

GRADES

Transcripts

One free unofficial transcript of a student's record (grades) is sent from the Center for Academic Affairs after the end of each semester. A charge of ¥200 is made for each additional official transcript.

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	
I		Incomplete	

Grade Point Average (GPA)

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

N.B.

1. Grades received for courses offered by other faculties and programs will also be calculated into the student's grade point average.
2. "I" applies only to courses offered in other faculties.

Grade Confirmation

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

Deadline for Grade Confirmation:

2008 Autumn and year-long courses: April 3 (Fri.)

2009 Spring courses: September 30 (Wed.)

Repetition of a Course

Unless otherwise specified, a student may not repeat for credit a course in which he/she has 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 p. 59/113, Changes in Course Number and/or Title).

Honors

The Dean's List is published each semester. To qualify, a student must 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.

Academic Dismissal

A student who fails to complete 32 credits over two consecutive years may