xx, page quoted p.xxx)

The University level quotations must be cited accurately to show exactly who conducted the quoted research and what the results on which you base your research and analysis were. As shown, clear and accurate citing of quotations and references are expected in the practice of Academic Honesty.

### § a450 Make-up Exams

If a student is unable to take a final exam for one of the reasons specified below, they may be allowed to take a make-up exam by submitting an “Application for Make-up Exams”. This application must be submitted during the given period, and the student will need to obtain permission and pay a make-up exam fee.

No application for a make-up examination is accepted for courses that hold in-class exams (other than during the Final Exams period).

### § a451 Legitimate Reasons for Applying for Make-up Exams

Legitimate reasons include illness, bereavement involving someone with a third degree of kinship, disasters, delay in public transport service, and appointment to lay judge service. The

application procedure must be completed within the specified period, and the Application for Make-up Exams must be accompanied by the following supporting documents to prove that the student was unable to come on the day of the final exam(s).

### § a452 Supporting Documents and Procedures

When applying for a make-up exam, bring the necessary supporting document (see below) and a print-out of the Loyola final exam inquiry screen.

1. Illness	Medical certificate or permission to return to school issued by a physician. *Payment receipts from a clinic are not acceptable.
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The medical certificate must state all of the following:

- a) The name of the illness and a statement by the physician attesting that the student was not in a condition to take an exam on the day of the exam.
- b) A statement attesting that the student was unable to come to the exam because of a scheduled consultation or because the student was undergoing treatment.

If the student had to be absent over several days, the medical certificate must clearly show that these days include the consultation day or the treatment period.

If the medical certificate does not state both a) and b), it will be deemed incomplete and the student will not be able to apply for a make-up exam.

\*In case of an infectious disease, application for the make-up exam(s) must also be filed during the designated application period for the make-up exams. If a student is unable to come to campus due to the infectious disease, they should contact the Center for Academic Affairs by telephone before the end of the application period.

2. Bereavement involving a third degree of kinship	Funeral service card/thank you card, etc. addressed to funeral guests.
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The cards must show the date of the exam the student was unable to take.

✘ Travel days will not be applicable to make-up exams.

3. Delay in public transport service	Delay certificates issued by the public transport service (indicating the date and the delayed time); a delay certificate printed out from the Internet is also acceptable.
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If the delay in public transport service was 20 minutes or more and a student arrived at the exam more than 20 minutes past the scheduled starting time, they may apply for a make-up exam. However, the application must be filed on the same day of the delay in public transport service.

In cases where exams are held during 5<sup>th</sup> and/or 6<sup>th</sup> class periods, applications can be accepted by 11:30 am of the following day.

\*The delay will be accepted only on a student's normal commuting route between their home and the university. The Center for Academic Affairs will check the address given on the "enrollment

sticker” on the back of the Student ID Card before accepting the application for the make-up exam.

\*The delay certificate must show a delay longer than the actual length of the student’s delay (e.g. if a student arrived at the exam 30 minutes past the scheduled starting time, the delay certificate must prove a delay of more than 30 minutes). Application for a make-up exam will not be accepted if the student did not make an effort to arrive on time for the exam.

\*A proxy application submitted by someone other than the student themselves will not be accepted for reasons of a delay in public transportation services.

If a student arrives late for the exam because of a delay in public transportation services, the student should take one of the following steps depending on the length of the delay:

(1) If a student arrives within 20 minutes of the scheduled exam starting time, they are allowed to take the exam. In such cases, the student should go directly to the classroom and take the exam.

(2) If a student arrives more than 20 minutes after the starting of the scheduled exam, they should immediately bring the delay certificate to the Center for Academic Affairs (Academic Services) on the 1st floor of Bldg. No.2., have the arrival time checked, submit the delay certificate and then apply for a make-up exam.

If the student is not sure where to go, they should go first to the exam room and follow the instructions of the exam supervisor.

If the reason for applying for a make-up exam is a natural disaster, selection for lay judge service, or some other reason, please inquire at the Center for Academic Affairs for more information on the application procedures.

#### **§ a453 Make-up Exam Fee: 2,000 yen per course**

#### **§ a454 Make-up Exam Schedule**

A make-up exam schedule will be announced on the Loyola Bulletin Board by the Center for Academic Affairs under the University bulletin board, “Academic Services”.

## § a500 GRADES

### § a510 Grading

A student's work is graded according to the following table:

Grade	Scale		Quality Point Index
A	100-90	Excellent	4.0
B	89-80	Good	3.0
C	79-70	Satisfactory	2.0
D	69-60	Passing	1.0
W		Withdrawal	
F		Failure	

※“W” will not appear on the official transcript.

The following “Grading Guideline” has been implemented by the university from academic year 2015. Grades should be determined according to this guideline.

#### 【The Grading Guideline】

An “A” should be given to approximately 20% and no more than 30% of the registered students. This policy, however, does not apply to seminars, guidance courses, and lecture courses with registered students of 30 or fewer.

Although each course should be graded according to the evaluation criteria indicated in the course syllabus, professors should apply a grading curve to limit the number of A's to no more than 30% of the students in the course. As a result, when more than 30% of the students receive a raw score of 90 points (out of 100), those students outside the top 30% would receive a lower grade for the course.

### § a520 Grade Point Average (GPA)

Each grade is assigned a weight called the quality point index (QPI: e.g., A=4.0). 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).

N.B.

Grades received for courses offered by other faculties and programs will also be calculated into the student's GPA.

#### 【GPA calculation formula】

$$\frac{4.0 \times \text{credits with A} + 3.0 \times \text{credits with B} + 2.0 \times \text{credits with C} + 1.0 \times \text{credits with D}}{\text{The sum of all the registered courses (excludes courses with W, N, P, X)}}$$

**§ a530 Grade Review**

Students must confirm their grades via Loyola at the end of the semester. If a student believes there has been a mistake in the grades, they may submit a request for grade review to the Center for Academic Affairs during office hours. Note that the purpose of this procedure is to confirm the accuracy of the grade recorded, not to petition for changing a grade. Final authority regarding grades rests with the instructor. No requests for grade review can be accepted after the deadline for submitting such requests.

*Deadlines for Grade Review:*

*2022 Spring Semester, 1Q, 2Q courses: September 14 (Wed)15:30, 2022*

*For Seniors and graduating students: August 25 (Thu) - August 26 (Fri)15:30, 2022*

*2022 Autumn Semester, 3Q, 4Q courses: March 22 (Wed)15:30, 2023*

*For Seniors and graduating students: February 22 (Wed) - February 26 (Sun)23:59, 2023*

**§ a540 Repetition of a Course**

Unless otherwise specified, a student may not repeat for credit a course in which they have received a passing grade. If a student repeats the same course, the previous record will not be deleted from the transcript. This applies as well to courses being offered under a new name or number (see § b320, Change in Course Number and/or Title).

**§ a550 Honors**

The Dean's List is published each semester. To qualify, a student must be a degree student and have a semester average of 3.5 or better out of a possible 4.0, and must have completed at least 16 credits during the semester concerned.

**§ a560 Class Attendance**

Students are expected to attend all classes except in cases of illness (See § a980 "Infectious Diseases") or urgent necessity, for which written proof must be submitted to each instructor. Regardless of the excuse, absences do not exempt a student from quizzes, tests, examinations, or other written work required during the period of absence. The responsibility for making up such work rests wholly upon the student. A failing grade for missed or unsubmitted work will be assigned if the student does not fulfill their obligations within the time set by the instructor. Look carefully at what is written on your syllabus about class attendance.

## § a600 CHANGE IN STUDENT STATUS

### § a610 Leave of Absence

A student who wishes to take a leave of absence must consult the Department Chair and submit a completed “Request for Leave of Absence” form (休学願). If the reason is illness, the form must be accompanied by a doctor’s certificate (診断書).

In principle, students cannot cancel the request for a leave of absence once it is submitted. Only when it is before the start of the quarter that the students wish to cancel the request, they may file for cancellation.

The period of leave of absence is not counted in the residence requirement and graduation will be delayed for the duration of the absence. A student who is taking a leave of absence cannot graduate in that quarter, even if all graduation requirements are met.

### § a611 Period of Leave of Absence

A leave of absence may be requested quarter by quarter. A leave of absence may not extend more than two consecutive years or a total of 4 years (Article 32 University Regulations).

Students who are taking a leave of absence cannot register courses. When the request for a leave of absence is granted after the course registration period, the courses held in that quarter or semester will be deleted automatically. For example, a student who takes a leave of absence in the 1<sup>st</sup> Quarter, can register courses held in 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> Quarters and Autumn semester, but cannot register courses held in 1<sup>st</sup> Quarter and Spring semester.

### § a612 Deadline to Submit Request

Period of Leave of Absence (Quarter)	Deadline to submit request
Spring semester (1Q & 2Q)	April 30 (Sat), 2022
April 1 - June 2, 2022 (1Q)	April 30 (Sat), 2022
June 3 - September 20, 2022 (2Q)	June 30 (Thu), 2022
Autumn semester (3Q & 4Q)	October 31 (Mon), 2022
September 21 - November 18, 2022 (3Q)	October 31 (Mon), 2022
November 19 - March 31, 2023 (4Q)	December 20 (Tue), 2022

A student who intends to take a planned leave of absence must submit the “Request for Leave of Absence” at least one month prior to the beginning of the quarter of the planned absence.

Any request submitted after the deadline will not be accepted for any reason. If the request is sent by postal mail, it must be postmarked on or before the deadline date. In the case of submission at the office, it must be submitted by 3:30 pm on the weekday prior to the deadline when the deadline is on weekends and holidays. The request for leave of absence may be submitted for two consecutive years of absence.



**§ a613 Tuition and Fees during Leave of Absence**

There will be a reduction of the tuition and fees during a leave of absence. For more details, inquire at the Academic Records Section: Tuition and Fees, the Center for Academic Affairs.

**§ a614 For Foreign Students with College Student Status of Residence**

Students with a “College Student” Status of Residence who take a leave of absence may lose their status of residence in Japan. For details, please refer to the information given in the folder “外国人留学生／International Students” on Loyola Download Center.

**§ a615 Resuming Studies**

When the period for a leave of absence is over, student status returns automatically, so there is no need to submit an “Intent to Resume Studies” form (復学届). However, in the following cases, it is necessary to submit the “Intent to Resume Studies” form. (The deadline is the day before the beginning of the quarter that you intend to resume.)

- 1) Leave of absence due to illness (attach doctor’s certificate (診断書)).
- 2) A student wishing to return to studies earlier than scheduled: that is, when permission for the leave was obtained for 2 or more quarters but the student wishes to shorten the period of absence because the reason for taking the leave no longer exists (however, the period may not be shortened to less than one quarter).

**§ a620 Suspension from the University**

A student who commits violations such as examination misconduct shall be given severe penalties, including suspension or withdrawal from Sophia University, according to Article 60 of University Regulations. The period of suspension is not counted in the residence requirement and such a student will not be able to graduate in four years, the normal residence requirement. The student will be able to return to university studies on the day following when the indefinite suspension is lifted or when the term of the definite suspension expires.

**§ a630 Withdrawal and Dismissal**

There are two types of withdrawal from the university: voluntary withdrawal and dismissal.

**§ a631 Date of Withdrawal**

The date of withdrawal is the last day of the semester (September 20 or March 31).

**§ a632 Voluntary Withdrawal**

A student wishing to withdraw from the university must consult the Department Chair, complete the "Request for Withdrawal from the University" (退学願) form and submit the request to the Academic Records Section with their Student ID Card before the desired date of withdrawal.

**§ a633 Dismissal from the University**

The following students shall be dismissed from the university:

**1) Expiry of Period of Enrollment**

Students whose period of enrollment (excluding leave of absence period) exceeds 8 years.



## 2) Students to Whom Article 40 of the University Regulations Applies

Article 40: "Students who fail to obtain 32 credits or more including subjects specified by undergraduate departments in two consecutive academic years".

For students of the FLA, "two consecutive academic years" refers to four consecutive semesters, excluding the period(s) of leave of absence.

For re-admitted students and second degree students, only the number of enrollment years and credits obtained after they re-entered or were admitted as second degree students will be calculated.

For transfer students, the number of enrollment years and transfer credits which were approved at transfer admission will be included in the calculation.

If a study abroad period exceeds one year, the period exceeding one year will be deemed a period of leave of absence.

Credits obtained during study abroad approved within the consecutive two years will be included in the calculation.

The department individually contacts students whose GPA is lower than 0.5 and gives guidance at the end of the academic year. This system is intended to give students a chance to look back on their school life and study plan, and consult faculty/staff on their future academic plans. In case students do not show any improvement in their motivation after such guidance, the university may recommend withdrawal from the university.

(NB) Two consecutive years are as follows:

*Four consecutive semesters excluding periods of leave of absence (if you take a leave of absence for one quarter, the entire semester including that quarter will be excluded).				
(Example) If a student takes a leave of absence in 4Q of the year prior to the preceding year and in 1Q of the current year.				
	Spring		Autumn	
	1Q	2Q	3Q	4Q
Year prior to preceding year	● enrolled	● enrolled	enrolled	leave of absence
Preceding year	● enrolled	● enrolled	● enrolled	● enrolled
Current year	leave of absence	enrolled	● enrolled	● enrolled
※two consecutive years = four semesters with the ● mark				

## 3) Failure to Pay Tuition Fees

Students who fail to pay the tuition and fees before the set deadline.

## 4) Other Reasons

Students to whom Articles 60 and 61 of University Regulations apply.

### N.B. Preferential Measures

Upon deliberation by the faculty and with the approval of the University President, a student who is in the third year or above, and who has taken fewer than 32 credits in four consecutive semesters excluding the period(s) of leave of absence, may be exempted from dismissal from the University by Article 40, if the total number of credits earned divided by the number of semesters of enrollment is more than 8 credits.

## § a640 Change of Faculty/Department

Students who wish to change to a department in another faculty and who satisfy the following requirements may do so by submitting the appropriate application form. After submitting the form, the student will take an exam given by the intended department.

### Eligibility

- 1) The student has completed or is expected to complete at least four semesters of study at

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- the time of the requested change (periods of leave of absence are not included).
- 2) The student has a 2.6 GPA or higher for credits obtained in Language Courses (only Compulsory courses) and General Studies (全学共通).
  - 3) The student satisfies all requirements set by the department to which they wish to change.
  - 4) There is adequate reason for the change.

Note: Transfer of Faculty / Department is limited to one time.

Transfer students and Re-admitted students cannot apply.

#### **A§ a650 Re-admission**

A degree student who has withdrawn or been dismissed from the university may re-enter the university upon approval of their application. However, if a re-admitted student withdraws or is dismissed a second time, or if the student was dismissed because their length of residence had reached the limit of eight years, they will not be allowed to apply for re-admission. Further information is available at the Academic Records Section.

#### **§ a660 Admission for a Second Degree**

Graduates of Sophia University may apply to enter another faculty or department. Further information is available at the Academic Records Section.

## § a700 STUDY ABROAD PROGRAMS

As of February 2022, study abroad and activities that require overseas travel of Sophia students are restricted, and the University is currently halting the acceptance of requests involving study abroad. Please check the University website for the latest information about the study abroad / travel policy.

**§ a710 Exchange Program:** Students participating in this program are regarded as simultaneously enrolled at Sophia University and a foreign institution. Degree students who wish to study at an exchange partner institution are permitted to do so only if the Department Chair or Area Coordinator determines that such a choice would be educationally beneficial for the student. Internal screening will be conducted at Sophia University approximately one year before the beginning of the exchange period. The students must first pass the internal selection process to be nominated to the exchange program. Students studying abroad at a school with which Sophia University has a formal exchange agreement receive reciprocal treatment regarding credits and tuition. For details, see “Handbook for Study Abroad” issued by the Center for Global Education and Discovery.

**§ a711 General Study Abroad Program:** Students who plan to study abroad on their own and wish to transfer the credits back to Sophia University must apply in advance to the General Study Abroad Program. Credit transfer arrangements are the same as for Exchange Program students, but students must apply independently to an approved institution and arrange their own accommodation. Also, in contrast to the Exchange Program, students participating in the General Study Abroad Program must pay tuition and fees both to Sophia University and the overseas institution. For details, see “Handbook for Study Abroad.”

Students can join the Exchange Program for one semester or one year without taking a leave of absence. Those participating in the General Study Abroad Program can study abroad from one quarter. It is possible to extend the study abroad term to a maximum of 2 years, but no more than one year will be included into the residence requirement.

**§ a712 Short-term Language Programs:** Sophia University sends students to several language programs at designated overseas universities during the summer and spring recess. By participating in these programs and successfully completing the courses, students will be able to earn language credits that can be used for fulfilling Sophia University's graduation requirements.

**§ a713 Short-term Study Abroad Programs:** Sophia University sends students to several intensive programs on specialized subjects at designated overseas institutions during the summer and spring recess. By participating in one of these programs and successfully completing the courses, students earn credits that can be transferred, with the approval of their department, as specialized education or general studies credits.

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**§ a714 Social Engagement Programs**

Sophia University sends students to several social engagement programs, which include fieldwork and service learning, during the semester or summer and spring recess. By participating in one of these programs and successfully completing the courses, students earn credits that can be used for fulfilling Sophia University's graduation requirements.

## § a750 CERTIFICATION PROGRAMS

### 【For students admitted before Academic Year 2019】

Pending completion of the required course work, FLA degree students may obtain certification in the following areas:

- Teacher Certification (教職課程/Kyōshoku katei)
- Curator Certification (学芸員課程/Gakugei-in katei)

These programs are taught only in Japanese.

Students interested in these programs should attend the special guidance meeting held by the Center for Teaching and Curator Credentials (notices will be posted on the Loyola Bulletin Board for Certification Programs). Information may be obtained at the Center for Teaching and Curator Credentials.

Credits in courses with course numbers (科目コード/Kamoku kōdo) starting with 62 taken by FLA degree students in the programs for Teacher Certification and Curator Certification may not be counted as fulfilling the credits required for graduation.

The tuition for courses starting with 62 will be waived.

### 【For students admitted from Academic Year 2019】

Pending completion of the required course work, FLA degree students may obtain certification in the following area:

- Curator Certification (学芸員課程/Gakugei-in katei)

This program is taught only in Japanese.

Students interested in this program should attend the special guidance meeting held by the Center for Teaching and Curator Credentials (notices will be posted on the Loyola Bulletin Board for Certification Programs). Information may be obtained at the Center for Teaching and Curator Credentials.

Credits in courses with course numbers (科目コード/Kamoku kōdo) starting with 62 taken by FLA degree students in the program for Curator Certification may not be counted as fulfilling the credits required for graduation. The tuition for courses starting with 62 will be waived.

Students who enter in and after 2020 will be charged a fixed tuition fee rate. This means that there will not be any alteration in the tuition fees they pay even if they take courses with registration codes starting with 62.

FLA degree students cannot obtain a Teacher Certification (教職課程/Kyōshoku katei) certificate.

## § a800 TUITION AND FEES

### § a810 Issuance of Bills and Payment Deadlines

For details, please check the university website.

Any student who does not receive a bill within one week after its issuance should notify the Center for Academic Affairs.

Failure to complete payment will result in dismissal from Sophia University. Students who are experiencing financial difficulties should consult with the Center for Student Affairs about scholarships and other information.

### § a811 For Students Admitted before the Academic Year 2020

#### ■ Calculation of Tuition and Fees

After final confirmation of course registration in April and September, a single adjusted bill will be issued, which will include all tuition and fees required for the term in question. Once registered for a course, a student is responsible for payment unless they cancel the course during the Course Adjustment period or Cancellation period. Students are responsible for paying for any course from which they withdraw during the Withdrawal period.

#### ■ Tuition for Courses Registered During the Extra Course Registration Period

If a student registers for courses during the extra course registration period, a tuition bill for these courses will be sent.

#### ■ Waived Tuition and Fees

The tuition for courses listed below will be waived.

- Credits in course numbers starting with 62 (courses in the programs for certification as junior and senior high school teachers or for curators)
- Credits in course numbers starting with GCP (courses in the Global Competency Program)

### § a812 For Students Admitted from the Academic Year 2020

The amount of tuition and fees will be reduced if the student has fulfilled the residence requirements, excluding the period of leave of absence or suspension from the University, and has fewer than 12 credits to graduation. For details, please consult with the Center for Academic Affairs.

## § a900 ANNOUNCEMENTS FROM UNIVERSITY OFFICES

### § a910 Bulletin Boards

Notices concerning classes (cancelled classes, make-up classes, change of classrooms, and exam schedules) and announcements for individual students, including urgent matters, will be posted on the Loyola Bulletin board. Some notices may also be posted on university bulletin boards. All students are strongly advised to check Loyola and the University bulletin boards regularly.

### § a920 How to Contact Your Professors

Class professors are either full-time faculty of Sophia University or part-time lecturers from other universities coming to teach a particular course. If a student wishes to contact a professor, they should do the following:

#### 1. Full-time faculty:

Full time faculty members have offices on campus and individual office hours for student appointments. If you need to make an appointment outside of office hours, contact the FLA professor directly by e-mail or the Department office if the professor is from another Faculty. Also, there are class advisors and academic advisors for all undergraduate classes and seminars. Students may seek advice on studies, course enrollment, career options and any other matters related to their life as a student.

- List of professors' offices and their office hours : Loyola / Bulletin of Information
- Department offices : Loyola
- List of class advisors/academic advisors of other departments : Loyola
- E-mail address of FLA professors : FLA website

#### 2. Part-time lecturers / Adjunct professors

Part-time lecturers / Adjunct professors do not have offices on campus; contact them before or after classes. Some teachers may release their personal e-mail addresses to students.

Information on whether or not a teacher provides their contact address, and if so, the address itself, is available at the Center for Academic Affairs (Academic Services). Students should bring their Student ID Card and inquire in person.

For protection of personal information, the Center for Academic Affairs does not accept telephone inquiries.

The Center for Academic Affairs does not relay messages from students to their professors.

#### 3. If you do not know whether the professor you wish to contact is a full-time or part-time professor:

Please check the list of courses with names of class professors (Academic Handbook 履修要覽) to see whether they are full-time / part-time.

Professors with an asterisk “\*” in front of their names are part-time lecturers; those without an asterisk are full-time faculty.

### § a930 Certificates

Various certificates can be obtained either from the certificate issuance machine or at relevant offices. Check the type of certificate you need and apply as follows:

#### Certificates from the Certificate Issuance Machine

Certificates	Fees	Day of issue	Notes
Certificate of Attendance (Japanese / English)	¥200	On the same day	Issuance machines are installed on: ・4th floor, Bldg. No.2; ・Mejiro Seibo Campus (1st floor, Bldg. No.1)  Service Hours: Mon. - Fri. 9:00 to 17:00 *any changes due to school events will be announced
Official Transcript (Japanese / English)	¥200		
Certificate of Prospective Graduation (Japanese / English)	¥200		
Certificate of Graduation (Japanese / English)	¥300		
Student Discount Certificate	free		
Medical Checkup Certificate (university designated form in Japanese only)	¥300		
Temporary Student ID Card (issued only during Final Exam period)	¥500		

For operating procedures, please follow the voice instructions of the certificate issuance machine.

- \* A student ID Card is required in order to have the certificates issued. The certificate issuance machine is available for currently registered students only.
- \* The Certificate of Prospective Graduation certifies that the student is eligible to graduate if the student has met all graduation requirements, but it does not mean that Sophia University guarantees the student's graduation. It can be issued from the first day of class (Spring Semester: April 12 / Autumn Semester: September 27) of your 7<sup>th</sup> semester. The Certificate of Prospective Graduation will not be issued during a leave of absence.
- \* The Certificate of Graduation will be issued from September 12 to 20, 2022 for Spring semester and March 15 to 31, 2023 for Autumn semester, to those whose graduation has officially been announced.
- \* The Medical Checkup Certificate will not be issued to a student who has not undergone the medical checkup provided by the Health Center.

#### Certificates Issued at the Center for Academic Affairs

Certificates	Fees	Day of issue
Certificates necessary for application of "Permission to change the status of residence" and "Permission to extend period of stay"	¥200	3 working days from the application date

Office in charge: Center for Academic Affairs, Academic Records Section; 1F, Bldg. No.2



- 1) Complete the application form available at the Center for Academic Affairs.
- 2) Purchase the fee payment sticker from the vending machine and place it on the application form.
- 3) Submit the application form with your Student ID Card to the office. A receipt will be issued to the applicant.
- 4) On the day of issue, show the receipt at the office and receive the certificate.

### § a940 Student Identification Card (ID Card)

The Student ID Card certifies that you are a student of Sophia University. Carry it with you at all times as you may be asked to show it in various situations both on and off campus. Services may not be provided if you do not have your Student ID Card.

Student ID Cards should not be lent out or given to another person for any reason. Return the Student ID Card to the University when you withdraw from Sophia University.

You will need the Student ID Card in the following cases:

- 1) to take exams
- 2) to use the certificate issuance machine and obtain a certificate or student travel fare discount certificate
- 3) to enter the university main library and to borrow library books
- 4) to buy your commuting pass
- 5) to show at the request of officials when you are on trains, etc. using a commuting pass or student discount ticket
- 6) to submit various application forms at the office
- 7) to show when requested by a faculty member or staff of Sophia University.

#### 1. Valid Enrollment Sticker

The Student ID Card is valid only with a current Enrollment Sticker (在籍確認シール) affixed on the back. The sticker is valid for one academic year; students should obtain a valid current sticker at the beginning of each academic year. Students should also obtain a new and valid Enrollment Sticker if there are changes to the address or commuting routes, or when the commuting pass issuance records are filled.

#### 2. Changes in the Data of Student ID Card

If there are any changes or errors in the data (name, date of birth, etc.) on the Student ID Card, notify the Academic Records Section.

#### 3. When the magstrip fails to function

When you cannot enter the main library nor use the certificate issuance machine because of the magstripe malfunctions, please go to the Center for Academic Affairs.

<ATTENTION>

Please keep the card free from contact with magnets such as smart phone cases or bag clasps.

#### 4. Lost, Damaged or Defective Student ID Card

Request a re-issue of your card at the Academic Records Section, and then purchase a fee payment sticker (1,000 yen, issued on the same day) and place it on the designated form, “Request for Re-issue of Student ID Card” (学生証再発行願).

#### § a 950 Change of Address or Telephone Number

When there are changes in students’ or guarantors’ address or telephone number, students should update the information through the “Address registration” menu on Loyola. In case the guarantor’s address is outside Japan, students should submit the “Address change sheet” (住所変更届) to the Academic Records Section. This option is only for non-Japanese students. When students change their own address, they need to obtain a new enrollment sticker (在籍確認シール) at the Academic Records Section.

#### § a 951 Change of Student’s Name

If there is a change in a student’s name, they should submit a “Name change sheet” (氏名変更届) available at the Academic Records Section, and attach a Certificate of Residence (住民票の写し) issued by the local government stating the student’s full name and date of birth. Permanent address, family relation information, and individual number (My Number) are not required.

#### § a 952 Guarantor

Sophia University requires all students to have a guarantor. Sophia University sends important notices regarding academic affairs and school newsletters to the guarantor’s address, or may contact the guarantor in the case of an emergency. Please note that some of the notices may not be sent to a guarantor living abroad.

A guarantor should be one of the following (listed in order of priority):

1. A parent who lives in Japan
2. A person who lives in Japan and earns their living independently
3. A person who earns their living independently and who lives in a foreign country (this option is only for non-Japanese students).

#### § a 953 Change of Guarantor

If students intend to change their guarantor, they need to submit the “Guarantor change sheet” (保証人変更届) to the Academic Records Section.

#### § a 954 Change of Nationality

If there is a change in a student’s nationality, they should submit a Certificate of Residence (住民票の写し) issued by the local government, which includes the full name and date of birth for all students, and nationality, status of stay, period of stay and resident card number for non-Japanese students.

### **§ a 960 For Non-Japanese Students (Residence Status)**

All non-Japanese students must have appropriate residence status.

This means “College Student” or other residence status such as “permanent resident”, “long-term resident”, or “dependent”. A temporary visitor visa is not acceptable. Non-Japanese students are required to notify their residence status and period of stay in Japan to Sophia University. When such students renew their resident card, they should submit their newest resident card to the Center for Academic Affairs as soon as possible. Failure of submission may incur suspension of the use of Loyola, termination of scholarship benefits, or other inconveniences.

### **§ a 961 Residence Status of “College Student”**

Residence permission is the permission for non-Japanese residing legally in Japan for the mid- to long-term who have resident status under the Immigration Control Act (mid- to long-term residents). Students who study at a university in Japan may obtain “College Student” status. Non-Japanese students should carry their resident card at all times.

To qualify for status as a “College Student”, students are required to register for at least 3 regular courses (i.e. at least 10 hours of class time per week).

If students who hold college student status take a leave of absence or withdraw from the University, they should change their residence status or leave Japan.

### **§ a 962 Extension of Period of Stay Under the “College Student” Residence Status**

When students holding “College Student” status intend to extend their period of stay, they should fill out the application for extension of period of stay “For applicant, part 1-3”. The “For organization, part 1-2” must be filled out by the Academic Records Section. The issuing fee is 200 yen and will take 3 working days.

Students can apply for an extension from 3 months prior to the expiration date at the Immigration Bureau. Please be aware that staying in Japan beyond the period of stay is illegal and may be punished.

### **§ a 963 Change of Residence Status to “College Student”**

When students intend to change their residence status to “College Student”, they should fill out the application for change of status “For applicant, part 1-3”. The “For organization, part 1-2” must be filled out by the Academic Records Section. The issuing fee is 200 yen and will take 3 working days.

Register the changes in your status of residence at your residential municipal office within 14 days.

For details regarding residence status for non-Japanese students, please refer to the information given in the folder “外国人留学生/International Students” on Loyola Download Center.

### **§ a970 When Public Transport Service is Shut Down**

When the University decides that it is not possible to hold regular classes or final exams due to the shutdown of transport services caused by, for example, accidents or strikes, or natural

disasters such as typhoons or heavy rainfall, classes will be canceled and exams rescheduled to another day. Such cancellations and changes will be announced through the University's official website, Loyola or via the University's official Facebook and Twitter accounts. Be sure to check one of these sites.

### § a980 Infectious Diseases

When students contract an infectious disease as defined by the School Health and Safety Act (influenza, measles, whooping cough, rubella, mumps, chicken pox etc.), they are not allowed to come to school for a certain period of time to prevent the spread of the disease.

If students contract a new infectious disease, special measures may be taken; please check announcements on Loyola and the official University website.

Should you contract such a disease, take the following steps:

1. You must follow your physician's instructions and stay home until there is no risk of infection. Please notify the University Health and Wellbeing Center Health Services of your situation by Loyola, phone, or fax (download the report form from the official University website).
2. Download the "Doctor's permission to return to campus" (Toko Kyoka Sho) (感染症治癒後登校許可証明書) form from the official university website and have it filled out by your physician (a form from any medical organization may be used if it states the period the student is not allowed to go to school).  
 ※If you cannot download the form, ask for the form at the Health and Wellbeing Center Health Services.
3. When you return to school, submit the above original certificate to the Health and Wellbeing Center Health Services, and photocopies of the certificate to each of your class professors.

#### \*How to report when infected or in close contact with COVID-19

Students are required to report to the University Health and Wellbeing Center Health Services when infected or in close contact with COVID-19.

-Loyola: Fill in the questionnaire "Report for novel coronavirus infection / close contact"

-Phone: Call at +(81)3-3238-3394 (Weekdays; 9:30-11:30, 12:30-17:00)

For more details and latest updates, check the university website:

<https://www.sophia.ac.jp/eng/news/covid19.html>

### § a990 Absences Due to Lay Judge Service

Based on the "Act on Criminal Trials Examined under the Lay Judge System," students may decline to serve as lay judges under the lay judge system. However, in order to respect the wishes of students who consent to being appointed as lay judges, absences due to lay judge service (including any attendant procedures) will be treated as follows.

#### Scope of Policy

This policy applies to degree-seeking undergraduate and graduate students as well as non-matriculated students. This policy does not apply to auditing students.

**Accepted Grounds for Absence**

- a. Appearing at a courthouse as a lay judge candidate for appointment procedures.
- b. Attending a trial as a lay judge.
- c. Sitting in on trial proceedings as an alternate lay judge.

**Procedures**

In general, students must contact the Center for Academic Affairs, receive a copy of the designated Notification of Absence due to Lay Judge Service form, and submit this form, along with a copy of the Notice of Date for Lay Judge Appointment sent in the mail from the court, to the faculty member(s) in charge of the class(es) from which the student is to be absent. The student must also show to the faculty member(s) the post-trial discharge certification documentation issued by the court.

**§ a991 Handling of Absences**

Provided that the student has given notice of absence by means of the designated forms noted above, faculty will observe the following considerations to avoid causing detriment to the student.

- a. Classes missed will not be counted as absences.
- b. For in-class exams, make-up opportunities will be determined by the faculty member.
- c. For final exams held during the final exam week, the student may apply for a make-up exam. The student must follow the procedures for filing a make-up application, and submit the necessary documents by the deadline (see § a450 Make-up Exam for details).



## SECTION B: FLA CURRICULUM

### § b010 CURRICULUM INFORMATION

#### § b011 Course numbering

- 100-level courses:** Designed for beginning students. These include FLA Core Program courses, General Studies Courses for beginning students, and beginning language courses.
- 200-level courses:** Introductory courses to the various disciplines; designed for first- and second-year students. Every academic discipline has its own language of analysis, and these courses are intended to introduce students to the basic analytical concepts and language of a specific field. Students should begin their study of a discipline with the 200-level course or courses in that field.
- 300-level courses:** Courses that concentrate on more specialized areas within a discipline, providing in-depth knowledge of a particular sub-field. These courses are designed for second- and third-year students.
- 400-level courses:** Advanced or Specialized Courses within a discipline; designed for third- and fourth-year students. A 400-level course will often require more independent research or an extensive research paper.
- Prerequisites:** Check the syllabus before registering for a course. Course syllabi are available on the Loyola web-service before the registration period. In the syllabus students will find clear information about prerequisites. Enforcer prerequisites will not allow a student to register for a course. Informer prerequisites will allow students to register for a course. If they do not meet the prerequisites, faculty members will ask students to cancel the course (except if faculty members have given them special permission). If students do not cancel (or withdraw), they may receive an F grade for the course.

#### Course Codes

FIELD (Alphabet)	FIELD
ANT	Anthropology
ART	Art History/Visual Culture
COM	Computer Studies
ENG	English
ENV	Environmental Studies
GEO	Geography
HST	History
IBE	International Business and Economics
INF	Data Science
LIT	Literature
MTH	Mathematics
POL	Political Science
RPH	Religion/Philosophy
SOC	Sociology
THP	Thinking Processes

**§ b012 Pedagogical Philosophy**

The Faculty of Liberal Arts [FLA] provides an all-English liberal arts education in the fields of Comparative Culture, International Business and Economics, and Social Studies. While offering courses in such fields as well as cross-disciplinary courses, so as to allow a more organic, comprehensive understanding in the field, the FLA also aims to help students to achieve advanced language proficiency and intellectual criticality and flexibility in order to act as mediators between different cultures and countries. Through academic training and research, the FLA contributes to the understanding of current affairs in today's globalized world and also to the solving of the various social issues we face.

**§ b013 Educational Purpose**

The purpose of the FLA education is to nurture students' cosmopolitan outlook, their language ability, and flexibility in thinking in order to act as bridges between different cultures within the context of globalization.

**§ b014 Diploma Policy**

The Faculty of Liberal Arts sets standards for the skills and knowledge students should acquire before graduation as described below. Those who have fulfilled the requirements will be awarded a diploma.

1. A well-rounded interdisciplinary education and a highly-developed ability to think and communicate in English.
2. The intellectual capacity to approach particular issues from both highly specialized and broad general perspectives.
3. The capability to integrate themselves in multi-cultural environments and participate in communal activities to contribute to the better understanding of various important socio-cultural issues.

**§ b015 Curriculum Policy**

In accordance with the Diploma Policy, the Faculty of Liberal Arts constructs its curriculum with courses aligned with the following purposes.

- 1) To develop the ability to think critically about a wide range of social and cultural issues, and to become proficient in discussing such matters in English. The Core Program is specifically designed to train students in these foundational skills.
- 2) To extend their capacity to understand the multiplicity of societies and cultures in the world by taking a range of courses in the three distribution categories: Society and Culture, Cultural Traditions, Politics and Economy.
- 3) To acquire specialized knowledge in one of the three majors (Comparative Culture, International Business and Economics, Social Studies) while continuing to take courses from neighboring areas. By studying courses in various disciplines, students will obtain a broad and flexible perspective on important issues in today's world.

Note: The English translations for §b012 to §b015 are provided for information, and the Japanese version that are released on the university website remain the sole official version. If there is any discrepancy between the two versions, the Japanese original should take precedence.



**§ b016 Curriculum Map**

A Curriculum Map illustrates the connection between offered courses and their educational purposes. Based on the Diploma Policy, it shows what courses cultivate the expected skills and knowledge upon graduation. The Curriculum Map of each Faculty and Department is shown on Loyola’s Bulletin Board (University Bulletin Board). Please check to see how your registered courses relate to the Diploma Policy and use the information as a guide when making your academic plans. From 2020, the relationship of courses and the Diploma Policy will also be shown on the syllabus.

**§ b017 Curriculum Tree**

Curriculum Tree diagrams sequential and systematic relationships among course groups, in association with the Diploma Policy. Inclusion of the Diploma Policy, Curriculum Map and numbering factors in one diagram offers a comprehensive view of the sequential and systematic relationship among courses. This allows students to gain an overall image of the courses they should take and the sequence in which they should be taken in order to be awarded a degree. It is a tool for “visualizing learning outcomes” and to communicate what abilities students should acquire upon graduation.

## § b100 CURRICULUM FOR STUDENTS

<b>GENERAL GUIDELINES</b>	<b>§ b101</b>
<b>UNIVERSITY-WIDE GENERAL STUDIES REQUIREMENTS</b>	<b>§ b110</b>
<b>Studies in Christian Humanism</b>	<b>§ b111; § b114</b>
<b>Liberal Arts of the Body</b>	<b>§ b112</b>
<b>Health and Physical Education (HPE)</b>	<b>§ b115</b>
<b>General Studies Elective Subjects (GS)</b>	<b>§ b116</b>
<b>CATEGORIES AND LIST OF COURSES</b>	<b>§ b120</b>
<b>FLA Distribution Courses</b>	<b>§ b121</b>
<b>FLA General Courses</b>	<b>§ b122</b>
<b>Advanced General Education Courses</b>	<b>§ b123</b>
<b>LANGUAGE COURSES</b>	<b>§ b130</b>
<b>Important Rules for Language Courses</b>	<b>§ b131</b>
<b>Course Registration for Chinese, French and Spanish</b>	<b>§ b132</b>
<b>Course Registration for Japanese</b>	<b>§ b133</b>
<b>Course Registration for Other Languages</b>	<b>§ b134</b>
<b>FACULTY SPECIALIZED EDUCATION</b>	<b>§ b140</b>
<b>FLA Core Program Courses</b>	<b>§ b141</b>
<b>FLA Major Courses (General Guidelines)</b>	<b>§ b142</b>
<b>FLA Specialized Education Electives (SE Electives)</b>	<b>§ b143</b>
<b>FLA MAJOR COURSES</b>	<b>§ b150</b>
<b>FLA Comparative Culture Major</b>	<b>§ b151</b>
<b>FLA International Business and Economics Major</b>	<b>§ b152</b>
<b>FLA Social Studies Major</b>	<b>§ b153</b>
<b>SELF- EVALUATION</b>	<b>§ b160</b>

## § b101 GENERAL GUIDELINES

<b>TOTAL CREDITS REQUIRED FOR GRADUATION</b>	<b>124 credits</b>
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The Curriculum is divided into three parts:

UNIVERSITY-WIDE GENERAL STUDIES (GS)

(全学共通科目 / Zengaku Kyōtsū Kamoku)

COMPULSORY LANGUAGE COURSES (LA)

(語学科目 / Gogaku Kamoku)

FLA SPECIALIZED EDUCATION (SE)

(学科科目 / Gakka Kamoku)

<b>UNIVERSITY-WIDE GENERAL STUDIES (GS)</b>	<b>22 credits</b>
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### 1. Compulsory Subject (必修科目 / Hisshū Kamoku)

#### \*Students who enter in and from 2022

Studies in Christian Humanism: For Others, With Others	1 credit
Liberal Arts of the Body	1 credit
Overview of Data Science	2 credits

#### \*Students who entered before 2022

Health and Physical Education	2 credits
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### 2. Compulsory Elective Subject (選択必修科目 / Sentaku Hisshū Kamoku)

#### \*Students who enter in and from 2022

Studies in Christian Humanism	2 credits
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#### \*Students who entered before 2022

Studies in Christian Humanism	4 credits
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### 3. General Studies Electives Subjects (選択科目 / Sentaku Kamoku)

#### \*Students who entered from 2020

FLA Distribution Courses	12 credits
FLA Distribution Courses	4 credits
FLA General Courses	
University-wide General Courses	
Advanced General Education Courses	

#### \*Students who entered before 2020

FLA Distribution Courses	12 credits
Advanced General Education Courses	2 credits
FLA General Courses or University-wide General Courses	2 credits

<b>COMPULSORY LANGUAGE COURSES (LA)</b>	<b>8 credits</b>
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Language Courses	<i>8 credits</i>
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<b>FLA SPECIALIZED EDUCATION (SE)</b>	<b>94 credits</b>
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**1. Faculty of Liberal Arts Core Program (compulsory subjects)**

English Composition 1	<i>4 credits</i>
English Composition 2	<i>4 credits</i>
Thinking Processes	<i>4 credits</i>
Public Speaking	<i>4 credits</i>

**2. Faculty of Liberal Arts Major Courses (compulsory electives)**

Major Courses	<i>48 credits</i>
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**3. Faculty of Liberal Arts Specialized Education Electives**

Specialized Education Electives (SE Electives)	<i>30 credits</i>
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**§ b102 GENERAL GUIDELINES: Compulsory subject**

Compulsory courses must be taken by FLA students in order to meet the requirements of their program. Students are placed in a particular section of the course and cannot change that section. Usually, students cannot withdraw from these courses.

**§ b103 GENERAL GUIDELINES: Compulsory elective subject**

FLA students may select these courses from the list of compulsory courses included in the FLA Bulletin of Information.

**§ b104 GENERAL GUIDELINES: Elective subject**

FLA students can choose course from a wide range of courses in this category. Students must read the Bulletin of Information carefully before choosing these courses. Elective courses are divided into different categories and there are limits to the number of courses students can choose in each category in order to meet the requirements of the FLA program.

**§ b105 GENERAL GUIDELINES: Courses in Studies in Christian Humanism**

In order to better understand Sophia University's founding spirit, undergraduate students must fulfill a University-wide requirement by taking Studies in Christian Humanism (キリスト教人間学/ Kirisuto Kyō Ningengaku) courses.

FLA students must complete the courses to meet the requirements of their program, and students must choose courses offered in English.

More information about these courses can be found in paragraph b111, and detailed explanations can be found in the *Studies in Christian Humanism* brochure published by the Faculty of Theology. Course syllabi can be accessed from Loyola.

**§ b106 GENERAL GUIDELINES: Liberal Arts of the Body / Health and Physical Education (HPE)**

It can be challenging to balance the many aspects of daily living. Sophia University offers a compulsory course for all students to be taken during their first year to discuss topics such as health, sports, culture and society based on their bodily experiences. All FLA students will be assigned to a section of Liberal Arts of the Body (身体のリベラルアーツ) for students who entered in and from 2022, and Wellness, the Body and Culture (ウェルネスと身体) for students who entered before 2022. This is a compulsory subject that FLA students must complete to meet the requirements of their program. The course is offered in English. More information about the course can be found on Loyola.

**§ b107 GENERAL GUIDELINES: Overview of Data Science**

"Overview of Data Science" (2 cr.) is compulsory for students who enter in 2022 and after. Students are to take this course in the second semester of the first year. There are multiple sections in a semester, but each student is assigned to a specific section at the start of the semester. Students must register for the section to which they are assigned.

**§ b108 GENERAL GUIDELINES: General Studies Electives Subjects**

The courses offered by the Faculty of Liberal Arts as part of the General Studies program provide an introduction to major themes and approaches to study in various key areas of human knowledge. More information about those courses can be found on Loyola. See also § b116.

**§b109 GENERAL GUIDELINES: FLA undergraduate Academic Advising System**

The FLA Undergraduate Academic Advising System (GUIDE) was developed over the years to help students prepare for their first year of studies, develop plans for choosing a major, understand and complete graduation requirements and avoid administrative problems.

The FLA GUIDE system is a complement to other advising resources offered by Sophia University.

The FLA GUIDE system is divided into three stages:

- Freshmen-First-term sophomores. During that period the Chair of the Department of Liberal Arts and advisors are available to guide students. Important events such as the Orientation Camp and student advising sessions at the beginning of each semester are provided for student guidance.
- Sophomores choosing their majors. During that period the Dean, the Chair and Coordinators are available to guide students. Events such as information sessions for choosing a major and completing self-evaluations are provided to students.
- Final-term seniors. During that period the Dean can advise students.

**§b110 UNIVERSITY-WIDE GENERAL STUDIES REQUIREMENTS FOR STUDENTS WHO ENTER IN AND FROM 2022**

University-wide General Studies are designed for students to acquire the abilities necessary for various studies. In addition to learning the spirit of "Christian Humanism" that underlies all Sophia University education, students will cultivate the ability to identify issues, formulate questions, and solve problems from multiple perspectives using a wide range of knowledge. The purpose is to create a foundation for students to continue learning throughout their lives and to contribute to the realization of a better world as people who live "for others, with others."

University-wide General Studies courses are structured into categories by topics and in four levels. Students are expected to take these courses throughout their undergraduate studies in order to expand the depth and the breadth of their learning.

**§ b111 STUDIES IN CHRISTIAN HUMANISM**

- Studies in Christian Humanism: For Others, With Others (Compulsory Course)

Students must take "Studies in Christian Humanism: For Others, With Others" in their first semester. The class and the registration code will be posted on the Loyola Bulletin board. Please make sure to check the announcement, and register for the section that you have been assigned to, during the course registration period.

- Studies in Christian Humanism (Compulsory Elective Courses)

Studies in Christian Humanism (Compulsory Elective Courses) must be taken in the third semester. Please note that these are lottery courses, and students should register for these courses during the lottery registration period.

- **Information about “Studies in Christian Humanism” courses:**

The “Studies in Christian Humanism” courses have been placed in eight sections or blocks. FLA students can take only the courses in section B for students who entered in the Spring semester or section F for students who entered in the Autumn semester. Courses in section B and F are offered once a week on Tuesday during 5th period. Questions about Christian Humanism courses can be directed to the Center for Liberal Education and Learning in Bldg. No.2.

### § b112 LIBERAL ARTS OF THE BODY

Students must take “Liberal Arts of the Body” in their first semester. The class and the registration code will be posted on the Loyola Bulletin board. Please make sure to check the announcement, and register for the section that you have been assigned to, during the course registration period.

#### \*Liberal Arts of the Body Special Class

This class is offered on Tuesdays, 2nd period in the 3<sup>rd</sup> Quarter, for students with special needs. Students who wish to take this course should contact the Center for Liberal Education and Learning (Embodied Wisdom Area) before the first day of class.

### § b113 UNIVERSITY-WIDE GENERAL STUDIES REQUIREMENTS FOR STUDENTS WHO ENTERED BEFORE 2022

#### § b114 STUDIES IN CHRISTIAN HUMANISM

- Studies in Christian Humanism (Compulsory Elective Courses)

Studies in Christian Humanism (Compulsory Elective Courses) must be taken in the third semester. Please note that these are lottery courses, and students should register for these courses during the lottery registration period.

“Studies in Christian Humanism” courses are two credit courses. FLA students need to take two of these courses for a total of 4 credits to meet the graduation requirements. Normally, students must take one course in their first semester and another in their second semester. Students placed in the “Academic English Skills” section of the Core Program are advised to start taking these courses in their second semester.

- **Information about “Studies in Christian Humanism” courses:**

The “Studies in Christian Humanism” courses have been placed in eight sections or blocks. FLA students can take only the courses in section B or F. Courses in sections B and F are offered once a week on Tuesday during 5th period. Questions about Christian Humanism courses can be directed to the Center for Liberal Education and Learning in Bldg. No.2.

- **Registration for “Studies in Christian Humanism” courses:**

These courses are ‘lottery courses.’ Pay special attention to registration procedures. For information about lottery courses, check the ‘Course Registration Quick Navi’ brochure published by the Center for Academic Affairs or the “registration” section of the Loyola student handbook.

- List of Courses for FLA students:

Block	Registration CD	Semester	Course Title	Credits
B	GSCH0040	Spring	STUDIES IN CHRISTIAN HUMANISM: PHILOSOPHY OF THE HUMAN PERSON	2
	GSCH0050	Spring	STUDIES IN CHRISTIAN HUMANISM: THE LIGHT OF CHRIST:AN INTRODUCTION TO CATHOLICISM	2
F	GSCH0130	Autumn	STUDIES IN CHRISTIAN HUMANISM: PHILOSOPHY OF RELIGIOUS LANGUAGE	2
	GSCH0051	Autumn	STUDIES IN CHRISTIAN HUMANISM: THE LIGHT OF CHRIST:AN INTRODUCTION TO CATHOLICISM	2

### § b115 HEALTH AND PHYSICAL EDUCATION (HPE)

Students who have not earned credits for "Wellness, the Body and Culture" must take this course (\*Asynchronous classes). Please note that the courses are lottery courses, and students should register for the course during the lottery registration period.

\*Asynchronous classes: class content delivered online for students to view at their convenience within the given period.

Students who entered before 2022 may take this course in either Spring or Autumn.

Spring semester: Saturdays, 6<sup>th</sup> period

Autumn semester: Saturdays, 6<sup>th</sup> period

### § b116 GENERAL STUDIES ELECTIVES SUBJECTS (GS)

All students in the Faculty of Liberal Arts must take 16 credits in total of GS Electives Courses as part of the University-Wide General Studies program.

Students who entered before 2020

- A minimum of **12 credits** from at least 2 of the 3 categories of FLA Distribution Courses (see § b121)
- A minimum of **2 credits** from the category “Advanced General Education Course” (高学年向け教養科目 / Kougakunen Kyōyō Kamoku see § b123)
- Of the remaining 2 credits, students may take courses from FLA General Courses (see § b122) or University-Wide General Studies Courses (全学共通科目 / Zengaku Kyōtsū Kamoku) or Advanced General Education courses



Students who entered from 2020

- A minimum of **12 credits** from at least 2 of the categories of FLA Distribution Courses (see § b121)
- Of the remaining 4 credits, students may choose from
  - (a) Any of the three categories of FLA Distribution Courses
  - (b) FLA General Courses (see § b122)
  - (c) Any courses listed in the University-Wide General Studies Courses (全学共通科目) including from the category “Advanced General Education Course” (高学年向け教養科目)

Notice that some FLA courses are listed under both General Studies and Specialized Education categories, and may be chosen to fulfill requirements in either category. However, the same course may not be used to fulfill requirements in both categories simultaneously.

## § b120 CATEGORIES AND LIST OF COURSES

### § b121 FLA DISTRIBUTION COURSES

**Society and Culture:** The courses in this category introduce students to the experiences of different human societies, from ancient times to the present. They look at the development of institutional, intellectual, and social patterns that continue to influence our way of thinking and acting today.

HST251	Development of Japanese Civilization 1
HST252	Development of Japanese Civilization 2
HST261	History of Chinese Civilization
SOC201	Introduction to Sociology
SOC225	Introduction to Japanese Society
SOC226	The Good Life: From Self to Society
ANT202	Introduction to Cultural and Social Anthropology
ANT220	Anthropology of Japan
ANT203	Nature and Culture

※ANT230 taken before 2018 may be counted for this category.

※SOC210 taken before 2020 may be counted for this category.

**Cultural Traditions:** From the very beginning humans have sought to communicate their ideas about themselves, their societies, and the world. The courses in this category introduce written and artistic expressions of human creativity. They provide students with experience in the analysis and interpretation of particular literary texts, philosophical concepts, works of art, systems of belief and symbolic structures.

ART201	Introduction to Art History/Visual Culture 1
ART250	Introduction to Art History/Visual Culture 2
LIT201	Literary Genres

LIT203	Representations of Japan in Popular Culture and Literature
LIT231	Introduction to Japanese Literature
RPH201	Introduction to Philosophy
RPH202	Fundamentals of Religion

※LNG210 taken before 2018 may be counted for this category.

**Politics and Economy:** Political and economic factors play a major role in shaping the world in which we live. The courses in this category introduce students to some of the major approaches for investigating the nature and impact of such factors.

IBE200	Principles of Microeconomics
IBE201	Principles of Macroeconomics
POL201	Theories and Themes of Contemporary Politics
POL205	Introduction to International Relations
POL210	Introduction to Comparative Politics
POL215	Controversies in Globalization
MTH111	Mathematics and Statistics for Business and Economics

### § b122 FLA GENERAL COURSES

COM221	Computer Studies 1*
COM222	Computer Studies 2*
ENV131	Environmental Issues 1
GEO202	Geography
MTH101	College Mathematics

\*The courses with an asterisk are worth carry 2 credits each.

※COM223 and GEO201 taken before 2022 may be counted for this category.

### § b123 ADVANCED GENERAL EDUCATION COURSES

All Students who entered before 2020 must take at least 2 credits of “Advanced General Education Course”, as a part of GS Electives. Students may choose a course from all courses in the category “Advanced General Education Course”, offered both in English and Japanese, including the ones listed below.

#### Notes on Advanced General Education Courses for FLA Students

- Students may take the Advanced General Education Course from the fifth semester (i.e. their first semester in the junior year).
- If students take more than 2 credits of Advanced General Education Courses, he/she can count these credits as GS Electives courses.
- All the Advanced General Education Courses are lottery courses. Students must enter during the Lottery entry period.
- There are two types in Advanced General Education courses; intensive courses held during summer recess and courses held during regular class weeks. Students will get accepted into only one course respectively.
- For courses conducted in Japanese which can be counted as graduation requirements, refer to Loyola or Academic Handbook (履修要覧〔学部科目編〕).

Courses held during regular class weeks, conducted in English only				
Registration CD	Semester offered	Course Title	Credits	Remarks
GSP30110	Spring	KEY GLOBAL ECONOMIES	2	[100]
GSC30110	Spring	CATHOLIC SOCIAL THOUGHT AND THE CATHOLIC CHURCH TODAY	2	[70]
GSP30070	Autumn	JAPANESE AMERICAN HISTORY	2	[100]
GSS30220	Autumn	FOREIGN AND SECURITY POLICY OF JAPAN	2	[100]
GSS30090	Autumn	HOSPITALITY BUSINESS IN ASIA	2	Intensive Course
GSS30100	Autumn	GENERAL MANAGEMENT IN ACTION	2	Intensive Course
GSC30111	Autumn	CATHOLIC SOCIAL THOUGHT AND THE CATHOLIC CHURCH TODAY	2	[70]
GSP30060	Not Offered	UNDERSTANDING PICTUREBOOKS	2	[100]

- [ ] = Lottery Courses. Number in brackets is the capacity.
- ※“Hospitality Business in Asia” and “General Management in Action” are held during regular class weeks. Therefore, students who participate in these courses are required to adjust their course schedule not to overlap.

Internship Courses				
Registration CD	Semester Offered	Course Title	Credits	Day & Time
GSEN3151	Spring	GLOBAL INTERNSHIPS (LONG-TERM)	6	Intensive course※
GSEN3180	Spring	GLOBAL INTERNSHIPS FOR SENIOR/JUNIOR (SHORT-TERM)	2	Intensive course
GSEN3440	Spring	GLOBAL INTERNSHIPS FOR SENIOR/JUNIOR (MEDIUM-TERM)	6	Intensive course※
GSEN3530	Spring	UD TRUCKS INTERNSHIP PROGRAM -A DOOR TO A WORLD LEADER IN SUSTAINABLE TRASPOT SOLUTIONS (SENIOR/JUNIOR)	2	Intensive course
GSEN3150	Autumn	GLOBAL INTERNSHIPS (LONG-TERM)	6	Intensive course※
GSEN3181	Autumn	GLOBAL INTERNSHIPS FOR SENIOR/JUNIOR (SHORT-TERM)	2	Intensive course

Notes on Internship Courses:

- Pre-screening will be conducted for all Internship courses.
- ※“Long-Term Internships for Senior/Junior” courses and “Medium-term Internships for Senior / Junior” courses are held during regular class weeks. Therefore, students who participate in these courses are required to adjust their course schedule not to overlap.
- Contact the Center for Global Education and Discovery (Bldg. No.2, 1F) for details regarding internship courses.

As for the conducted language, please refer to the course syllabi on Loyola in advance. Some courses are offered only in Japanese.

## § b130 LANGUAGE COURSES

### ●THE STUDY OF FOREIGN LANGUAGES

Language courses are offered by the Center for Language Education and Research (CLER) located on the 5<sup>th</sup> Floor in Building 6.

English being the medium of instruction in the Faculty of Liberal Arts, FLA students are reminded that English does not fall into the category of foreign languages.

### ●LANGUAGE REQUIREMENT FOR GRADUATION

In order to fulfill the language requirement, FLA students must earn 8 credits in ONE LANGUAGE selected from the languages offered by the CLER. Courses offered are as follows:

- Japanese (English medium instruction)
- Chinese, French, Spanish (English medium instruction)
- Arabic, German, Indonesian, Italian, Korean, Latin, Portuguese, Russian, Tagalog (Japanese medium instruction)

In addition to fulfilling the 8-credit language requirement, students who choose to study any foreign language courses offered by the CLER (except Japanese and basic/intermediate courses of Chinese, French, and Spanish offered for students in other departments) may count up to 12 credits as FLA SPECIALIZED EDUCATION ELECTIVES (SE ELECTIVES). Please check p.55 about credits for Kentei taisaku courses (検定対策) .

Students who choose to study Japanese can count up to 30 credits in Japanese language as SE electives. FLA students cannot include language courses as GS ELECTIVES.

## § b131 IMPORTANT RULES FOR LANGUAGE COURSES

Most of the language courses offered by the Center for Language Education and Research (CLER) are lottery courses (see section a330 for general information about lottery courses). For lottery courses, make sure that students register only for the language they need to fulfill their language requirement during the lottery entry period (see section b330 for information about which courses are lottery courses).

“First foreign language” refers to a language other than English and Japanese that students study at the university for the first time. Thus, when students have either studied or used the particular language prior to the enrollment of the course and their proficiency in the language exceeds the course goals and learning objectives, students will not be able to register for the course. If students register without permission for a course which does not match their ability, the registration will be terminated even during the semester.

Under the following circumstances listed below, students who wish to register for a particular language course must apply for a “Placement Test” (refer to p.54) in order to be placed into a course appropriate to their proficiency. The “Placement Test” will be held at the beginning of each semester. Students who fail to take the test will not be able to register for the language course during that particular semester. For information on language courses that do not hold “Placement Test” (Russian,

Portuguese, Latin, Asian and African Languages), be sure to check the information posted on the Loyola University Bulletin Board “Language courses • LLC” before the course registration period of each semester.

This applies to students who have:

- studied the language before enrolling in university
- a family member who is a speaker of the language, and they are exposed to the language on a daily basis
- either lived or studied in a place where the language is used
- have experience of using the language for reasons not stated above

- Students are allowed to take up to 2 credits per language each semester. This limitation does not apply to advanced courses, optional courses, Short-term Language Programs during spring/summer vacation and Japanese offered by the CLER.
- The chosen language must be taken in the correct sequence. (Russian, Portuguese, Latin, Asian and African language courses start from Spring Semester.)
- In principle, no withdrawals are allowed for language courses taken to fulfill the 8-credit language requirement. Once students withdraw from such a class, they will not be allowed to choose that language to fulfill the language requirement. Withdrawal is allowed for language taken under SE electives.
- Students taking a foreign language (Chinese, French, German, Italian, Korean, and Spanish) starting at a higher level may take advanced level courses repeatedly to fulfill the 8-credit language requirement, as long as the advanced level courses are taught by different teachers. However, 2 credits advanced courses (Advanced [Integrated Skills] A to D) cannot be taken more than once.
- When students take advanced courses, they can start from any advanced courses.
- Arabic, Indonesian, Latin, Portuguese, Russian, and Tagalog must be taken from the basic level to fulfill the 8-credit requirement. (For more information, please refer to the pages on the *Gogaku Kamoku* (語学科目) in “2022 Academic Handbook (2022 年度履修要覧 [学部科目編])”).
- Students who choose a language they have studied previously and placed at an advanced level may encounter difficulties in completing the required 8 credits in one language.
- In principle, language courses cannot be taken repeatedly unless otherwise mentioned. Chinese, French, German, Italian, Korean, and Spanish 1 credit advanced courses (上級科目 Advanced A to H or A to P) can be taken repeatedly as long as the courses are taught by different teachers. However, 2 credits advanced courses (Advanced [Integrated Skills] A to D) cannot be taken more than once.

### § b132 COURSE REGISTRATION FOR CHINESE, FRENCH, and SPANISH

- For basic and intermediate courses, students should take courses offered for FLA and SPSF students and should not take courses offered for students in other departments. French and Spanish advanced courses are offered for students of all faculties.
- Except for Chinese, students have the option of taking 1 credit advanced courses (上級科目 Advanced A to H or A to P) in addition to 2 credits advanced courses (Advanced[Integrated Skills]

A to D). Please refer to the pages on the *Gogaku Kamoku* (語学科目) in “2022 Academic Handbook (2022 年度履修要覧 [学部科目編] /2022 *Rishū Yōran*)” for more information.

\*As for Chinese, only 1 credit advanced courses are offered.

### §b133 COURSE REGISTRATION FOR JAPANESE

FLA students are encouraged to study Japanese.

FLA students who take Japanese should take a “Japanese Placement Test” offered by the CLER. Students who have never studied Japanese do not need to take the placement test, but must submit the application form for JPN111 (JAPANESE 1) to CLER office by the deadline.

For details regarding Japanese language program and course registration for Japanese, refer to “Japanese Language Program” brochure issued by CLER.

Please also check Loyola University Bulletin Board “Language courses • LLC” for course registration.

### § b134 COURSE REGISTRATION FOR OTHER LANGUAGES

• Please refer to the pages on the *Gogaku Kamoku* (語学科目) in “2022 Academic Handbook (2022 年度履修要覧 [学部科目編] /2022 *Rishū Yōran*)” for more information.

### § b135 PLACEMENT AT HIGHER LANGUAGE LEVEL

• Chinese, French, German, Italian, Korean, Spanish

Students who have previously studied or used the language of the course they are registering for must take a Placement Test. If they have studied the language in a Short-term Language Program during spring/summer vacation and wish to take a language course at a higher level, they must take a Placement Test.

As the number of “Advanced” courses is limited, students who wish to take courses at this level may experience conflicts in their class schedule, which may prevent them from earning enough credits necessary for graduation. Students should make sure to confirm the language credits necessary for graduation and plan accordingly.

#### ● Take a Placement Test

- The Placement Test will be conducted at the beginning of each semester. Students must take a course at the level they were placed in as a result of the test.
- The information for the Placement Test will be posted on the Loyola University Bulletin Board “Language courses • LLC” before the course registration period of each semester.
- How the test will be conducted will differ depending on the language the students take.
- Once students are placed in a level after the test, they are not able to change the level. Also, students may not take a Placement Test with the purpose of being placed in a level lower than the current level.

• Russian, Portuguese, Latin, Asian and African Languages

Students who have studied or used the language prior to enrollment must refer to the information posted on the Loyola University Bulletin Board “Language courses • LLC” before the course



registration period of each semester. With permission from the instructor in charge of the course, students may enroll in the intermediate or advanced level course. Students who have obtained permission to take intermediate or advanced level courses must visit the Center for Academic Affairs during the registration period. The number of courses offered for some languages in the intermediate and advanced levels may not amount to the required number of credits for graduation, so students should make sure to check the corresponding language section for information on the number of credits offered. If students' proficiency in the language exceeds the course goals and learning objectives, students will not be able to register for the course.

### § b136 OPTIONAL COURSES

- Language and Culture courses (ことばと文化) and Seminar courses (演習) of Chinese, French, German, Italian, Korean, and Spanish (Japanese medium instruction) cannot be counted for fulfilling the 8-credit requirement as these are optional courses. Language and Culture courses (ことばと文化) and Seminar courses (演習) can be counted as additional courses in SE electives, up to 12 credits. To take the optional courses for Chinese, French, and Spanish, students are required to take a placement test in the beginning of the semester.
- For students who entered before 2020, Kentei taisaku courses (検定対策) cannot be included in Graduation requirement.
- For students who entered in and after 2020, up to 2 credits of Kentei taisaku courses (検定対策) can also be counted as additional courses in SE electives, up to 12 credits.
- For more information, please refer to the pages on the *Gogaku Kamoku* (語学科目) in “2022 Academic Handbook (2022 年度履修要覧 [学部科目編])”.

### § b137 ATTENDANCE POLICY FOR LANGUAGE COURSES

NOTE: Attendance rules may be changed if the class format changes due to the spread of COVID-19. After registering for courses, be sure to check the guidance form the Language Education and Research Center on the Loyola University Bulletin Board “Language courses • LLC” before the start of the classes.

In language courses offered by CLER, students are required to attend the following number of classes as listed below. Class attendance is essential for students' learning and is considered a minimum condition for gaining credits for the course. A final grade will be considered based on the evaluation criteria stated in the syllabus of each course, only if the number of required attendance has been met.

Meeting the attendance requirement does not guarantee passing course units. The number of required attendance is a minimum condition and any absences and/or tardies will affect the students' grade.

Attendance will be counted from the first class meeting. When students attend a class in the first week but decide to withdraw from the course and register to a course with a different registration code, the attendance from the previous course(s) will not be transferred to the newly registered course.

CLER does not allow absences except for the “Special Consideration” cases described below. Therefore, job hunting, any events related to seminar or extracurricular activities, transportation

delays and bereavement leaves are not included. Students should attend classes regularly in case of any sudden illnesses or any reasons other than the “Special Consideration” cases.

\*For Attendance Policy of Japanese Language Courses, please refer to the “Japanese Language Program” brochure.

• **Twice-a-week courses (Except for Japanese Language Program)**

Total number of class sessions: **28 per semester**

Number of attendance required: At least 23 per semester

• **Once-a-week courses (Except for Japanese Language Program)**

Total number of class sessions: **14 per semester**

Number of attendance required: At least 11 per semester

- **Special Consideration**

In any of the following conditions, neither your attendance nor absence will be counted. If applicable, please ask your instructor if you can receive this special treatment.

For up to three weeks, the special treatment will apply. As for the period of absence that goes beyond three weeks, regardless of the reasons you may have, the special treatment will not apply.

In addition, if the absence is due to more than two circumstances stated below and exceeds three weeks, special consideration will not cover those additional days. Please ask your instructor about the required number of attendance when the special consideration is granted. If your instructor gives you an assignment to make up for your absence, the submission of the assignment becomes the prerequisite for receiving the special consideration.

1. A case of illness or injury where you submit a medical certificate indicating the necessary period of sick or injury leave. (\*1)
2. When you join the annual Jo-Nan competition and submit an official certificate of participation.
3. When you have been officially assigned to lay judge (裁判員/Saiban In/) and must assume the duty.
4. When you submit a certificate that confirms your attendance at teaching practice, volunteer experience study (介護等体験/Kaigotou Taiken/), or museum practice.

(\*1) If you have chronic medical conditions and cannot specify periods of sickness or injury leave, you should consult the CLER Office (Floor 5, Bldg. 6) in advance. The deadline for informing the office is;

Friday, April 29 (Spring semester) / Friday, October 14 (Autumn semester)

- **Late Arrival**

Any student who fails to arrive within the first 30 minutes of a class will be regarded as being absent, even if he/she attends the rest of the class.



## § b140 FLA SPECIALIZED EDUCATION

### § b141 FLA CORE PROGRAM

The following courses are compulsory for all students enrolled in the Faculty of Liberal Arts and must be taken during the first and second year.

ENG111 English Composition 1	4 cr
ENG112 English Composition 2	4 cr
ENG115 Public Speaking	4 cr
THP101 Thinking Processes	4 cr

#### English Placement Tests and Course Assignments

Incoming students will be given English placement tests and, on the basis of the results, will be assigned to English Composition 1 or given a waiver for the course and placed in Composition 2. A few students might have their composition courses waived.

- Some students are placed in English Composition 2, and waived from English Composition 1. In this case, they need to take four extra credits toward the category of Specialized Education Electives (SE Electives) in order to fulfill the graduation requirement.
- Some Students (usually transfer students) are waived from a part of/all Core Program courses. In these cases, they need to earn the equivalent number of credits toward SE Electives to fulfill the graduation requirement.
- Students who do not demonstrate the English skills necessary to take English Composition 1 will first be required to take the Academic English Skills course (4 cr). This course will count towards graduation as SE Electives.

#### Course Registration for FLA Core Program Courses

1. Students who are scheduled to take FLA Core Program courses are assigned to class sections at the start of each semester. These assignments cannot be changed. Students must register for the sections to which they have been assigned.
2. Students must enroll in the FLA Core Program courses in sequence. If students fail a Core Program course, they must repeat and pass the course before proceeding to the next level.
3. Neither cancellation nor withdrawal is allowed from FLA Core Program courses, including Academic English Skills courses.

### § b142 MAJOR COURSES

The Department of Liberal Arts offers three majors:

- Comparative Culture**
- International Business and Economics**
- Social Studies**

In general, students must choose a major at the end of their third semester and meet its requirements. Each major requires students to complete 48 credits. For details, see § b150.

### § b143 FLA SPECIALIZED EDUCATION ELECTIVES (SE Electives)

Students should take as SE Electives a total number of 30 credits chosen from the Specialized Education courses offered by the FLA or other faculties and programs of the university.

1. **Students may count up to a maximum of 8 credits of SE Electives from courses included on the list of FLA Distribution Courses and FLA General Courses (200 level or lower). Academic English Skills is not included in this 8 credit limit.**
2. **Students may count up to 16 credits of SE Electives from any levels of courses offered by other faculties and programs of the university (including 学全科目/ Gakuzen Kamoku taken before 2018).** If a student chooses to study a language, the credits taken in that language course will not be included in the 16-credit limit. Regulations for the language requirements apply. For more detail see § b130 - b136.
3. There are constraints on the number of credits in language courses that may be counted as FLA SE Electives (see § b130 - b136).
4. Students may count credits of the Summer Session taken before 2018 as SE Electives. The credits of Summer Session in East Asian Studies taken in or after 2018 can be counted as SE Electives, up to 6 credits.
5. University-Wide General Studies Courses (全学共通科目/Zengaku Kyōtsū Kamoku) with course numbers (科目コード/Kamoku Kōdo) starting with 0 or GS courses offered by the University-Wide General Studies Program (see 2022 Academic Handbook/履修要覧〔学部科目編〕) may not be counted as SE Electives. However, the following courses can be counted.
  - “Human Ecology: Rivers” (course number 099713) taken before 2017
  - A maximum of 6 credits of “Summer Session in East Asian Studies” courses taken in or after 2018 (see § c101)
6. University-Wide Advanced General Education Courses may not be counted as SE Electives.
7. Credits in courses with course numbers (科目コード) starting with 62 taken in the programs for certification of junior and high school teachers (教職課程) or as curators (学芸員課程) (see 2022 年度履修要覧〔課程編〕) may not be counted as fulfilling the credits required for graduation. Tuition for these courses will be waived.
8. Credits in courses with course numbers (科目コード) starting with GCP taken in the programs for Global Competency Programs may not be counted as fulfilling the credits required for graduation. The tuition for these courses will be waived.

### § b150 FLA MAJOR COURSES

#### § b151 COMPARATIVE CULTURE

The Comparative Culture major emphasizes interdisciplinary approaches to knowledge within three

fields: art history/visual culture (ART), literature (LIT), and religion/philosophy (RPH). Students take 48 credits in the major distributed among a primary field and secondary field. The primary field consists of 28 credits in one of the above three fields. The secondary field consists of 20 credits taken in another field.

### ART HISTORY/ VISUAL CULTURE (ART)

The field of art history and visual culture focuses on the acquisition of visual literacy across different media, from fine arts such as painting and sculpture to more contemporary media such as film and digital works, as well as ephemeral images including prints and propaganda. Art offers a rich source of knowledge concerning the human condition, providing visual records of human emotions, thought, ideals, and aspirations, as well as evidence of the social and political conditions under which people have lived, past and present.

LIT324 offered by the literature field is cross-listed as an art history/visual culture course, and students may count this as an elective course for the art history/visual culture field. This applies also to those who have taken the course before 2022.

The following courses offered by the Faculty of Foreign Studies are cross-listed as FLA art history/visual culture (ART) field courses. Students may include up to 8 credits from these courses as Elective courses for the art history/visual culture field, if they were cross-listed in the year when they were taken (from 2022 onwards). For details on these courses, refer to the 2022 Academic Handbook (2022年度履修要覧 [学部科目編]), and course syllabi on Loyola. Some of these cross-listed courses may have prerequisites and/or require the instructor's permission due to the limited enrollment places. Furthermore, students may not be able to take courses that have undergone a number or title change, if they have taken them previously under the former number or title.

course no.	course title	cr	Dept offered
558880	Introduction to Spanish Art History 西美術史概論	2	外国語学部
558890	Topics in Spanish Art History 西美術史特論	2	外国語学部
501383	Film Studies	4	外国語学部英語学科
501356	European Cinema 1	2	外国語学部
501357	European Cinema 2	2	外国語学部
690306	Contemporary World Cinema	2	外国語学部

### LITERATURE (LIT)

The field of literature offers courses in the literature of Japan, China, Britain, the United States, and continental Europe. Comparative study of the diverse literary expressions of these countries and cultures will deepen student's appreciation of the vastness of the human imagination while training them in close textual analysis, critical theory, and cultural discourse.

### RELIGION/ PHILOSOPHY (RPH)

The field of comparative studies in religion/philosophy is centered on understanding the ways in which people of various historical periods and cultures have conceived, imagined, and lived out their lives in

the world. Courses focus on understanding the philosophical and religious orientations of human communities as expressed in systems of thought, texts, the arts, rituals, and ethical practices.

		cr	total
Requirements for the Primary Field	Compulsory Courses		
	One 200-level Course	4	28
	One 400-level Course	4	
Elective Comparative Culture Courses	20		
Requirements for the Secondary Field	Compulsory Course		
	One 200-level Course	4	20
	Elective Comparative Culture Courses	16	
Total			48

The following courses offered by the FLA Social Studies Area are cross-listed as FLA religion/philosophy courses. Students may include these courses as Elective courses for the religion/philosophy field.

course no.	course title	cr
POL301	Classical Western Political Theory	4

From 2019, HST445 is not offered. HST445 taken before 2019 may still be counted as an elective course for the religion/philosophy field.

## § b152 INTERNATIONAL BUSINESS AND ECONOMICS

Courses offered in this major emphasize both the development of tools of theoretical and empirical analysis and the application of these tools to the understanding of specific economic phenomena and managerial problems. The major stresses the international dimensions of both business and economics. Within this global context, special attention is given to Japanese business and economic studies.

Students majoring in International Business and Economics must complete 48 credits of IBE courses, including five 300-level courses and three 400-level courses.

		cr	total
International Business and Economics	Compulsory Courses		
	IBE200	4	48
	IBE201	4	
	Five 300-level IBE Courses	20	
	Three 400-level IBE Courses	12	
Elective IBE Courses	8		
Total			48

The following courses offered by the Faculty of Economics are cross-listed as FLA International Business and Economics courses. Students may include up to 8 credits from these courses as Elective IBE Courses, if they were cross-listed in the year when they were taken. For details on these courses refer to the 2022 Academic Handbook (2022 年度履修要覧〔学部科目編〕), and course syllabi on Loyola. Some of these cross-listed courses may have prerequisites and/or require the instructor's permission due to limited enrollment places. Furthermore, students may not be able to take courses that have undergone a number or title change, if they have taken them previously under the former number or title.

course no.	course title	cr	Dept offered
407404	Econometrics 1 計量経済学Ⅰ	2	経済学科
407405	Econometrics 2 計量経済学Ⅱ	2	経済学科
433301	Retail Marketing 小売マーケティング	2	経済学科
467920	Asian Economy 1 アジア開発経済論	2	経済学科
467921	Asian Economy 2 アジア経済成長論	2	経済学科
438410	Auditing 1 監査論Ⅰ	2	経営学科
438420	Auditing 2 監査論Ⅱ	2	経営学科

The following course taken before 2020 may still be counted for this category.

course no.	course title	cr	Dept offered
433300	Direct Marketing ダイレクト・マーケティング	2	経営学科

The following course taken before 2018 may still be counted for this category.

course no.	course title	cr	Dept offered
430801	Logistics ロジスティクス	4	経営学科

## § b153 SOCIAL STUDIES

The Social Studies major provides students with historical, comparative, and theoretical insights into the processes that constitute civilizations and social orders. Courses consider how particular societies and cultures have changed over time, patterns of similarity and difference across events and places, and how these patterns and processes have been interpreted and depicted in popular and scholarly imagination.

The Social Studies major has three fields: anthropology-sociology, history, and political science. Students take 48 credits in the major distributed among a primary field and secondary field. The primary field consists of 36 credits in one of the above three fields. The secondary field consists of 12 credits taken in another field. The distribution of compulsory courses varies among the different fields.

### ANTHROPOLOGY-SOCIOLOGY

Anthropology and sociology focus on how social orders are constituted. Although they are distinct academic disciplines, there is considerable overlap in their intellectual traditions and concerns. They are offered as an integrated field that focuses on culture and society in the making of individual identities, behavior patterns, and social institutions.

		Cr	total
As Primary Field	Compulsory Courses		
	One 200-level Anthropology/Sociology Course	4	36
	One 400-level Anthropology/Sociology Course	4	
	Elective Anthropology/Sociology Courses	28	

		Cr	total
As Secondary Field	Compulsory Course		
	One 200-level Anthropology/Sociology Course	4	12
	Elective Anthropology/Sociology Courses	8	
Total			48

**Prerequisite:** Students should take one of the following courses before taking a 400-level ANT/SOC course: ANT310, ANT315, ANT316, ANT317, ANT318, ANT319, SOC312, SOC315, SOC316.

ANT315 and ANT316 taken before 2017 may still be counted as a Methods Course.

IBE 340 offered by the FLA International Business and Economics Area is cross-listed as an anthropology/sociology course. Students may include this course as a methods course or as an elective course for the Anthropology/Sociology field.

### HISTORY

History creates narratives and interpretations of the past with an eye toward understanding the

present. This process involves asking complex questions about the experiences of humans over time. The courses encourage students to think critically about the patterns and processes that have created the modern world, with particular attention paid to the interconnectivity and transnational dimensions of East Asian history.

As Primary Field	Compulsory Courses	cr	total
	One 200-level History Course	4	36
	One 400-level History Course	4	
	Elective History Courses	28	

As Secondary Field	Compulsory Course	cr	total
	One 200-level History Course	4	12
	Elective History Courses	8	

The following courses offered by the Faculty of Humanities and the Faculty of Foreign Studies are cross-listed as FLA history courses. Students may include up to 8 credits from these courses as elective history courses, if they were cross-listed in the year when they were taken. For details on these courses refer to the appropriate department descriptions in the 2022 Academic Handbook (2022年度履修要覧〔学部科目編〕) and course syllabi on Loyola. Some of these cross-listed courses may have prerequisites and/or require the instructor's permission due to limited enrollment places. Furthermore, students may not be able to take courses that have undergone a number or title change, if they have taken them previously under the former number or title.

course no.	course title	cr	Dept offered
170500	Lecture in History (Confucian Ethics in Choson Era) 歴史学特講(朝鮮伝統社会と儒教倫理)	2	史学科
170470	Lecture in History (Modern Japan) 歴史学特講(日本近代史)	2	史学科
501367	Topics in American History	2	外国語学部

The following course taken before 2017 may still be counted as an elective course.

course no.	course title	cr	Dept offered
165814	Confucian Ethics in the Choson Era 東洋史特講(朝鮮伝統社会と儒教倫理)	2	史学科

## POLITICAL SCIENCE

Political Science focuses on the study of the state, government, and politics. It is particularly concerned with questions such as how power and authority are exercised and how that exercise leads to conflict or to the promotion of peaceful relations among social actors and states.

		cr	total
As Primary Field	Compulsory Courses		
	One 200-level Political Science Course	4	36
	One 400-level Political Science Course	4	
	Elective Political Science Courses	28	

		cr	total
As Secondary Field	Compulsory Course		
	One 200-level Political Science Course	4	12
	Elective Political Science Courses	8	



## § b160 SELF EVALUATION

Students are responsible for checking if they have received enough credits for graduation.

Students are responsible for checking the FLA Bulletin of Information and see if they are fulfilling the requirements towards graduation.

The Self evaluation system of the Loyola is one of the many tools offered to FLA students to check if they are taking the right courses for fulfilling all the requirements towards graduation.

## IMPORTANT CONSTRAINTS FOR MEETING GRADUATION REQUIREMENTS

### § b161 GS ELECTIVES

12 credits of GS Electives from at least 2 of the 3 categories of FLA Distribution Courses  
2 credits of Advanced General Education Course (students who entered before 2020)

### § b162 FLA SE ELECTIVES

#### **No Constraints:**

Summer Session in Asian Studies credits taken before 2018

FLA 300-400 level courses

#### **Constraints:**

No more than 8 credits of FLA Distribution Courses and FLA General Courses (100-200 level courses)

No more than 16 credits of courses offered by other faculties and programs of the university.

No more than 6 credits of Summer Session in East Asian Studies and Japanese Language taken in or after 2018

No more than 30 credits of Japanese

No more than 12 credits in (a) foreign language(s) except Japanese.

#### **Forbidden**

No course starting with 0 or GS offered by the University-wide General Studies Program. However, "Human Ecology: Rivers" (Course No. 099713) taken in 2015 or 2016, and a maximum of 6 credits of Summer Session in East Asian Studies taken in or after 2018 can be counted as SE Electives.

No course starting with 62

No Advanced General Education Courses

No Studies in Christian Humanism

## § b300 COURSE LISTS

### § b310 FLA COURSE LISTS

Some FLA courses have the same course numbers as courses taught in other faculties. Note that credits from these courses of the other faculties may only count toward fulfilling the requirement for Specialized Education Electives.

- (A) : Adjunct Instructor  
 (1) : Every Other Year  
 (R) : Can be repeated for graduation credit with the instructor's permission  
 (L) [ ] : Lottery Course. Number in brackets is the capacity  
 (J) : Check the Syllabus of these courses on Loyola to see if they are offered in English or in Japanese  
 (P) : This course has a prerequisite. Please check the syllabus.  
 ☆ : These courses cannot be taken by students who took the courses with their former number or title.  
 (C) : Students entering in 2015 onward should take one of the following courses before taking a 400-level ANT/SOC course :  
 ANT310, ANT317 ANT318, ANT319, SOC312, SOC315, SOC316  
 (X) : ANT302 and POL304 must be taken together in the same semester and require students to submit an application.  
 For more information, please contact the FLA office.

- E : Offered by Faculty of Economics  
 F : Offered by Faculty of Foreign Studies  
 H : Offered by Faculty of Humanities

Courses with blank in "Semester offered" are not offered in 2022.

For descriptions of the courses listed below, please refer to course syllabi on Loyola.

SPR : Spring  
 AUT : Autumn  
 blank: not offered in 2022

#### GENERAL STUDIES

Registration CD	Course CD	Course Title	Cr.	Semester Offered	Instructor	Student Year	Numbering	Remarks
ACOM221A	COM221	COMPUTER STUDIES 1	2	AUT	BOSSIEUX Eric	1•2•3•4	COM221-65e00	(A)(1)[40] ☆Formerly COM211
ACOM221B	COM221	COMPUTER STUDIES 1	2	SPR	BOSSIEUX Eric	1•2•3•4		(A)(1)[40] ☆Formerly COM211
ACOM222A	COM222	COMPUTER STUDIES 2	2	SPR	BOSSIEUX Eric	1•2•3•4		(A)(1)[40] ☆Formerly COM213
ACOM222B	COM222	COMPUTER STUDIES 2	2	AUT	BOSSIEUX Eric	1•2•3•4		(A)(1)[40] ☆Formerly COM213
AENV1310	ENV131	ENVIRONMENTAL ISSUES 1	4	AUT	CAVASIN Nathalie	1•2•3•4	ENV131-65e00	(A)
AGEO2020	GEO202	GEOGRAPHY	4	SPR	CAVASIN Nathalie	1•2•3•4	GEO202-65e00	(A)

Registration CD	Course CD	Course Title	Cr.	Semester Offered	Instructor	Student Year	Numbering	Remarks
AMTH1010	MTH101	COLLEGE MATHEMATICS	4	SPR	SCHUSTER Alfons	1•2•3•4	MTH101-65e00	(A)
AMTH1111	MTH111	MATHEMATICS AND STATISTICS FOR BUSINESS AND ECONOMICS	4	SPR	HASEBE Takuya	1•2•3•4	MTH111-65e00	(L)[60]
AMTH1112	MTH111	MATHEMATICS AND STATISTICS FOR BUSINESS AND ECONOMICS	4	AUT	STAFF	1•2•3•4		(A)(L)[60]
AINF1001	INF100	OVERVIEW OF DATA SCIENCE	2	AUT	KOYAMA Dennis	1		
AINF1002	INF100	OVERVIEW OF DATA SCIENCE	2	AUT	KOYAMA Dennis	1	AINF100-65e00	
AINF1003	INF100	OVERVIEW OF DATA SCIENCE	2	AUT	STAFF	1		(A)

## SPECIALIZED EDUCATION

## FLA CORE PROGRAM

AEENG1101	ENG110	ACADEMIC ENGLISH SKILLS	4	AUT	KOYAMA Dennis	1		
AEENG1102	ENG110	ACADEMIC ENGLISH SKILLS	4		OKADA Hanako	1		
AEENG110A	ENG110	ACADEMIC ENGLISH SKILLS	4	SPR	OKADA Hanako	1	ENG110-65e00	
AEENG110B	ENG110	ACADEMIC ENGLISH SKILLS	4		KOYAMA Dennis	1		
AEENG1111	ENG111	ENGLISH COMPOSITION I	4	AUT	NAGASAWA Helen	1		(A)
AEENG1112	ENG111	ENGLISH COMPOSITION I	4	AUT	KUWAYAMA Shunsuke	1		(A)
AEENG1113	ENG111	ENGLISH COMPOSITION I	4	AUT	KUWAYAMA Shunsuke	1		(A)
AEENG1114	ENG111	ENGLISH COMPOSITION I	4	AUT	TANAKA Akiko	1		(A)
AEENG1115	ENG111	ENGLISH COMPOSITION I	4	AUT	TANAKA Akiko	1		(A)
AEENG1116	ENG111	ENGLISH COMPOSITION I	4		HARWOOD Chris	1		
AEENG1117	ENG111	ENGLISH COMPOSITION I	4	AUT	NAGASAWA Helen	1		(A)
AEENG111A	ENG111	ENGLISH COMPOSITION I	4	SPR	NAGASAWA Helen	1		(A)
AEENG111B	ENG111	ENGLISH COMPOSITION I	4	SPR	KUWAYAMA Shunsuke	1	ENG111-65e00	(A)
AEENG111C	ENG111	ENGLISH COMPOSITION I	4	SPR	TANAKA Akiko	1		(A)
AEENG111D	ENG111	ENGLISH COMPOSITION I	4	SPR	TANAKA Akiko	1		(A)
AEENG111E	ENG111	ENGLISH COMPOSITION I	4	SPR	KUWAYAMA Shunsuke	1		(A)
AEENG111F	ENG111	ENGLISH COMPOSITION I	4	SPR	NAGASAWA Helen	1		(A)
AEENG111G	ENG111	ENGLISH COMPOSITION I	4		KOYAMA Dennis	1		
AEENG1121	ENG112	ENGLISH COMPOSITION 2	4	AUT	FRENCH Damien	1		(A)
AEENG1122	ENG112	ENGLISH COMPOSITION 2	4	AUT	FRENCH Damien	1		(A)
AEENG1123	ENG112	ENGLISH COMPOSITION 2	4	AUT	FRENCH Damien	1		(A)
AEENG1124	ENG112	ENGLISH COMPOSITION 2	4	AUT	GOMAN Nicholas	1	ENG112-65e00	(A)
AEENG1125	ENG112	ENGLISH COMPOSITION 2	4	AUT	GOMAN Nicholas	1		(A)
AEENG1126	ENG112	ENGLISH COMPOSITION 2	4	AUT	OKADA Hanako	1		
AEENG112A	ENG112	ENGLISH COMPOSITION 2	4	SPR	FRENCH Damien	1		(A)

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AEENG112B	ENG112	ENGLISH COMPOSITION 2	4	SPR	GOMAN Nicholas	1		(A)
AEENG112C	ENG112	ENGLISH COMPOSITION 2	4	SPR	OKADA Hanako	1	ENG112-65e00	(A)
AEENG112D	ENG112	ENGLISH COMPOSITION 2	4	SPR	FRENCH Damien	1		(A)
AEENG112E	ENG112	ENGLISH COMPOSITION 2	4	SPR	GOMAN Nicholas	1		(A)
AEENG112F	ENG112	ENGLISH COMPOSITION 2	4	SPR	GOMAN Nicholas	1		(A)
AEENG1151	ENG115	PUBLIC SPEAKING	4	AUT	GRIFFITHS David	2		(A)
AEENG1152	ENG115	PUBLIC SPEAKING	4	AUT	OKADA Hanako	2		(A)
AEENG1153	ENG115	PUBLIC SPEAKING	4	AUT	GRIFFITHS David	2		(A)
AEENG1154	ENG115	PUBLIC SPEAKING	4	AUT	HEAGNEY Brian	2		(A)
AEENG1155	ENG115	PUBLIC SPEAKING	4	AUT	HEAGNEY Brian	2		(A)
AEENG1156	ENG115	PUBLIC SPEAKING	4	AUT	OKADA Hanako	2	ENG115-65e00	
AEENG115A	ENG115	PUBLIC SPEAKING	4	SPR	HARWOOD Chris	2		(A)
AEENG115B	ENG115	PUBLIC SPEAKING	4	SPR	GRIFFITHS David	2		(A)
AEENG115C	ENG115	PUBLIC SPEAKING	4	SPR	HEAGNEY Brian	2		(A)
AEENG115D	ENG115	PUBLIC SPEAKING	4	SPR	GRIFFITHS David	2		(A)
AEENG115E	ENG115	PUBLIC SPEAKING	4	SPR	HEAGNEY Brian	2		(A)
AEENG115F	ENG115	PUBLIC SPEAKING	4	SPR	HARWOOD Chris	2		(A)
ATHP1011	THP101	THINKING PROCESSES	4	AUT	THOMPSON Mathew	1		
ATHP1012	THP101	THINKING PROCESSES	4	AUT	DROTT Edward	1		
ATHP1013	THP101	THINKING PROCESSES	4	AUT	STRECHER Matthew	1		
ATHP1014	THP101	THINKING PROCESSES	4	AUT	HARWOOD Chris	1		
ATHP1015	THP101	THINKING PROCESSES	4	AUT	HARWOOD Chris	1		
ATHP1016	THP101	THINKING PROCESSES	4	AUT	HARWOOD Chris	1		
ATHP101A	THP101	THINKING PROCESSES	4	AUT	HARWOOD Chris	1	THP101-65e00	
ATHP101B	THP101	THINKING PROCESSES	4	SPR	FOGAL Gary	1		
ATHP101C	THP101	THINKING PROCESSES	4	SPR	OKITA Kiyokazu	1		
ATHP101D	THP101	THINKING PROCESSES	4	SPR	KOYAMA Dennis	1		
ATHP101E	THP101	THINKING PROCESSES	4	SPR	KOYAMA Dennis	1		
ATHP101F	THP101	THINKING PROCESSES	4	SPR	FOGAL Gary	1		

#### COMPARATIVE CULTURE

AAART2010	ART201	INTRODUCTION TO ART HISTORY / VISUAL CULTURE 1	4	SPR	MURAI Noriko	1•2•3	ART201-65e00	
AAART2500	ART250	INTRODUCTION TO ART HISTORY / VISUAL CULTURE 2	4	AUT	STAFF	1•2•3	ART250-65e00	
AAART3010	ART301	SURVEY OF WESTERN ART 1	4	AUT	KISHI Yu	2•3•4	ART301-65e00	(A)①
AAART3020	ART302	SURVEY OF WESTERN ART 2	4	AUT	STAFF	2•3•4	ART302-65e00	①
AAART3030	ART303	TOPICS IN JAPANESE ART	4	SPR	NISHIMURA Keiko	2•3•4	ART303-65e00	(A)①☆Formerly ART322

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AAART3040	ART304	POPULAR CULTURE STUDIES	4	SPR	FEENEY William	2-3-4	ART304-65e00	(A)
AAART3060	ART306	MEDIA STUDIES	4		NISHIMURA Keiko	2-3-4	ART306-65e00	(A)①
AAART3210	ART321	SURVEY OF JAPANESE ART I	4	AUT	STAFF	2-3-4	ART321-65e00	(A)
AAART3510	ART351	STUDIES IN ART HISTORY	4	AUT	STAFF	2-3-4	ART351-65e00	(A)①
AAART3520	ART352	STUDIES IN VISUAL CULTURE	4	AUT	TAKII Naoko	2-3-4	ART352-65e00	(A)
AAART3680	ART368	GENDER IN JAPANESE VISUAL CULTURE	4	SPR	ONO Sayako	2-3-4	ART368-65e00	(A)①☆Formerly ART375 &ART367
AAART3710	ART371	JAPANESE ART IN CROSS-CULTURAL CONTEXT	4	AUT	MURAI Noriko	2-3-4	ART371-65e00	①
AAART3760	ART376	STUDIES IN MODERN JAPANESE ART HISTORY	4		MURAI Noriko	2-3-4	ART376-65e00	①
AAART4110	ART411	SEMINAR IN VISUAL CULTURE	4	AUT	KINDSTRAND Love	3-4	ART411-65e00	(A)
AAART4530	ART453	COMPARATIVE ART HISTORY	4		STAFF	3-4	ART453-65e00	(A)
AAART4610	ART461	SEMINAR IN ART HISTORY 1	4	SPR	NISHIMURA Keiko	3-4	ART461-65e00	(A)®
AAART4820	ART482	SEMINAR IN JAPANESE ART HISTORY	4	SPR	MURAI Noriko	3-4	ART482-65e00	(R)
FHS68300	558880	INTRODUCTION TO SPANISH ART HISTORY	2	SPR	MATSUBARA Noriko	2-3-4	AEU342-50j00	F①
FHS68400	558890	TOPICS IN SPANISH ART HISTORY	2		MATSUBARA Noriko	2-3-4	AEU343-50j00	F①(R)①
FES66800	501383	FILM STUDIES	4		WILLIAMS John	2-3-4	ART383-51e00	F①(L)④0]
FES71400	501356	EUROPEAN CINEMA 1	2	SPR	WILLIAMS John	2-3-4	AEU303-50e00	F①(L)④0]
FES71500	501357	EUROPEAN CINEMA 2	2	AUT	WILLIAMS John	2-3-4	AEU304-50e00	F①(R)①(L)④0]
FES70000	690306	CONTEMPORARY WORLD CINEMA	2		WILLIAMS John	1-2	AEU210-50e00	F①(L)④0]
ALIT2010	LIT201	LITERARY GENRES	4	AUT	KONO Shion	1-2-3	LIT201-65e00	
ALIT2030	LIT203	REPRESENTATIONS OF JAPAN IN POPULAR CULTURE AND LITERATURE	4	AUT	ORTABASI Melek	1-2-3	LIT203-65e00	Visiting Professor
ALIT2310	LIT231	INTRODUCTION TO JAPANESE LITERATURE	4	SPR	YIU Angela	1-2-3	LIT231-65e00	
ALIT3000	LIT300	WESTERN LITERATURE	4	SPR	KONO Shion	2-3-4	LIT300-65e00	
ALIT3070	LIT307	CONTEMPORARY JAPANESE LITERATURE	4		STRECHER Matthew	2-3-4	LIT307-65e00	①
ALIT3080	LIT308	REMEMBERING THE WAR IN JAPANESE LITERATURE	4		YIU Angela	2-3-4	LIT308-65e00	①☆Formerly LIT455
ALIT3130	LIT313	LITERARY NONFICTION	4		STRECHER Matthew	2-3-4	LIT313-65e00	①
ALIT3220	LIT322	CONTEMPORARY LITERATURE	4		STRECHER Matthew	2-3-4	LIT322-65e00	
ALIT3240	LIT324	LITERATURE AND FILM	4	SPR	KONO Shion	2-3-4	LIT324-65e00	①
ALIT3250	LIT325	ASIAN TEXTS: LEGACY OF THE PAST	4	AUT	THOMPSON Mathew	2-3-4	LIT325-65e00	①
ALIT3310	LIT331	SURVEY OF JAPANESE LITERATURE I	4		THOMPSON Mathew	2-3-4	LIT331-65e00	
ALIT3370	LIT337	MODERN JAPANESE FICTION	4		THOMPSON Mathew	2-3-4	LIT337-65e00	
ALIT3440	LIT344	COMPARATIVE LITERATURE	4	SPR	JOHNSON Jeffrey	2-3-4	LIT344-65e00	(A)
ALIT3520	LIT352	WORLD LITERATURE: A LITERARY JOURNEY	4		KONO Shion	2-3-4	LIT352-65e00	①
ALIT3530	LIT353	WRITING ABOUT LOVE: PAST AND PRESENT	4	SPR	THOMPSON Mathew	2-3-4	LIT353-65e00	①

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ALIT3720	LIT372	COMPARATIVE PERSPECTIVE IN JAPANESE LITERATURE	4	AUT	JOHNSON Jeffrey	2-3-4	LIT372-65e00	(A)
ALIT3730	LIT373	MODERN CHINESE LITERATURE	4	AUT	YIU Angela	2-3-4	LIT373-65e00	(1)
ALIT4040	LIT404	HISTORY OF POPULAR LITERATURE IN JAPAN	4	AUT	STRECHER Matthew	3-4	LIT404-65e00	(1)
ALIT4050	LIT405	SEMINAR IN MODERN LITERATURE	4	SPR	KATAOKA Mai	3-4	LIT405-65e00	(A)(J)*
ALIT4450	LIT445	SAMURAI IN LITERATURE AND HISTORY	4		THOMPSON Mathew	3-4	LIT445-65e00	(1)
ALIT4700	LIT470	SEMINAR IN WORLD LITERATURE	4		KONO Shion	3-4	LIT470-65e00	(1)
ARPH2010	RPH201	INTRODUCTION TO PHILOSOPHY	4	AUT	STAFF	1-2-3	RPH201-65e00	(A)
ARPH2020	RPH202	FUNDAMENTALS OF RELIGION	4	SPR	MURAKAMI Tatsuo	1-2-3	RPH202-65e00	
ARPH3030	RPH303	THE ENCOUNTER OF RELIGIONS IN THE MODERN WORLD	4	AUT	MURAKAMI Tatsuo	2-3-4	RPH303-65e00	(1)
ARPH3040	RPH304	SOUTH ASIAN AESTHETICS	4	SPR	OKITA Kiyokazu	2-3-4	RPH304-65e00	
ARPH3350	RPH335	RELIGION, CONFLICT AND VIOLENCE	4	AUT	MURAKAMI Tatsuo	2-3-4	RPH335-65e00	
ARPH3410	RPH341	JAPANESE RELIGIONS	4		DROTT Edward	2-3-4	RPH341-65e00	
ARPH3610	RPH361	BUDDHIST TRADITIONS	4	SPR	DROTT Edward	2-3-4	RPH361-65e00	
ARPH3900	RPH390	TOPICS IN RELIGION AND PHILOSOPHY	4	AUT	STAFF	2-3-4	RPH390-65e00	(A)(1)
ARPH3910	RPH391	ETHICS	4	SPR	ZARDAI Istvan	2-3-4	RPH391-65e00	(A)(R)**
ARPH3920	RPH392	HINDU TRADITIONS	4	AUT	OKITA Kiyokazu	2-3-4	RPH392-65e00	(1)
ARPH4010	RPH401	INDIGENOUS RELIGION	4	SPR	MURAKAMI Tatsuo	3-4	RPH401-65e00	
ARPH4110	RPH411	RELIGION AND THE BODY	4	AUT	DROTT Edward	3-4	RPH411-65e00	(1)
ARPH4810	RPH481	RELIGION AND SOCIETY	4	SPR	OSAKABE Yutaka	3-4	RPH481-65e00	(A)
ARPH4820	RPH482	RELIGION AND CULTURE OF INDIA	4		OKITA Kiyokazu	3-4	RPH482-65e00	

\*From 2020, students who have taken LIT405 will not be able to take the course repeatedly.

\*\*Students who have already taken RPH391 before 2022 may repeat this course.

#### INTERNATIONAL BUSINESS AND ECONOMICS

AIBE2001	IBE200	PRINCIPLES OF MICROECONOMICS	4	SPR	ASANO Akihito	1-2-3		
AIBE2002	IBE200	PRINCIPLES OF MICROECONOMICS	4	AUT	FUENTES CORDOBA Gabriel	1-2-3	IBE200-65e00	
AIBE2011	IBE201	PRINCIPLES OF MACROECONOMICS	4	AUT	SAKANE Michiru	1-2-3		
AIBE2012	IBE201	PRINCIPLES OF MACROECONOMICS	4	SPR	ISAKA Naoto	1-2-3	IBE201-65e00	
AIBE3000	IBE300	PRINCIPLES OF MANAGEMENT	4	SPR	HAGHIRIAN Parissa	2-3-4	IBE300-65e00	
AIBE3030	IBE303	MANAGEMENT INFORMATION SYSTEMS	4	AUT	MOUSA VI JAHAN ABADI Seyed Mohammad	2-3-4	IBE303-65e00	(A)(1)[60]
AIBE3050	IBE305	INTRODUCTION TO ACCOUNTING	4	AUT	UENISHI Junko	2-3-4	IBE305-65e00	
AIBE3060	IBE306	MANAGEMENT ACCOUNTING	4	SPR	UENISHI Junko	2-3-4	IBE306-65e00	(P)
AIBE3100	IBE310	FINANCIAL MANAGEMENT	4	SPR	ISAKA Naoto	2-3-4	IBE310-65e00	(P)

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AIBE3110	IBE311	INTERMEDIATE MICROECONOMICS	4	AUT	ASANO Akhito	2-3-4	IBE311-65e00	(P)
AIBE3130	IBE313	STRATEGIC MANAGEMENT	4		KHOJASTEYH Yacob	2-3-4	IBE313-65e00	(P)
AIBE3150	IBE315	MARKETING	4	SPR	DE MAEYER Peter	2-3-4	IBE315-65e00	
AIBE3170	IBE317	ECONOMIC ISSUES IN THE DEVELOPING WORLD	4	SPR	FUENTES CORDOBA Gabriel	2-3-4	IBE317-65e00	(L)(P) *Students who have already taken IBE333 cannot take this course
AIBE3200	IBE320	HUMAN RESOURCE MANAGEMENT	4	AUT	HAGHIRIAN Parissa	2-3-4	IBE320-65e00	(P)
AIBE3220	IBE322	INTERNATIONAL TRADE	4	SPR	ASANO Akhito	2-3-4	IBE322-65e00	(P)
AIBE3230	IBE323	INTERNATIONAL FINANCE	4	SPR	SAKANE Michiru	2-3-4	IBE323-65e00	(P)
AIBE3260	IBE326	MONEY AND BANKING	4		ISAKA Naoto	2-3-4	IBE326-65e00	
AIBE3320	IBE332	WOMEN AND MEN IN THE LABOR MARKET	4	AUT	HASEBE Takuya	2-3-4	IBE332-65e00	(P)
AIBE3330	IBE333	DEVELOPMENT ECONOMICS	4	AUT	FUENTES CORDOBA Gabriel	2-3-4	IBE333-65e00	(P)
AIBE3400	IBE340	ECONOMIC STATISTICS	4	AUT	HASEBE Takuya	2-3-4	IBE340-65e00	(L)[50] (P)
AIBE3450	IBE345	NGO MANAGEMENT	4	SPR	MCJILTON Charles	2-3-4	IBE345-65e00	(A)
AIBE3530	IBE353	INTERNATIONAL BUSINESS	4		KHOJASTEYH Yacob	2-3-4	IBE353-65e00	
AIBE3560	IBE356	CONSUMER BEHAVIOR	4	AUT	DE MAEYER Peter	2-3-4	IBE356-65e00	(P)
AIBE3570	IBE357	PRODUCT DEVELOPMENT	4	AUT	DE MAEYER Peter	2-3-4	IBE357-65e00	(P)
AIBE4010	IBE401	TOPICS IN JAPANESE BUSINESS AND ECONOMICS	4	SPR	OHTA Hideaki	3-4	IBE401-65e00	(A)
AIBE4050	IBE405	QUANTITATIVE APPROACHES TO MANAGEMENT	4	AUT	KHOJASTEYH Yacob	3-4	IBE405-65e00	(L)(P)
AIBE4300	IBE430	ECONOMIC SURVEY OF CONTEMPORARY JAPAN	4	AUT	SAKANE Michiru	3-4	IBE430-65e00	(P)
AIBE4340	IBE434	ADVANCED MACROECONOMICS	4	AUT	SAKANE Michiru	3-4	IBE434-65e00	(L)(P)
AIBE4350	IBE435	SEMINAR IN BUSINESS	4	AUT	HAGHIRIAN Parissa	3-4	IBE435-65e00	(L)(P)
AIBE4450	IBE445	MANAGEMENT IN JAPAN	4	SPR	HAGHIRIAN Parissa	3-4	IBE445-65e00	(P)
AIBE4550	IBE455	HUMAN RESOURCE MANAGEMENT IN JAPAN	4	SPR	YAMAMOTO Shinya	3-4	IBE455-65e00	(A)
AIBE4570	IBE457	VENTURE MANAGEMENT	4	AUT	LIU Simon	3-4	IBE457-65e00	(A)
AIBE4580	IBE458	OPERATIONS MANAGEMENT	4		KHOJASTEYH Yacob	3-4	IBE458-65e00	☆Formerly IBE456 (P)
AIBE4650	IBE465	MARKETING IN A DIGITAL WORLD	4	SPR	DE MAEYER Peter	3-4	IBE465-65e00	(L)(P)
AIBE4670	IBE467	ECONOMICS OF POVERTY	4	SPR	FUENTES CORDOBA Gabriel	3-4	IBE467-65e00	(P)



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AIBE4710	IIBE471	ECONOMICS OF HEALTH AND HEALTH CARE POLICY	4	SPR	HASEBE Takuya	3•4	IIBE471-65e00	(1)(P)
AIBE4770	IIBE477	STRATEGIC THINKING	4		ASANO Akihito	3•4	IIBE477-65e00	(1)(P)
AIBE4860	IIBE486	TOPICS IN FINANCE	4		ISAKA Naoto	3•4	IIBE486-65e00	(1)(P) (1)[40]
AIBE4910	IIBE491	ISSUES IN ACCOUNTING	4		UENISHI Junko	3•4	IIBE491-65e00	(1)(P)
AIBE4920	IIBE492	FINANCIAL ACCOUNTING	4	AUT	UENISHI Junko	3•4	IIBE492-65e00	(P)
EEC55300	407404	ECONOMETRICS 1	2	SPR	MINAMIHASH Naoaki	2•3•4	ECN224-41j00	E (J) (L) [120]
EEC55400	407405	ECONOMETRICS 2	2	AUT	MINAMIHASH Naoaki	2•3•4	ECN225-41j00	E (J) (P) (L) [120]
EEC62100	467920	ASIAN ECONOMY 1	2	SPR	PUTHENKALAM John Joseph	2•3•4	ECN247-41j00	E (J)
EEC62200	467921	ASIAN ECONOMY 2	2	AUT	PUTHENKALAM John Joseph	2•3•4	ECN248-41j00	E (J)
EMG53300	433301	RETAIL MARKETING	2	SPR	ARAI Noriko	2•3•4	MRK202-42j00	E (J) (L) [180]
EMG54200	438410	AUDITING 1	2	SPR	MACHIDA Yoshihiro	2•3•4	ACC307-42j00	E (J) (A) (L) [180]
EMG54210	438420	AUDITING 2	2	AUT	MACHIDA Yoshihiro	2•3•4	ACC308-42j00	E (J) (A) (L) [100]

#### SOCIAL STUDIES

AAANT2020	ANT202	INTRODUCTION TO CULTURAL AND SOCIAL ANTHROPOLOGY	4		STAFF	1•2•3	ANT202-65e00	(A)
AAANT2030	ANT203	NATURE AND CULTURE	4	AUT	WATANABE Takehiro	1•2•3	ANT203-65e00	
AAANT2200	ANT220	ANTHROPOLOGY OF JAPAN	4	SPR	SLATER David	1•2•3	ANT220-65e00	
AAANT3020	ANT302	HUMAN ECOLOGY: RIVERS 1	2	SPR	WATANABE Takehiro	2•3•4	ANT302-65e00	(X)
AAANT3030	ANT303	JAPANESE POPULAR CULTURE	4	AUT	GALBRAITH Patrick	2•3•4	ANT303-65e00	(A)
AAANT3040	ANT304	TECHNOLOGY AND NATURE IN JAPAN	2	SPR	WATANABE Takehiro	2•3•4	ANT304-65e00	(1)
AAANT3060	ANT306	JAPANESE CIVIL SOCIETY ENGAGEMENT	4	SPR	ROSSITTO Sarajean	2•3•4	ANT306-65e00	(A)
AAANT3090	ANT309	JAPAN RESEARCH	4	AUT	SLATER David	2•3•4	ANT309-65e00	(1)
AAANT3100	ANT310	RESEARCH METHODS IN ANTHROPOLOGY	4	SPR	CARLSON Rebecca	2•3•4	ANT310-65e00	(A)
AAANT3170	ANT317	FIELD METHODS IN CULTURAL	4	AUT	WATANABE Takehiro	2•3•4	ANT317-65e00	
AAANT3180	ANT318	DIGITAL ORAL NARRATIVES 1	4	AUT	SLATER David	2•3•4	ANT318-65e00	(1)☆ Formerly ANT315
AAANT3190	ANT319	DIGITAL ORAL NARRATIVES 2	4		SLATER David	2•3•4	ANT319-65e00	(1)☆ Formerly ANT316
AAANT3650	ANT365	KOREAN STUDIES: NORTH AND SOUTH	4		STAFF	2•3•4	ANT365-65e00	(A)(1)
AAANT4470	ANT447	ANTHROPOLOGY PRACTICUM 1	4	SPR	SLATER David	3•4	ANT447-65e00	(1)(C)
AAANT4480	ANT448	ANTHROPOLOGY PRACTICUM 2	4		SLATER David	3•4	ANT448-65e00	(1)(C)
AAANT4610	ANT461	NATURE AND SOCIETY	4	SPR	WATANABE Takehiro	3•4	ANT461-65e00	(C)
AAANT4620	ANT462	ADVANCED READINGS IN ANTHROPOLOGY	4	SPR	KINDSTRAND Love	3•4	ANT462-65e00	(A)(C)
ASOC2010	SOC201	INTRODUCTION TO SOCIOLOGY	4	SPR	WANK David	1•2•3	SOC201-65e00	



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ASOC2250	SOC225	INTRODUCTION TO JAPANESE SOCIETY	4		SUGAWARA Yuka	1•2•3	SOC225-65e00	
ASOC2260	SOC226	THE GOOD LIFE : FROM SELF TO SOCIETY	4	AUT	FARRER James	1•2•3	SOC226-65e00	
ASOC3030	SOC303	BORDER CROSSING AND EAST ASIA	4	AUT	TOKUNAGA Tomoko	2•3•4	SOC303-65e00	(A)
ASOC3090	SOC309	FOOD AND SOCIETY	4		FARRER James	2•3•5	SOC309-65e00	(L)(P) *Students who have already taken SOC310 cannot take this course
ASOC3120	SOC312	INTRODUCTION TO FIELD RESEARCH	4	AUT	WANK David	2•3•4	SOC312-65e00	
ASOC3150	SOC315	SURVEY METHODS	4		SUGAWARA Yuka	2•3•4	SOC315-65e00	
ASOC3160	SOC316	QUALITATIVE RESEARCH METHODS	4	SPR	FARRER James	2•3•4	SOC316-65e00	
ASOC3300	SOC330	SOCIETY AND POLITICS	4		WANK David	2•3•4	SOC330-65e00	(L)
ASOC3370	SOC337	POPULATION AND SOCIETY	4		SUGAWARA Yuka	2•3•4	SOC337-65e00	(L)
ASOC4010	SOC401	SOCIOLOGY OF HEALTH AND AGING	4		SUGAWARA Yuka	3•4	SOC401-65e00	(C)☆ Formerly SOC470
ASOC4390	SOC439	SOCIOLOGY OF SEXUALITY AND GENDER	4	AUT	FARRER James	3•4	SOC439-65e00	(C)☆ Formerly SOC339
ASOC4480	SOC448	SOCIOLOGY OF ECONOMIC LIFE	4	AUT	STAFF	3•4	SOC448-65e00	(A)(C)
AHST2510	HST251	DEVELOPMENT OF JAPANESE CIVILIZATION 1	4		GRAMLICH-OKA Bettina	1•2•3	HST251-65e00	
AHST2520	HST252	DEVELOPMENT OF JAPANESE CIVILIZATION 2	4		SAALER Sven	1•2•3	HST252-65e00	
AHST2610	HST261	HISTORY OF CHINESE CIVILIZATION	4	SPR	HESS Christian	1•2•3	HST261-65e00	
AHST3020	HST302	TOPICS IN HISTORY 1	4		GRAMLICH-OKA Bettina	2•3•4	HST302-65e00	(L)
AHST3030	HST303	TOPICS IN HISTORY 2	4		HESS Christian	2•3•4	HST303-65e00	(L)
AHST3520	HST352	WOMEN IN JAPANESE HISTORY	4	SPR	GRAMLICH-OKA Bettina	2•3•4	HST352-65e00	
AHST3530	HST353	MODERN JAPAN	4	AUT	SAALER Sven	2•3•4	HST353-65e00	
AHST3540	HST354	HISTORY OF JAPANESE FOREIGN RELATIONS	4	AUT	SAALER Sven	2•3•4	HST354-65e00	(L)
AHST3670	HST367	CHINESE CULTURAL HISTORY	4	AUT	HESS Christian	2•3•4	HST367-65e00	☆ Formerly HST363
AHST3710	HST371	GLOBAL HISTORY	4	SPR	RUSNEAC Collin	2•3•4	HST371-65e00	(A)
AHST4530	HST453	SEMINAR IN MODERN JAPANESE HISTORY 1	4		SAALER Sven	3•4	HST453-65e00	
AHST4540	HST454	SEMINAR IN JAPANESE HISTORY	4	SPR	NAKAI Maki	3•4	HST454-65e00	(A)
AHST4580	HST458	ISSUES IN PREMODERN JAPANESE HISTORY	4	SPR	SAID MONTEIRO Daniel	3•4	HST458-65e00	(A)
AHST4630	HST463	ISSUES IN CHINESE HISTORY	4	SPR	HESS Christian	3•4	HST463-65e00	
AHST4660	HST466	MODERN KOREAN HISTORY	4	AUT	CAPRIO Mark	3•4	HST466-65e00	(A)☆ Formerly HST365
AHST4710	HST471	THE EURO-ASIAN ENCOUNTER	4	AUT	RUSNEAC Collin	3•4	HST471-65e00	(A)
AHST4730	HST473	ISSUES IN EAST ASIAN HISTORY	4	AUT	HASEGAWA Kenji	3•4	HST473-65e00	(A)
HHT56710	170500	LECTURE IN HISTORY (CONFUCIAN ETHICS IN CHOSON ERA)	2	AUT	KIM KWANGRAE	2•3•4	HST312-14j00	H (R) (A) (J)
HHT55710	170470	LECTURE IN HISTORY (MODERN JAPAN)	2	AUT	UCHIDA Chikara	2•3•4	HST308-14m00	H (R) (A)
FES76700	501367	TOPICS IN AMERICAN HISTORY	2		OSHIO Kazuto	2•3•4	ANA311-50e00	F (L) (R)
APOL2010	POL201	THEORIES AND THEMES OF CONTEMPORARY POLITICS	4	AUT	NAKANO Koichi	1•2•3	POL201-65e00	

Registration CD	Course CD	Course Title	Cr.	Semester Offered	Instructor	Student Year	Numbering	Remarks
APOL2050	POL205	INTRODUCTION TO INTERNATIONAL RELATIONS	4	SPR	ANNO Tadashi	1•2•3	POL205-65e00	
APOL2100	POL210	INTRODUCTION TO COMPARATIVE POLITICS	4	AUT	ITO Takeshi	1•2•3	POL210-65e00	
APOL2150	POL215	CONTROVERSIES IN GLOBALIZATION	4		BURRETT Tina	1•2•3	POL215-65e00	
APOL3010	POL301	CLASSICAL WESTERN POLITICAL THEORY	4	AUT	NAKANO Koichi	2•3•4	POL301-65e00	①
APOL3030	POL303	JAPANESE FOREIGN AND SECURITY POLICY	4	SPR	ANNO Tadashi	2•3•4	POL303-65e00	☆Formerly POL376
APOL3040	POL304	HUMAN ECOLOGY: RIVERS 2	2	SPR	ITO Takeshi	2•3•4	POL304-65e00	⊗
APOL3050	POL305	MODERN WESTERN POLITICAL THEORY	4		NAKANO Koichi	2•3•4	POL305-65e00	①
APOL3070	POL307	POLITICAL ECOLOGY	2	SPR	ITO Takeshi	2•3•4	POL307-65e00	
APOL3080	POL308	GLOBALIZATION AND THE RISE OF AFRICA	4	AUT	MUBANGIZI Odomaro	2•3•4	POL308-65e00	Visiting Professor
APOL3100	POL310	EUROPEAN POLITICS	4	AUT	BURRETT Tina	2•3•4	POL310-65e00	
APOL3160	POL316	NONPROFIT NGOS IN COMPARATIVE CONTEXTS	4	AUT	ROSSITTO Sarajan	2•3•4	POL316-65e00	Ⓐ
APOL3210	POL321	JAPANESE GOVERNMENT AND POLITICS	4	SPR	NAKANO Koichi	2•3•4	POL321-65e00	
APOL3540	POL354	GLOBAL POLITICAL ECONOMY	4		BURRETT Tina	2•3•4	POL354-65e00	①
APOL3550	POL355	ENVIRONMENTAL POLITICS OF AGRICULTURE	4	AUT	ITO Takeshi	2•3•4	POL355-65e00	①
APOL4050	POL405	SEMINAR IN POLITICAL SCIENCE	4	AUT	IONESCU Magdalena	3•4	POL405-65e00	Ⓐ
APOL4070	POL407	AGRARIAN SOCIETIES	4		ITO Takeshi	3•4	POL407-65e00	①
APOL4080	POL408	POLITICAL LEADERSHIP	4		BURRETT Tina	3•4	POL408-65e00	①
APOL4090	POL409	PROPAGANDA AND PUBLIC OPINION	4		BURRETT Tina	3•4	POL409-65e00	①
APOL4100	POL410	POLITICS OF AUTHORITARIAN STATES	4		ANNO Tadashi	3•4	POL410-65e00	①
APOL4140	POL414	NATIONALISM, CITIZENSHIP AND DEMOCRACY IN JAPAN	4		ANNO Tadashi	3•4	POL414-65e00	①
APOL4220	POL422	COMPARATIVE POLITICS OF ADVANCED INDUSTRIAL DEMOCRACIES	4	SPR	NAKANO Koichi	3•4	POL422-65e00	①
APOL4270	POL427	INTERNATIONAL RELATIONS THEORY	4	AUT	ANNO Tadashi	3•4	POL427-65e00	①
APOL4410	POL441	POLITICAL ECONOMY OF DEVELOPMENT	4	SPR	ITO Takeshi	3•4	POL441-65e00	①

### 3+2 Program with the Graduate Institute of Geneva

ASAC4060	SAC406	3+2 PROGRAM WITH THE GRADUATE INSTITUTE OF GENEVA	6	SPR	Chair	4	SAC406-65e00	
ASAC4080	SAC408	3+2 PROGRAM WITH THE GRADUATE INSTITUTE OF GENEVA	8	SPR	Chair	4	SAC408-65e00	

\*These courses are exclusive to those who enroll in the 3+2 Program at the Graduate Institute of Geneva

**§ b320 CHANGES IN COURSE TITLE**

Course(s) listed here under a new title may not be taken if they were taken previously under the former title.

NEW COURSE NUMBER & TITLE		year changed	FORMER COURSE NUMBER & TITLE	
SOC309	FOOD AND SOCIETY	2021	SOC310	SOCIOLOGY OF CULTURE
POL410	POLITICS OF AUTHORITARIAN STATES	2022	POL460	COMPARATIVE POLITICS OF POST-COMMUNIST STATES

**§ b330 LANGUAGE COURSES (Except Japanese)  
OFFERED BY THE CENTER FOR LANGUAGE EDUCATION AND RESEARCH**

Registration CD	Course CD	Course Title	Cr.	Semester Offered	Instructor	Student Year	Numbering	Remarks
ACHN1011	CHN101	BASIC CHINESE 1	2	SPR	FEI Yan/ZHANG Tong*	1-2-3-4	CHN180-01m00	[26]
ACHN1012	CHN101	BASIC CHINESE 1	2	AUT	FEI Yan/ZHANG Tong*	1-2-3-4	CHN180-01m00	[26]
ACHN1021	CHN102	BASIC CHINESE 2	2	SPR	HUANG Wanting/IZUMI Anna*	1-2-3-4	CHN190-01m00	[26]
ACHN1022	CHN102	BASIC CHINESE 2	2	AUT	HUANG Wanting/IZUMI Anna*	1-2-3-4	CHN190-01m00	[26]
ACHN1031	CHN103	INTERMEDIATE CHINESE 1	2	SPR	FEI Yan/SUGITANI Kota*	1-2-3-4	CHN280-01m00	[30]
ACHN1032	CHN103	INTERMEDIATE CHINESE 1	2	AUT	FEI Yan/SUGITANI Kota*	1-2-3-4	CHN280-01m00	[30]
ACHN1041	CHN104	INTERMEDIATE CHINESE 2	2	SPR	ZHANG Tong*/LIU Xiaomei*	1-2-3-4	CHN290-01m00	[30]
ACHN1042	CHN104	INTERMEDIATE CHINESE 2	2	AUT	ZHANG Tong*/LIU Xiaomei*	1-2-3-4	CHN290-01m00	[30]
LCHN3030	850760	ADVANCED CHINESE A	1	SPR	HUANG Wanting	1-2-3-4	CHN301-01m00	①
LCHN3040	850761	ADVANCED CHINESE B	1	AUT	HUANG Wanting	1-2-3-4	CHN302-01m00	①
LCHN3050	850762	ADVANCED CHINESE C	1	SPR	FEI Yan	1-2-3-4	CHN303-01m00	①
LCHN3060	850763	ADVANCED CHINESE D	1	AUT	FEI Yan	1-2-3-4	CHN304-01m00	①
AFRN1012	FRN101	BASIC FRENCH 1	2	AUT	MAILLEUX Coline/LE BOIS Jerome*	1-2-3-4	FRN180-01m00	[26]
AFRN101B	FRN101	BASIC FRENCH 1	2	SPR	DELMAIRE Gilles*	1-2-3-4	FRN180-01m00	[26]
AFRN1021	FRN102	BASIC FRENCH 2	2	SPR	DELMAIRE Gilles*	1-2-3-4	FRN190-01m00	
AFRN102B	FRN102	BASIC FRENCH 2	2	AUT	MAILLEUX Coline/LE BOIS Jerome*	1-2-3-4	FRN190-01m00	
AFRN1032	FRN103	INTERMEDIATE FRENCH 1	2	AUT	DELMAIRE Gilles*	1-2-3-4	FRN280-01m00	
AFRN103B	FRN103	INTERMEDIATE FRENCH 1	2	SPR	MAILLEUX Coline/LE BOIS Jerome*	1-2-3-4	FRN280-01m00	
AFRN1041	FRN104	INTERMEDIATE FRENCH 2	2	SPR	MAILLEUX Coline/LE BOIS Jerome*	1-2-3-4	FRN290-01m00	
AFRN104B	FRN104	INTERMEDIATE FRENCH 2	2	AUT	DELMAIRE Gilles*	1-2-3-4	FRN290-01m00	
AFRN2110	FRN211	ADVANCED FRENCH (INTEGRATED SKILLS) A	2	SPR	GAILLARD Nicolas*/DERIBLE Alberic*	1-2-3-4	FRN317-01m00	①
AFRN2120	FRN212	ADVANCED FRENCH (INTEGRATED SKILLS) B	2	AUT	DERIBLE Alberic*/GAILLARD Nicolas*	1-2-3-4	FRN318-01m00	①
LFRN3930	850496	ADVANCED FRENCH K	1	SPR	MAILLEUX Coline	1-2-3-4	FRN311-01m00	
LFRN3940	850497	ADVANCED FRENCH L	1	AUT	MAILLEUX Coline	1-2-3-4	FRN312-01m00	
LFRN3950	850498	ADVANCED FRENCH M	1	SPR	PIRIOU Vincent*	1-2-3-4	FRN313-01m00	
LFRN3960	850499	ADVANCED FRENCH N	1	AUT	KITAMURA Ayako	1-2-3-4	FRN314-01m00	②
LFRN3970	850500	ADVANCED FRENCH O	1	SPR	POUPI Damien*	1-2-3-4	FRN315-01m00	
LFRN3980	850467	ADVANCED FRENCH P	1	AUT	POUPI Damien*	1-2-3-4	FRN316-01m00	

Registration CD	Course CD	Course Title	Ct.	Semester Offered	Instructor	Student Year	Numbering	Remarks
ASP1011	SPN101	BASIC SPANISH 1	2	SPR	ESGUERRA Paula*/FISZELEW Valeria*	1•2•3•4	HSP180-01m00	[26]
ASP101A	SPN101	BASIC SPANISH 1	2	SPR	DE ARCOS PASTOR Angustias/ALASTRUEY Txabi*	1•2•3•4	HSP180-01m00	[26]
ASP101B	SPN101	BASIC SPANISH 1	2	AUT	GARCÍA Carmen*/MARTÍNEZ Silvia*	1•2•3•4	HSP180-01m00	[26]
ASP1022	SPN102	BASIC SPANISH 2	2	AUT	ESGUERRA Paula*/FISZELEW Valeria*	1•2•3•4	HSP190-01m00	[26]
ASP102A	SPN102	BASIC SPANISH 2	2	SPR	DE ARCOS PASTOR Angustias	1•2•3•4	HSP190-01m00	
ASP102B	SPN102	BASIC SPANISH 2	2	AUT	DE ARCOS PASTOR Angustias/ALASTRUEY Txabi*	1•2•3•4	HSP190-01m00	[26]
ASP1031	SPN103	INTERMEDIATE SPANISH 1	2	SPR	FISZELEW Valeria*/ALASTRUEY Txabi*	1•2•3•4	HSP280-01m00	[30]
ASP103A	SPN103	INTERMEDIATE SPANISH 1	2	AUT	DE ARCOS PASTOR Angustias	1•2•3•4	HSP280-01m00	
ASP103B	SPN103	INTERMEDIATE SPANISH 1	2	SPR	DE ARCOS PASTOR Angustias/VEGA GONZÁLEZ Arturo*	1•2•3•4	HSP280-01m00	[30]
ASP1042	SPN104	INTERMEDIATE SPANISH 2	2	AUT	FISZELEW Valeria*/ALASTRUEY Txabi*	1•2•3•4	HSP290-01m00	[30]
ASP104A	SPN104	INTERMEDIATE SPANISH 2	2	AUT	DE ARCOS PASTOR Angustias/VEGA GONZÁLEZ Arturo*	1•2•3•4	HSP290-01m00	[30]
ASP104B	SPN104	INTERMEDIATE SPANISH 2	2	SPR	GARCÍA Carmen*/MARTÍNEZ Silvia*	1•2•3•4	HSP290-01m00	
ASP2110	SPN211	ADVANCED SPANISH (INTEGRATED SKILLS) A	2	SPR	DE ARCOS PASTOR Angustias/ASTIGUETA Bernardo*	1•2•3•4	HSP317-01m00	①
ASP2120	SPN212	ADVANCED SPANISH (INTEGRATED SKILLS) B	2	AUT	DE ARCOS PASTOR Angustias/ASTIGUETA Bernardo*	1•2•3•4	HSP318-01m00	①
LSPN3410	850569	ADVANCED SPANISH A	1	SPR	YAMAURA Angela*	1•2•3•4	HSP301-01m00	①
LSPN3420	850570	ADVANCED SPANISH B	1	AUT	GUTIÉRREZ Carolina*	1•2•3•4	HSP302-01m00	①
LSPN3430	850571	ADVANCED SPANISH C	1	SPR	ALASTRUEY Txabi*	1•2•3•4	HSP303-01m00	①
LSPN3440	850572	ADVANCED SPANISH D	1	AUT	ALASTRUEY Txabi*	1•2•3•4	HSP304-01m00	①

[ ] = Lottery course. Number in brackets is the capacity.

Instructor's name with \* = adjunct instructor

① = Offered every other year

② = In class lottery may be held in the first class. Details to be given on the syllabus.

For descriptions of the courses listed above, please refer to course syllabi on Loyola.

### § b340 JAPANESE LANGUAGE PROGRAM (JLP)

The FLA expects students to become Japanese/English bilinguals. The Center for Language Education and Research (CLER) offers multiple tracks and levels of Japanese language courses. The type of course a student initially enrolls in will depend on his/her language background. Placement into the JLP will be determined by a placement test. Students should consult the CLER about the Japanese Placement Test. Further information about the JLP can be found in the brochure “Japanese Language Program.”

### LANGUAGE COURSES (Japanese) OFFERED BY THE CENTER FOR LANGUAGE EDUCATION AND RESEARCH

Registration CD	Course CD	Course Title	Cr.	Semester Offered	Instructor	Student Year	Numbering	Remarks
※1	JPN111	JAPANESE 1	4	SPR	STAFF	1-2-3-4	JPN111-01e00	
※1	JPN111	JAPANESE 1	4	AUT	STAFF	1-2-3-4	JPN111-01e00	
※1	JPN150	JAPANESE M1	4	SPR	STAFF	1-2-3-4	JPN150-01e00	
※1	JPN150	JAPANESE M1	4	AUT	STAFF	1-2-3-4	JPN150-01e00	
※1	JPN112	JAPANESE 2	4	SPR	STAFF	1-2-3-4	JPN112-01e00	
※1	JPN112	JAPANESE 2	4	AUT	STAFF	1-2-3-4	JPN112-01e00	
※1	JPN200	JAPANESE M2	4	SPR	STAFF	1-2-3-4	JPN200-01j00	
※1	JPN200	JAPANESE M2	4	AUT	STAFF	1-2-3-4	JPN200-01j00	
※1	JPN211	JAPANESE 3	4	SPR	STAFF	1-2-3-4	JPN211-01j00	
※1	JPN211	JAPANESE 3	4	AUT	STAFF	1-2-3-4	JPN211-01j00	
※1	JPN250	JAPANESE M3	4	SPR	STAFF	1-2-3-4	JPN250-01j00	
※1	JPN250	JAPANESE M3	4	AUT	STAFF	1-2-3-4	JPN250-01j00	
※1	JPN212	JAPANESE 4	4	SPR	STAFF	1-2-3-4	JPN212-01j00	
※1	JPN212	JAPANESE 4	4	AUT	STAFF	1-2-3-4	JPN212-01j00	
※1	JPN321	ADVANCED JAPANESE 1	4	SPR	STAFF	1-2-3-4	JPN321-01j00	
※1	JPN321	ADVANCED JAPANESE 1	4	AUT	STAFF	1-2-3-4	JPN321-01j00	
※1	JPN322	ADVANCED JAPANESE 2	4	SPR	STAFF	1-2-3-4	JPN322-01j00	
※1	JPN322	ADVANCED JAPANESE 2	4	AUT	STAFF	1-2-3-4	JPN322-01j00	
※1	JPN311	BUSINESS JAPANESE 1	2	SPR	STAFF	1-2-3-4	JPN311-01j00	★[25]
※1	JPN311	BUSINESS JAPANESE 1	2	AUT	STAFF	1-2-3-4	JPN311-01j00	★
※1	JPN312	BUSINESS JAPANESE 2	2	SPR	STAFF	1-2-3-4	JPN312-01j00	★
※1	JPN312	BUSINESS JAPANESE 2	2	AUT	STAFF	1-2-3-4	JPN312-01j00	★
※1	JPN315	BUSINESS JAPANESE (PREPARATION FOR INTERNSHIP)	1	SPR/AUT	YONEZAWA Masako	1-2-3-4	JPN315-01j00	★
※1	JPN180	INTENSIVE JAPANESE 1	8	SPR	STAFF	1-2-3-4	JPN180-01e00	
※1	JPN180	INTENSIVE JAPANESE 1	8	AUT	STAFF	1-2-3-4	JPN180-01e00	
※1	JPN270	INTENSIVE JAPANESE 2	8	SPR	STAFF	1-2-3-4	JPN270-01j00	
※1	JPN270	INTENSIVE JAPANESE 2	8	AUT	STAFF	1-2-3-4	JPN270-01j00	
※1	JPN280	INTENSIVE JAPANESE 3	8	SPR	STAFF	1-2-3-4	JPN280-01j00	
※1	JPN280	INTENSIVE JAPANESE 3	8	AUT	STAFF	1-2-3-4	JPN280-01j00	
※1	JPN370	INTENSIVE JAPANESE 4	8	SPR	STAFF	1-2-3-4	JPN370-01j00	
※1	JPN370	INTENSIVE JAPANESE 4	8	AUT	STAFF	1-2-3-4	JPN370-01j00	

Registration CD	Course CD	Course Title	Cr.	Semester Offered	Instructor	Student Year	Numbering	Remarks
AJPN340A	JPN340	READING & WRITING (BASICS)	2	SPR	STAFF	1•2•3•4	JPN340-01j00	
AJPN340I	JPN340	READING & WRITING (BASICS)	2	AUT	STAFF	1•2•3•4	JPN340-01j00	
AJPN341A	JPN341	READING & WRITING 1	2	SPR	STAFF	1•2•3•4	JPN341-01j00	
AJPN341I	JPN341	READING & WRITING 1	2	AUT	STAFF	1•2•3•4	JPN341-01j00	
AJPN342A	JPN342	READING & WRITING 2	2	SPR	STAFF	1•2•3•4	JPN342-01j00	
AJPN342I	JPN342	READING & WRITING 2	2	AUT	STAFF	1•2•3•4	JPN342-01j00	
AJPN343A	JPN343	READING & WRITING 3	2	SPR	STAFF	1•2•3•4	JPN343-01j00	
AJPN343I	JPN343	READING & WRITING 3	2	AUT	STAFF	1•2•3•4	JPN343-01j00	
AJPN349A	JPN349	JAPANESE LITERACY 1	2	SPR	STAFF	1•2•3•4	JPN349-01j00	
AJPN349B	JPN349	JAPANESE LITERACY 1	2	SPR	STAFF	1•2•3•4	JPN349-01j00	
AJPN349I	JPN349	JAPANESE LITERACY 1	2	AUT	STAFF	1•2•3•4	JPN349-01j00	
AJPN353A	JPN353	JAPANESE LITERACY 2	4	SPR	STAFF	1•2•3•4	JPN353-01j00	
AJPN353I	JPN353	JAPANESE LITERACY 2	4	AUT	STAFF	1•2•3•4	JPN353-01j00	
AJPN4050	JPN405	TRANS ENG TO JPN :THEORY&PRAC1	4	SPR	KATORLY oshikazu*	1•2•3•4	JPN405-01j00	
AJPN4060	JPN406	TRANS ENG TO JPN :THEORY&PRAC2	4	AUT	KATORLY oshikazu*	1•2•3•4	JPN406-01j00	
AJPN407I	JPN407	TRANS JPN TO ENG :THEORY&PRAC	4	SPR	SHINODA Eri*	1•2•3•4	JPN407-01j00	
AJPN4072	JPN407	TRANS JPN TO ENG :THEORY&PRAC	4	AUT	SHINODA Eri*	1•2•3•4	JPN407-01j00	
AJPN431A	JPN431	ACADEMIC JAPANESE 1-1	2	SPR	SATO Kimiko	1•2•3•4	JPN431-01j00	
AJPN431B	JPN431	ACADEMIC JAPANESE 1-1	2	SPR	SATO Kimiko	1•2•3•4	JPN431-01j00	
AJPN431C	JPN431	ACADEMIC JAPANESE 1-1	2	SPR	HIROTA Taeko*	1•2•3•4	JPN431-01j00	
AJPN432A	JPN432	ACADEMIC JAPANESE 1-2	2	AUT	SATO Kimiko	1•2•3•4	JPN432-01j00	
AJPN432B	JPN432	ACADEMIC JAPANESE 1-2	2	AUT	SATO Kimiko	1•2•3•4	JPN432-01j00	
AJPN432C	JPN432	ACADEMIC JAPANESE 1-2	2	AUT	HIROTA Taeko*	1•2•3•4	JPN432-01j00	
AJPN4410	JPN441	ACADEMIC JAPANESE 2-1	2	SPR	URAWA Chie*	1•2•3•4	JPN441-01j00	
AJPN4420	JPN442	ACADEMIC JAPANESE 2-2	2	AUT	URAWA Chie*	1•2•3•4	JPN442-01j00	

[ ] = Lottery course. Number in brackets is the capacity.

Instructor's name with \* = adjunct instructor

※1: Please check the JPT result and timetable on Loyola.

★ These courses can only be counted as SE Electives.

For descriptions of the courses listed above, please refer to course syllabi on Loyola.





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## SECTION C: SOPHIA SHORT-TERM PROGRAMS

### § c100 SHORT-TERM PROGRAMS

[www.sophia.ac.jp/eng/admissions/short-term](http://www.sophia.ac.jp/eng/admissions/short-term)

### § c101 SUMMER SESSION IN EAST ASIAN STUDIES

Since its foundation in 1961, Sophia University's Summer Session has provided students with the opportunity to study about Japan and explore the country's relation with Asia and the rest of the world. Participants choose intensive courses from a list including Japanese language, history, art religion, literature, society, culture, economics, and politics.

For general information about the Summer Session in East Asian Studies, please refer to the university website above, or consult the Center for Global Education and Discovery.

Up to 2 credits earned in the East Asian Studies Program of Summer Session can be counted as University-Wide General Studies Courses and up to 6 credits can be counted as Specialized Education Electives.

Credits earned in the Summer Session before 2018 can be counted as Specialized Education Electives without restrictions of number of credits.

More information on registration procedures and programs will be posted on the Loyola Bulletin board (Academic Services) in April.



## SECTION D : INFORMATION ON INSTRUCTORS & OFFICES § d100 TEACHING STAFF AND FACULTY OFFICE HOURS

**2022 - 2023**

Name	Area	Career
Tadashi Anno	Professor, Political Science	B.A., University of Tokyo M.A., Ph.D., University of California, Berkeley
Akihito Asano	Associate Professor, Economics	B.A., Yokohama National University M.A., Hitotsubashi University M.Ec., Ph.D., Australian National University
Tina Burrett	Associate Professor, Political Science	B.A., Leeds University Mphil, Ph.D., Cambridge University
Peter De Maeyer	Associate Professor, Marketing	MSEE, Ghent University MBA, Aalto University Ph.D., Columbia University
Edward Drott	Associate Professor, Religion	B.A., M.A., Ph.D., University of Pennsylvania
James C. Farrer	Professor, Sociology	B.A., University of North Carolina M.A., Ph.D., University of Chicago
Gary G. Fogal	Associate Professor, Applied Linguistics	B.A., University of Windsor M.A., University of Guelph, M.A., University of New England Ph.D., University of Toronto
Gabriel Fuentes Cordoba	Assistant Professor, Economics	B.A., University of Panama M.A., Ph.D., Tohoku University
Bettina Gramlich-Oka	Professor, History	B.A., Tübingen Universität M.A., Sophia University Ph.D., Tübingen Universität
Parissa Haghirian	Professor, Business	B.A., M.A., University of Vienna M.A., Ph.D., Vienna University of Economics and Business Administration
Chris Harwood	Associate Professor, Language and Literacies Education	B.A., London Guildhall University M.A., University of Leicester Ph.D., University of Toronto
Takuya Hasebe	Associate Professor, Economics	B.A. Rutgers University Ph.D. City University of New York
Christian A. Hess	Associate Professor, History	B.A., University of California, Davis M.A., University of California, San Diego Ph. D., University of California, San Diego
Naoto Isaka	Professor, Finance	B.A., Sophia University M.A., Osaka University Ph.D., Hitotsubashi University
Takeshi Ito	Professor, Political Science	B.A., Keio University M.A., Hitotsubashi University M.A., M-Phil., Yale University Ph.D., Yale University
Yacob Khojasteh	Professor, Business and Management	B.Sc., Iran University of Science and Technology M. Sc., Tarbiat Modares University M. Sc., Ph.D., University of Tsukuba
Shion Kono	Professor, Literature	B.A., Bowdoin College M.A., Ph.D., Princeton University
Dennis Koyama	Associate Professor, Applied Linguistics, Collaborative Learning, Education Assessment	M.A., The University of Hawaii Ph.D., Purdue University

Noriko Murai	Associate Professor, Art History	B.A., University of California, Berkley M.A., Ph.D., Harvard University
Tatsuo Murakami	Associate Professor, Religion	B.A., Beloit College M.A., Syracuse University Ph.D., University of California, Santa Barbara
Koichi Nakano	Professor, Political Science	B.A., University of Tokyo B.A., University of Oxford M.A., Ph.D., Princeton University
Hanako Okada	Associate Professor, Applied Linguistics	B.A., Sophia University M.Ed., Ed.D., Temple University
Kiyokazu Okita	Associate Professor, Literature, Philosophy and Religion	B.A., International Christian University M.St., Ph.D., University of Oxford
Sven Saaler	Professor, History	M.A., Ph.D., University of Bonn
Michiru Sakane	Associate Professor, Economics	B.A., M.A., Hitotsubashi University M.A., Ph.D., Duke University
David Slater	Professor, Anthropology	B.A., Vassar College M.A., Ph.D., University of Chicago
Matthew Strecher	Professor, Literature	B.A., M.A., University of Texas at Austin Ph.D., University of Washington
Yuka Sugawara	Associate Professor, Sociology	B.A. Sophia University M.A. Harvard University Ph.D. University of Texas at Austin
Mathew Thompson	Associate Professor, Literature	B.A., Yale University M.A., Ph.D., Columbia University
Junko Uenishi	Associate Professor, Business	B.A., Harvard University M.S., M.B.A., Northeastern University
David L. Wank	Professor, Sociology	B.A., Oberlin College M.A., Ph.D., Harvard University
Takehiro Watanabe	Associate Professor, Anthropology	B.A., State University of New York at Albany M.A., The University of Chicago M.A., Ph.D., Columbia University
Angela Yiu	Professor, Literature	B.A., Cornell University M.A., Ph.D., Yale University

**Adjunct Instructors**

Eric Bossieux	Computer	B.A., Sophia University
Mark Caprio	History	B.A., Eckerd College M.A., Ph.D., University of Washington
Rebecca Carlson	Anthropology	M.A., Temple University Ph.D., University of Pittsburgh
Nathalie Cavasin	Geography, Environmental Studies	B.A., M.A., The University of Toulouse - Jean Jaurès Ph.D., The University of Toulouse - Jean Jaurès
William Feeny	Anthropology	B.A., University of California at Santa Cruz M.A., Ph.D., University of Chicago
Damien French	English	B.A., M.A., University College Cork M.A., University of Nottingham Ph.D., Trinity College Dublin
Patrick W. Galbraith	Anthropology	B.A., University of Montana M.A., Sophia University Ph.D., Duke University Ph.D., University of Tokyo
Nicholas Goman	English	B.A., Macalester College M.F.A., Oregon State University
David Griffiths	English	LLB, Victoria University of Wellington LLM, Ph.D., Auckland University
Kenji Hasegawa	History	B.A., Keio University M.A., Ph.D., Stanford University
Brian Heagney	English	B.A., M.A., Trinity College, Dublin
Magdalena Ionescu	Political Science	B.A., Sophia University M.A., Ph.D., University of Tokyo
Jeffrey Johnson	Literature	B.A., M.A., Northern Arizona University Ph.D., University of Washington
Mai Kataoka	Literature	B.A., Royal Holloway, University of London M.A., University College London, University of London Ph.D., The Graduate University for Advanced Studies at Nichibunken
Love Kindstrand	Art	B.A., University of Gothenburg M.A., Sophia University
Shunsuke Kuwayama	English	B.A., Middlebury College M.A., Sophia University
Simon Liu	International Business, Corporate Strategy	B.E., National Taiwan University M.A., Ph.D., University of Tokyo
Charles McJilton	Business	B.A., University of Minnesota M.A., Sophia University
Seyed Mohammad Mousavi Jahan Abadi	Information Technology	B.S., M.S., Sharif University of Technology Ph.D., University of Tokushima
Helen Nagasawa	English	B.A., Boston University M.A., Columbia University
Maki Nakai	History	B.A., M.A., University of Tokyo Ph.D., University of Tokyo
Keiko Nishimura	Art	B.A., M.A., Sophia University Ph.D., University of North Carolina at Chapel Hill

Hideaki Ohta	Economics	B.A., University of Tokyo Diploma of IGS, Stockholm University MPhil., University of Cambridge Ph.D., Kyoto University
Yutaka Osakabe	Philosophy	M.A., Rikkyo University Ph.D., University of Aberdeen
Sarajeen Rossitto	Social Movement Theory, Human Rights in East Asia	B.A., State University of New York at Purchase M.A., Columbia University
Collin Rusneac	History	B.A., McMaster University M.A., Sophia University
Daniel Said Monteiro	History	B.A., Yale University M.A., Université de Paris
Alfons J. Schuster	Computer Science	B.Sc, Munich University of Applied Sciences Ph.D., University of Ulster
Naoko Takii	Art	B.A., M.A., Waseda University M.A., University of Delaware
Akiko Tanaka	English	B.A., M.B.A., Golden Gate University, San Francisco
Tomoko Tokunaga	Sociology	B.A., University of Tsukuba M.A., University of Tokyo Ph.D., University of Maryland
Shinya Yamamoto	Business	B.A., Keio University M.B.A., University of Illinois
Istvan Zardai	Philosophy	M.A., Oxford Brookes University Ph.D., University of Hertfordshire

## § d110 FACULTY OFFICE HOURS - 2022

A	Anno, Tadashi	(SPR) & (AUT) Mon.10:30-12:00 Wed.17:30-19:00 by appointment through the FLA office	10-525
	Asano, Akihito	(SPR) & (AUT) Mon. 12:40-13:20 or by appointment	10-555
B	Burrett, Tina	(SPR) Sabbatical (AUT) Thu. 10:00-10:45 or by appointment	10-522
D	De Maeyer Peter	(SPR) & (AUT) Fri. 13:30-15:10 or by appointment	10-533
	Drott, Edward	(SPR) & (AUT) Mon. 15:20-17:00 Thu. 12:40-13:30 or by appointment	10-653
F	Farrer, James	(SPR) & (AUT) Mon. 15:15-16:15 or by appointment	10-503
	Fogal, Gary	(SPR) Mon. 13:00-14:00 and by appointment (AUT) Sabbatical	10-601
	Fuentes Cordoba, Gabriel	(SPR) & (AUT) Tue. Fri. 14:30-15:30 or by appointment	10-547
G	Gramlich-Oka, Bettina	(SPR) Fri. 12:35-13:25 or by appointment (AUT) Sabbatical	L-223
H	Haghirian, Parissa	(SPR) & (AUT) Mon. 12:30-13:30	10-535
	Harwood, Chris	(SPR) Tue. 13:00-14:00 or by appointment (AUT) Tue. 15:30-16:30 or by appointment	10-623
	Hasebe, Takuya	(SPR) & (AUT) Mon. 12:40-13:20 or by appointment	10-553
	Hess, Christian	(SPR) & (AUT) Thu. 11:30-13:00 or by appointment	10-518
I	Isaka, Naoto	(SPR) Tue. 12:45-13:15 or by appointment (AUT) Sabbatical	10-543
	Ito, Takeshi	(SPR) & (AUT) Tue. 15:10-16:10 or by appointment	10-530
K	Khojasteh, Yacob	(SPR) Sabbatical (AUT) Tue. Fri. 15:10-16:00 or by appointment	10-549
	Kono, Shion	(SPR) & (AUT) Thu. 12:35-13:20 or by appointment	10-637
	Koyama Dennis	(SPR) & (AUT) Thu. 13:00-14:00 or by appointment	10-621
M	Murai, Noriko	(SPR) Tue. 16:00-17:00 (AUT) Fri. 14:00-15:00 or by appointment	10-657
	Murakami, Tatsuo	(SPR) & (AUT) Tue. Fri. 15:15-16:00 or by appointment	10-655
N	Nakano, Koichi	(SPR) & (AUT) Mon. 13:30-14:30 or by appointment	10-528
O	Okada, Hanako	(SPR) Mon. 15:20-16:20 or by appointment (AUT) Tue. 11:00-12:00 or by appointment	10-603
	Okita, Kiyokazu	(SPR) Mon. 14:00-15:00 or by appointment (AUT) Thu. 11:00-12:00 or by appointment	10-649
S	Saaler, Sven	(SPR) Sabbatical (AUT) Mon. 13:30-14:30 or by appointment	10-516
	Sakane, Michiru	(SPR) & (AUT) Fri. 12:40-13:20 or by appointment	10-541
	Slater, David	(SPR) & (AUT) Thu. 12:00-13:00 or by appointment	10-509
	Strecher, Matthew	(SPR) Sabbatical (AUT) Tue. 11:00-12:00 or by appointment	10-642
	Sugawara, Yuka	(SPR) & (AUT) Sabbatical	10-501
T	Thompson Mathew	(SPR) & (AUT) Tue. 13:30-15:10 or by appointment	10-644
U	Uenishi, Junko	(SPR) & (AUT) Tue. 12:40-13:20 or by appointment	10-557
W	Wank, David	(SPR) & (AUT) Fri. 12:30-13:30 or by appointment	10-512
	Watanabe, Takehiro	(SPR) & (AUT) Fri. 11:30-12:30 or by appointment	10-514
Y	Yiu, Angela	(SPR) & (AUT) Fri. 12:30-13:30 or by appointment	Dean's Office

## § d200 General Information and Office Directory

### § d210 Lost and Found

A lost-and-found service is provided at the Office of Property (Bldg. No.2, 1F). If a student loses or finds an article, it should be reported to this office.

### § d220 Parking Facilities

The University has no parking facilities for students on campus. Students are advised not to drive any vehicle to the university. Tokyo municipal law strictly prohibits the parking of cars, motorcycles or bicycles on public streets around campus.

### § d230 Scholarships and Financial Aid Programs

University scholarships, as well as many scholarships offered by public or private institutions are available for Japanese and international degree students. Detailed information is posted under “Scholarship Information” on the university website, and on Loyola Bulletin board (Student life > Scholarship).

Detailed Information:

[https://www.sophia.ac.jp/eng/studentlife/scholarships/scholarship\\_e0001.html](https://www.sophia.ac.jp/eng/studentlife/scholarships/scholarship_e0001.html)

### § d240 Health and Insurance

#### -National Health Insurance System

International students who intend to stay in Japan for more than three months are required to join this insurance system. Students should enroll in the insurance plan at their local ward/city office.

#### -Personal Accident Insurance for Students Pursuing Education and Research

All degree students and exchange students must be enrolled in this insurance plan. This plan covers physical injuries a student suffers during prescribed educational and research activities at the University and during commuting to school and in transit between school facilities.

### § d250 Medical Checkup

All new degree students must have a medical checkup at the beginning of their first semester followed by checkups every year in April. The dates and place for the medical checkup will be announced on Loyola Bulletin board.

### § d260 Other Information

#### -Sophia University Academic Excellence Awards

These awards are available to undergraduate sophomores, juniors, and seniors who achieve high academic performance. Grantees are decided upon recommendation from the Dean of each faculty.



#### -Housing

Sophia University has several off-campus dormitories for students.

For more details, see university web site:

<https://www.sophia.ac.jp/eng/studentlife/housinginfo/index.html>

#### -Counseling Services

Individual and group counseling is available from professional counselors to help students resolve any problems they may encounter during their college life (e.g. academic concerns, career options, student life, relationship issues, and mental and emotional health). Counseling is available in Japanese, in English and in Chinese, and the services are free of charge. Disclosed information is kept confidential. All Sophia University students are invited to utilize the counseling services. To see a counselor, please make an appointment either in person or by phone. The Counseling Center is located on 3F, Bldg. 10.

#### -Catholic Jesuit Center

Catholic Jesuit Center is an open space for all students, faculty and staff members. The Center provides and supports activities based on Christian and Jesuit Spirituality to all, regardless of their background or belonging. The Center also offers Mass everyday in Japanese and once a week (on Tuesdays) in English.

For more details, please refer to the Sophians' Guide 2022 on the university website (HOME>Campus LiFe>Student Support>The Handbook for International Student>SOPHIANS' GUIDE).

## § d270 OFFICE DIRECTORY

### Office hours of the Center for Academic Affairs

	During class & exam period	Office Hour	During holidays	Office Hour
SRP/1Q/2Q	April 1 - July 30, 2022	10:00-11:30	July 31 - September 20, 2022	12:30-15:30
AUT/3Q/4Q	September 21, 2022 - January 31, 2023	12:30-15:30	February 1 - March 31, 2023	

- ※ Services are available only during the above office hours for providing information, and accepting applications and required documents.
- ※ Offices are closed on Saturdays, Sundays and national holidays.
- ※ Office hours during summer and winter recess and in special circumstances are announced on the Loyola Bulletin Board for the Center for Academic Affairs (Academic Services).

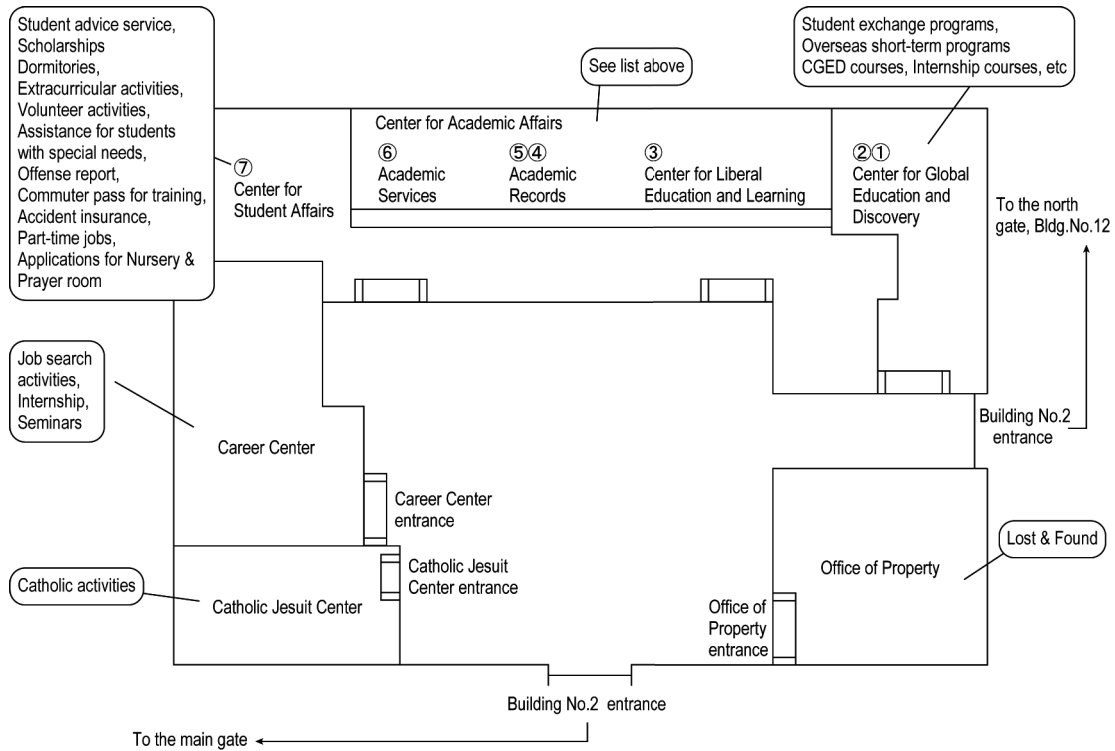
	Office	Tel	Bldg	Floor
Course Registration / Class Information / Transfer Credits / Examination / Grades	Center for Academic Affairs	03-3238-3515	No. 2	1F
Tuition and Fees	Center for Academic Affairs	03-3238-3195	No. 2	1F
Request for Leave of Absence Request for Withdrawal from the University Student ID Card Re-issuance Change of Address / Guarantor Re-admission Transfer of Faculty / Department	Center for Academic Affairs (Academic Records Section)	03-3238-3519	No. 2	1F
Student advice service, Extracurricular, Volunteer Activities Assistance for Students with Special Needs Accident Insurance, Part-time jobs Applications for Nursery & Prayer Room, etc.	Center for Student Affairs	03-3238-3525	No. 2	1F
Sophia Dormitory		03-3238-4621		
Financial Support (Scholarship)		03-3238-3523		
Lost & Found	Office of Property	03-3238-3112	No. 2	1F
Exchange Program (Inbound / Outbound) Short-term Language Programs Short-term Study Abroad Programs Social Engagement Programs Study Abroad Insurance Monbukagakusho (MEXT) Scholarship Global Competency Program, Internship Courses	Center for Global Education and Discovery	03-3238-3521	No. 2	1F
Job search activities / Internship / Seminars	Career Center	03-3238-3581	No. 2	1F
Campus Ministry / Jesuit Education	Catholic Jesuit Center	03-3238-3408	No. 2	1F
Teacher and Curator Certification Programs	Center for Teaching and Curator Credentials	03-3238-3520	No. 2	2F
Consultation / Application for using computer, Moodle, mail, network, Zoom, etc.	ICT Office: <a href="https://ccweb.cc.sophia.ac.jp/en/">https://ccweb.cc.sophia.ac.jp/en/</a> ICT Support e-mail: ict-support@sophia.ac.jp	03-3238-3101	No. 2	3F
Student Travel Fare Discount Certificates Certificates / Official Transcript	Vending Machine		No. 2	4F
Studies in Christian Humanism / Embodied Wisdom / The Art of Thinking and Expression / Data Science / Issues, Perspectives and Positionality	Center for Liberal Education and Learning	03-3238-4600	No. 2	1F
Language Courses / Placement Test / AC-TEAP / Individual Advising for Language Courses / Texts for e-learning	Center for Language Education and Research	03-3238-3699	No. 6	5F
Counseling	Counseling Services	03-3238-3559	No. 10	3F
Appointment with Dean / Chair / Director	FLA / GPGS Office	03-3238-4004	No. 10	4F
Admissions	Admissions Office	03-3238-3167	No. 12	1F
Resources	Library	03-3238-3510	Central Library	1F
Health Services	Health and Wellbeing Center Health Services	03-3238-3394	Hoffmann Hall	2F

**§ d280 OFFICE DIRECTORY**

The following list shows the various sections of the Center for Academic Affairs and their services:

Inquiries on:	Section/desk numbers
Teacher's license, curator certification program	Center for Teaching and Curator Credentials desk 2F, Building No.2
Course registration, grades, classes, credits	Center for Academic Affairs (Academic Services) No.⑥ sections for each Department
Certificates, Student ID Card, change of address, leave of absence, study abroad, college student status etc.	Center for Academic Affairs (Academic Records) No.⑤
Tuition and fees	Center for Academic Affairs (Tuition & fees) No.④

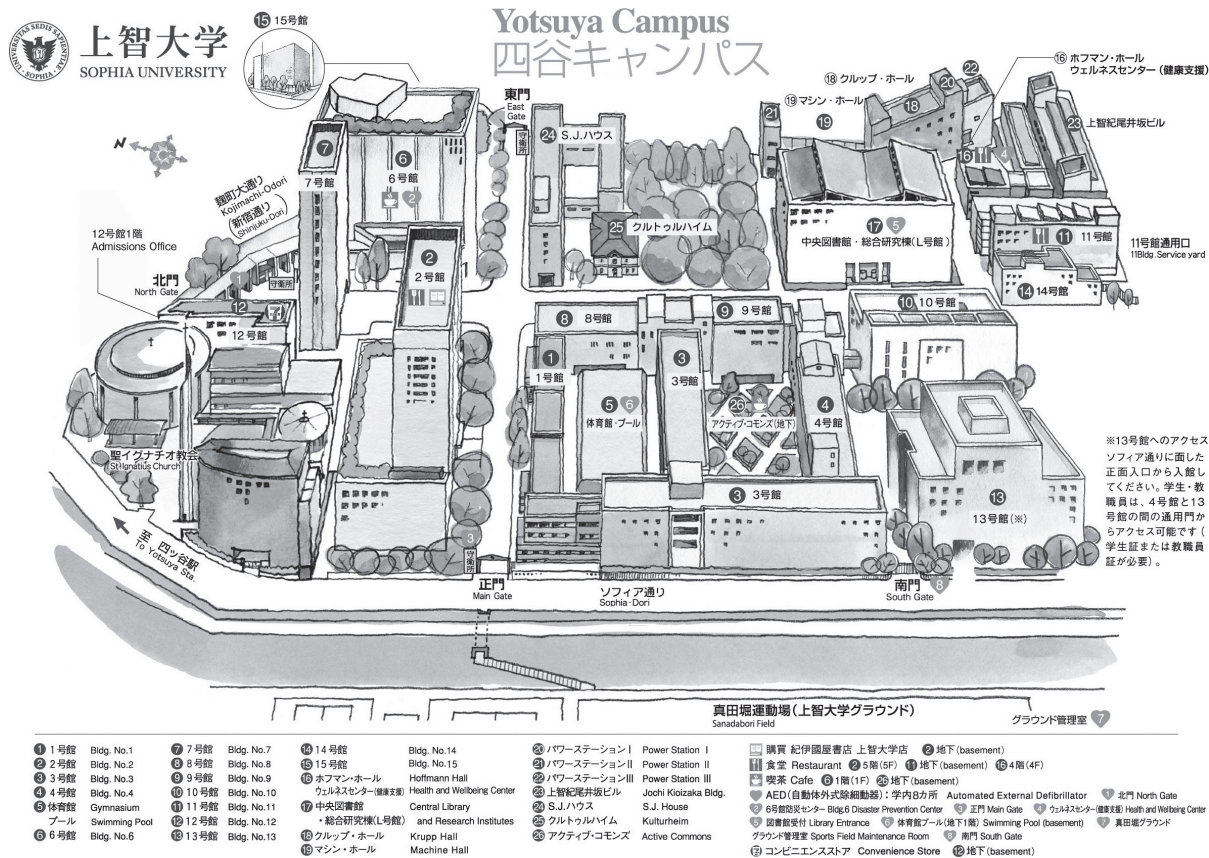
(※) In general, students should visit the offices for inquiries; telephone inquiries are not accepted, especially inquiries regarding course enrollment, grades etc.



**Personal Information**

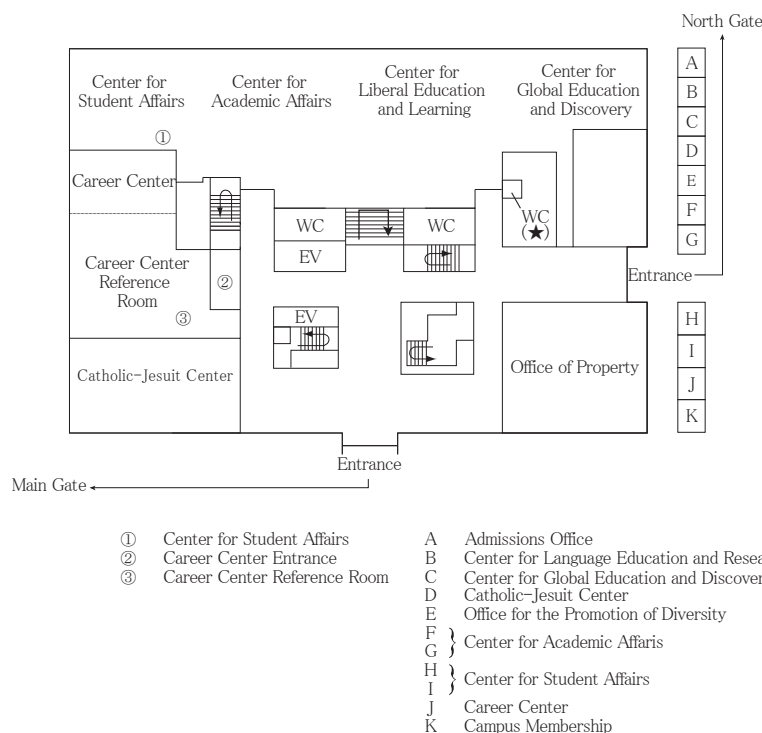
For policy on the protection of personal information of Sophia School Corporation, visit the following site:  
[https://www.sophia.ac.jp/jpn/info/privacypolicy/joho\\_toriatsukai](https://www.sophia.ac.jp/jpn/info/privacypolicy/joho_toriatsukai)

# § d300 CAMPUS MAP Yotsuya Campus



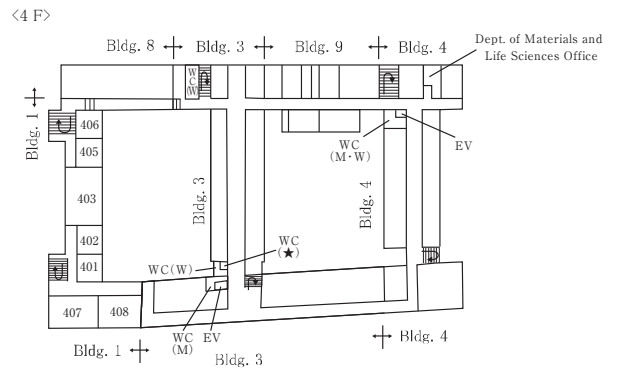
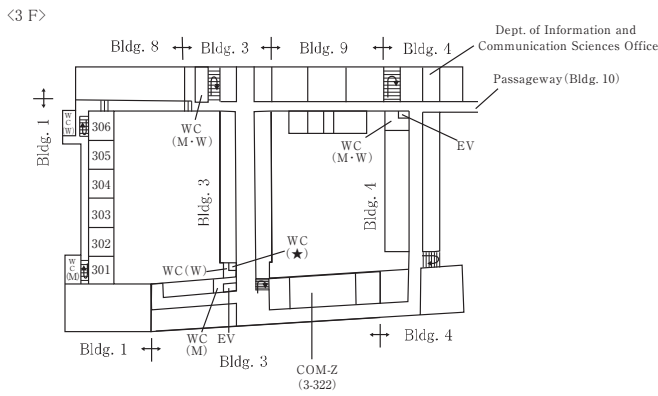
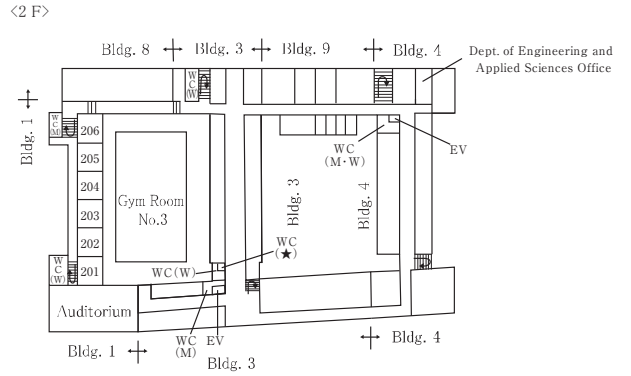
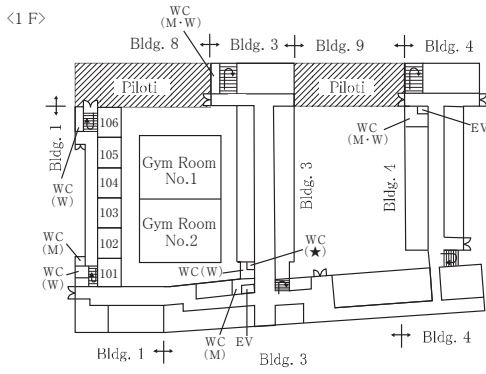
SECTION D: INFORMATION ON INSTRUCTORS & OFFICES  
§ d300 Campus Map

## Bulletin Boards in Building No.2 1F



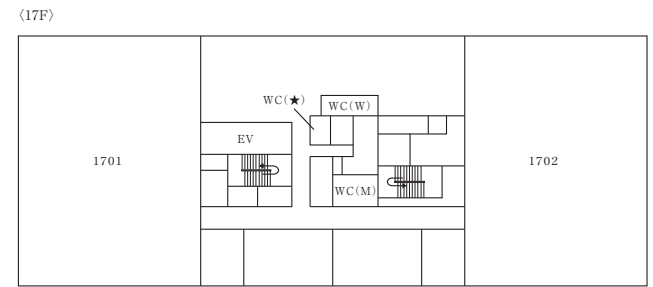
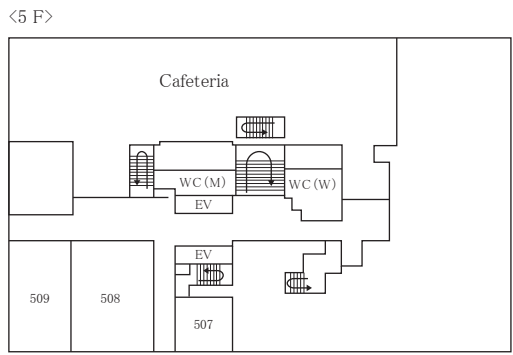
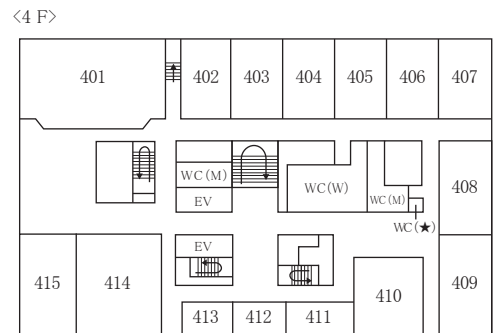
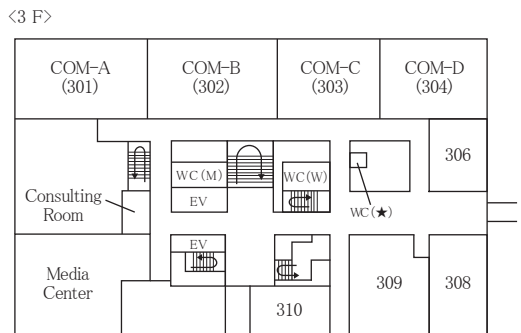
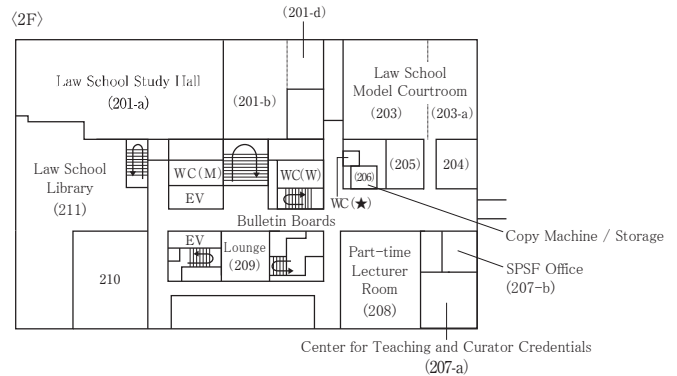
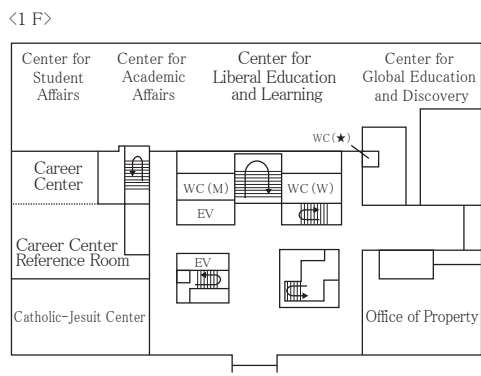
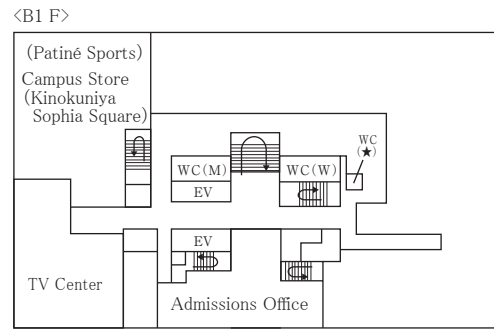
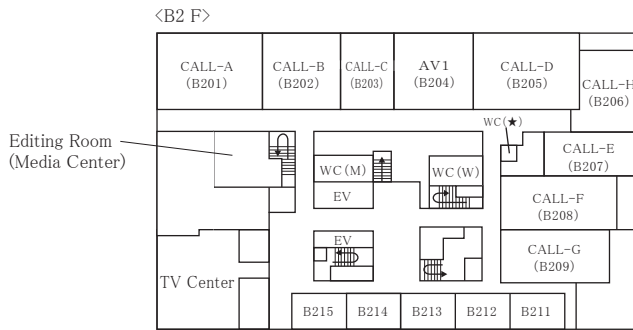
\*WC(★): For details, refer to the Accessibility Map on the University website and the Sophians' Guide

**Building No.1,3,4,8,9**



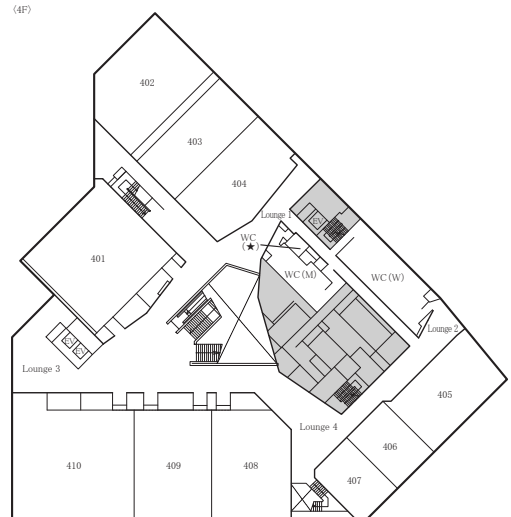
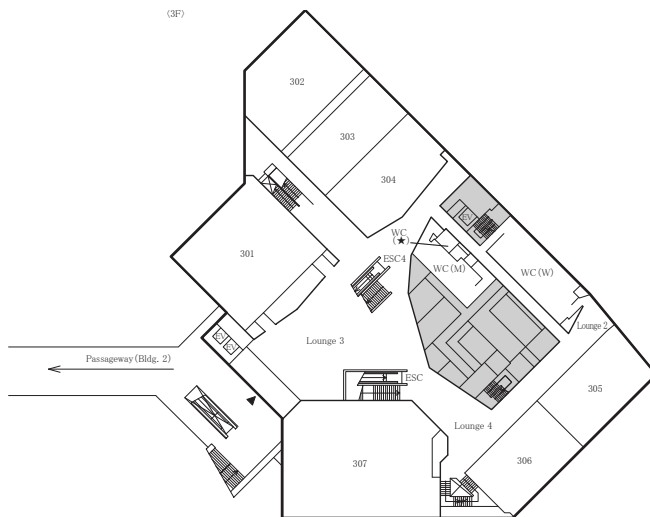
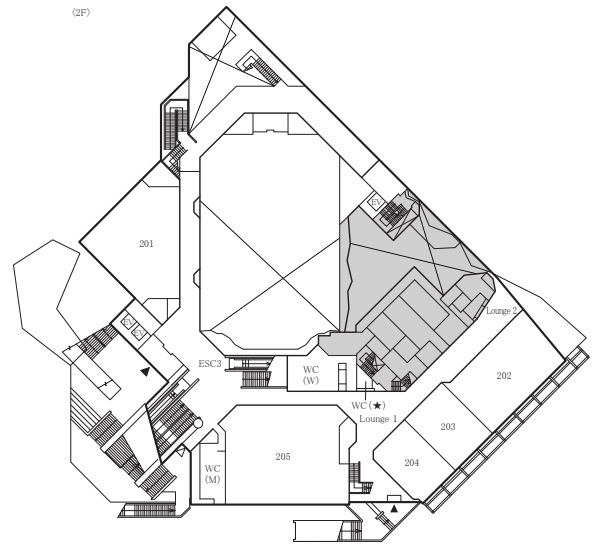
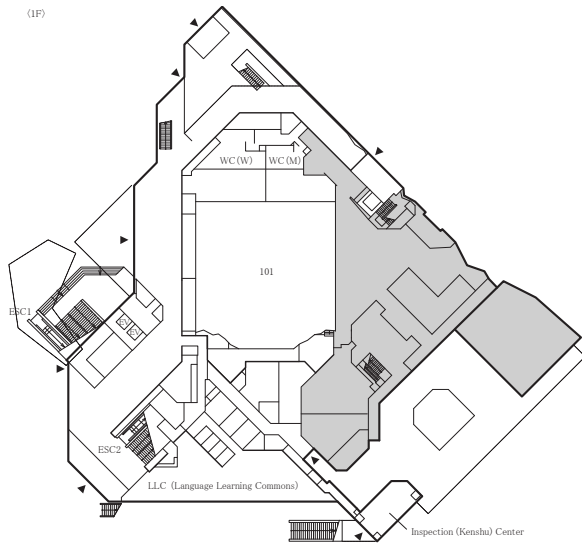
\*WC(★): For details, refer to the Accessibility Map on the University website and the Sophians' Guide

**Building No.2**



\*WC(★): For details, refer to the Accessibility Map on the University website and the Sophians' Guide

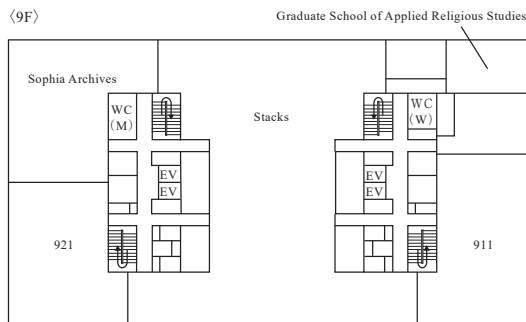
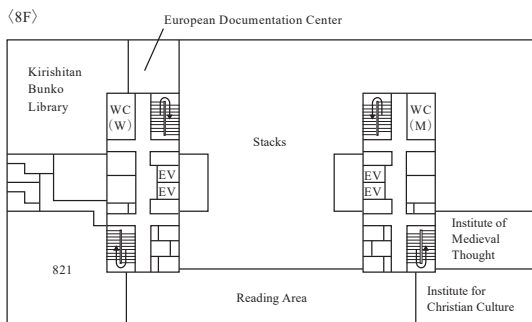
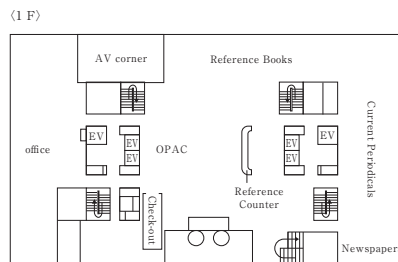
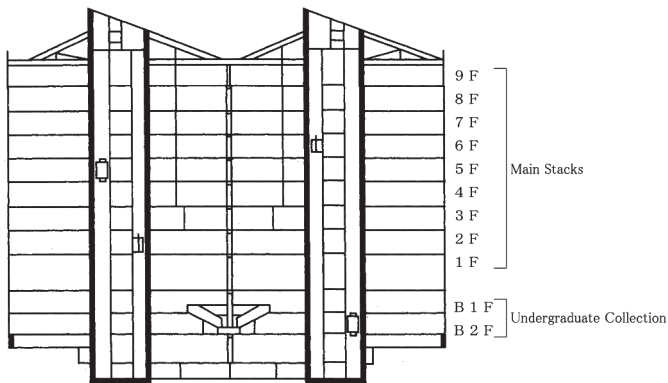
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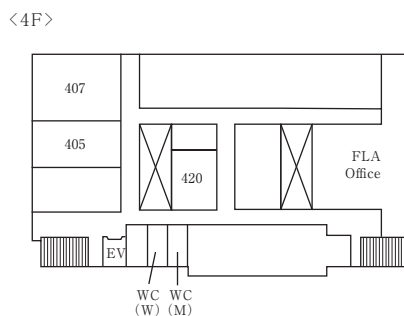
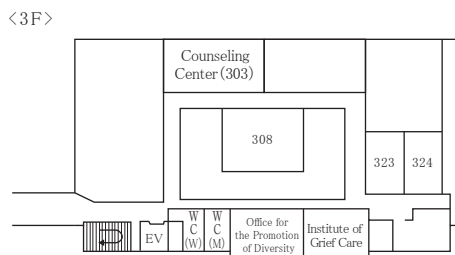
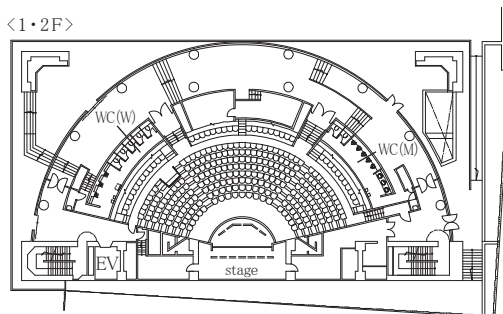
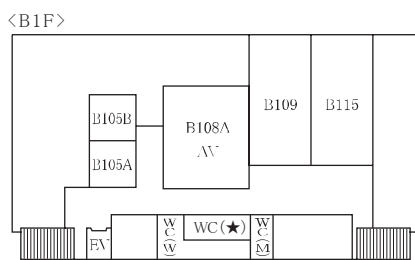
\*WC(★): For details, refer to the Accessibility Map on the University website and the Sophians' Guide



Central Library (Building L)



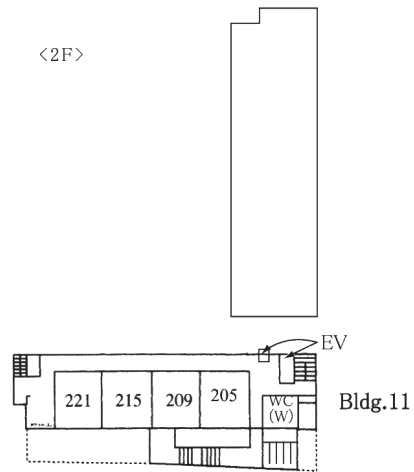
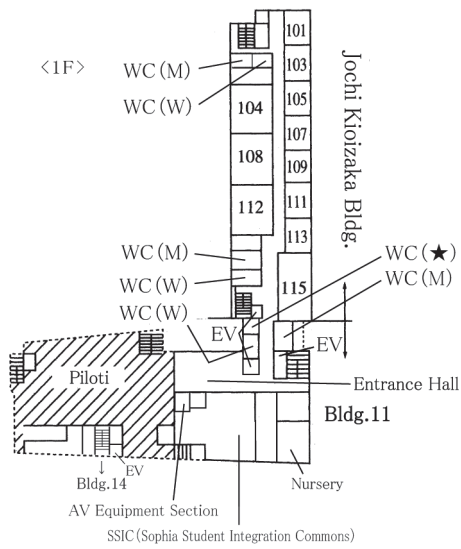
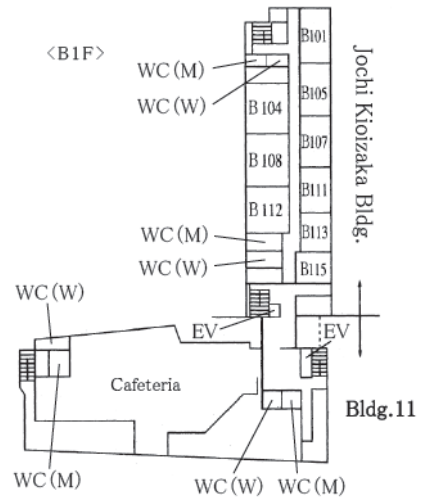
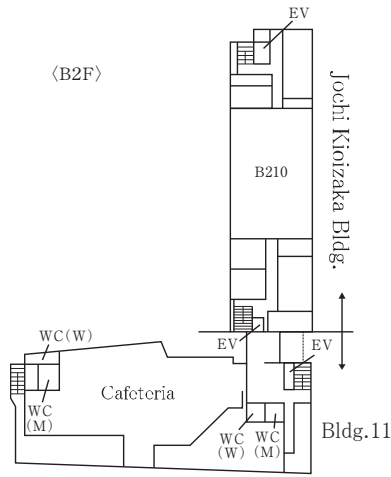
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\*WC(★): For details, refer to the Accessibility Map on the University website and the Sophians' Guide



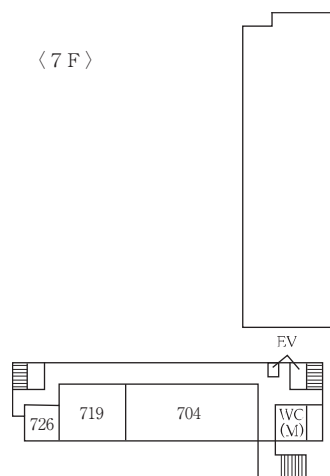
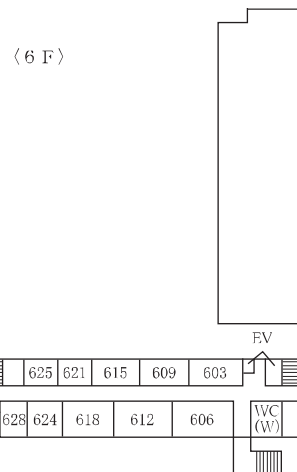
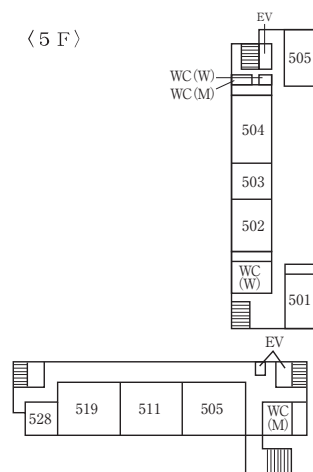
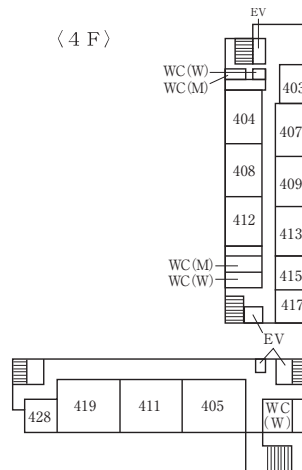
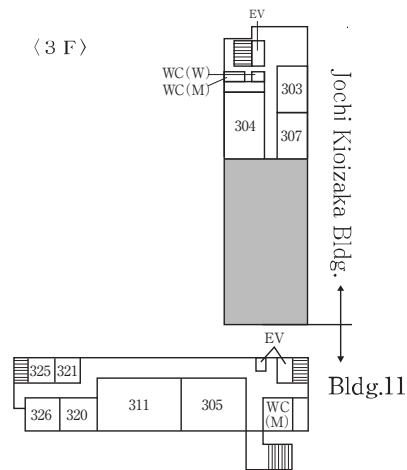
**Building No.11 & Jochi Kioizaka Building**



SECTION D: INFORMATION ON INSTRUCTORS & OFFICES  
§ d300 Campus Map

\*WC(★): For details, refer to the Accessibility Map on the University website and the Sophians' Guide

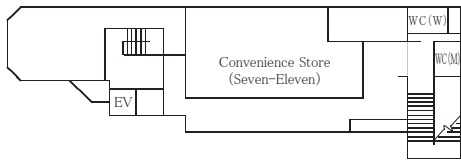
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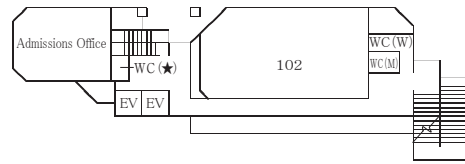
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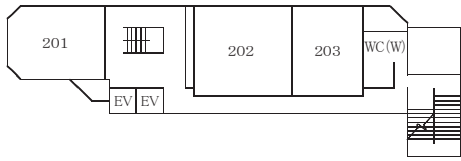
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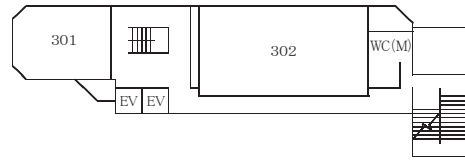
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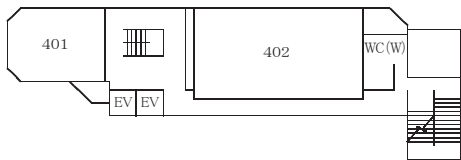
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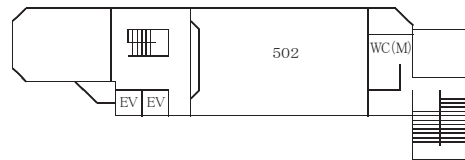
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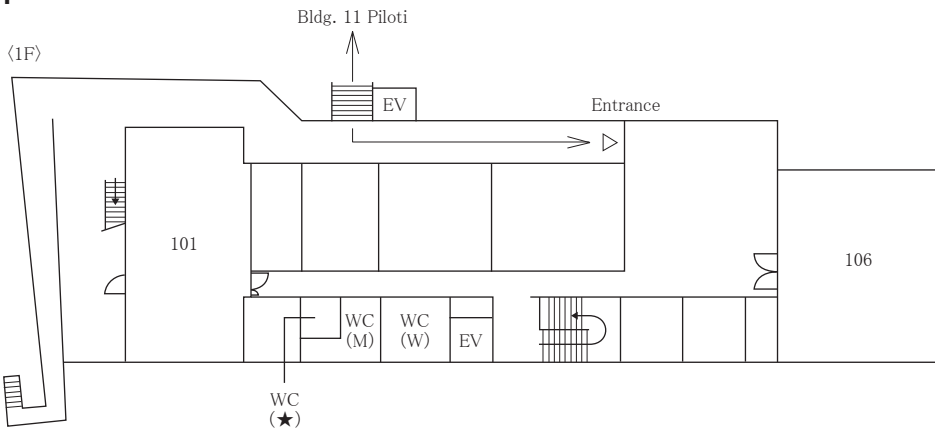
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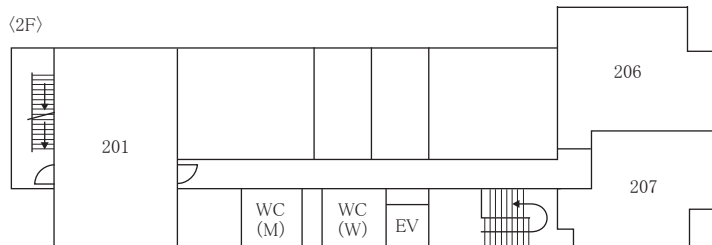
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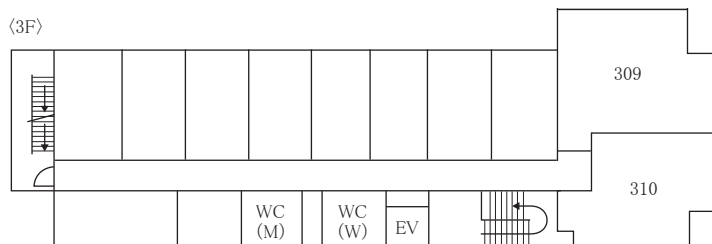
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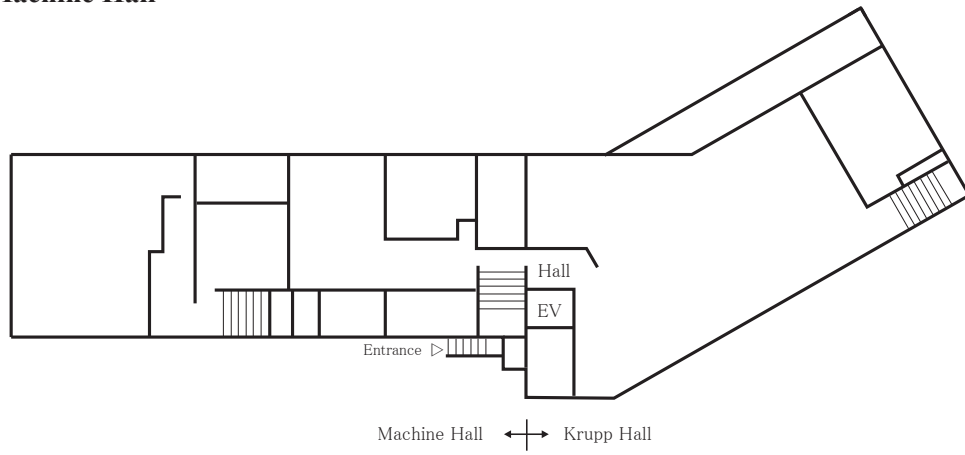
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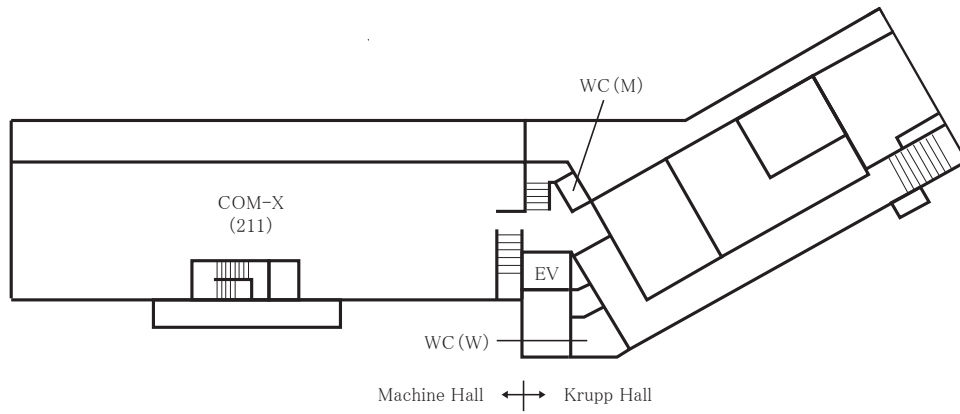
\*WC(★): For details, refer to the Accessibility Map on the University website and the Sophians' Guide

### Krupp Hall / Machine Hall

1F



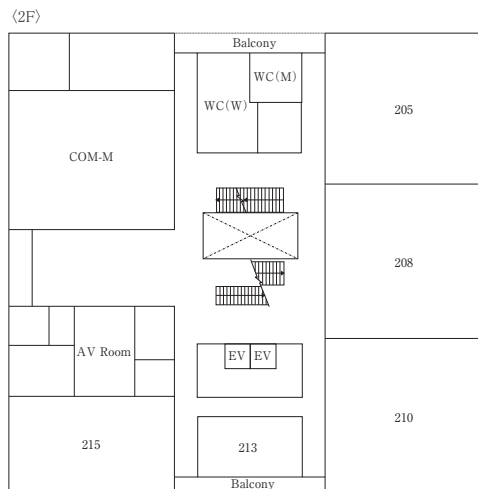
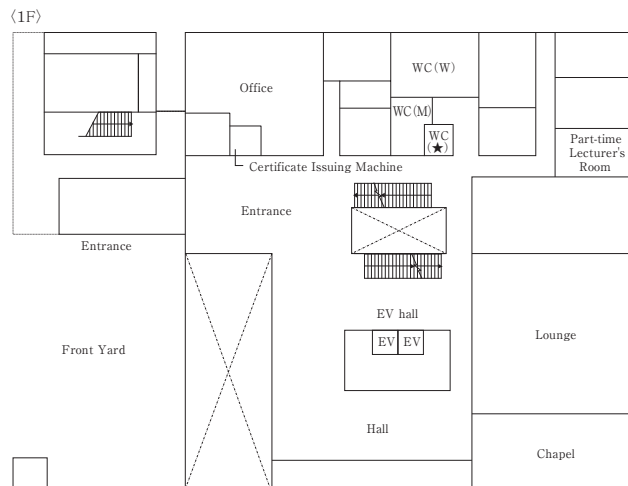
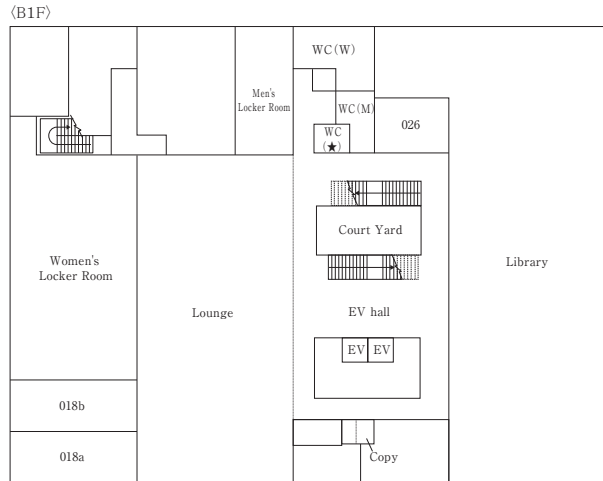
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\*WC(★): For details, refer to the Accessibility Map on the University website and the Sophians' Guide

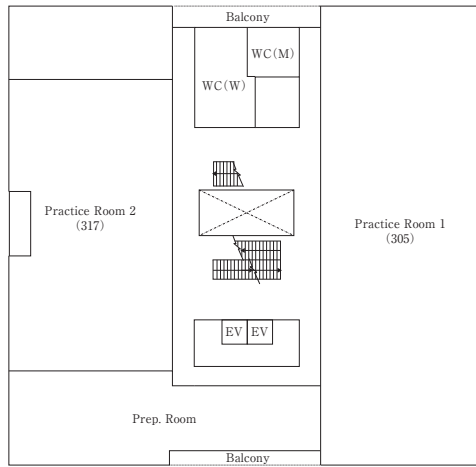
# Mejiro Campus

## Building No.1



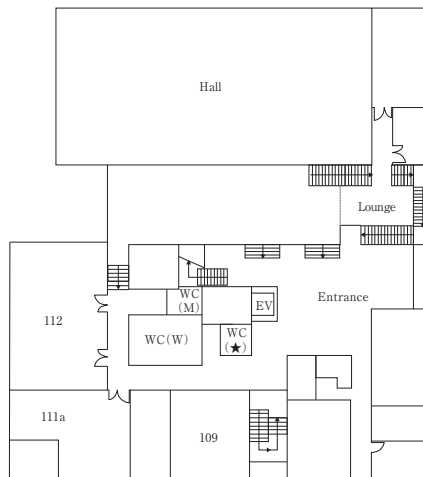
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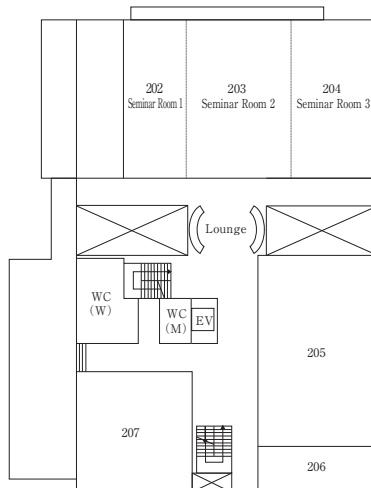


**Building No.2**

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(2F)



\*WC(★): For details, refer to the Accessibility Map on the University website and the Sophians' Guide

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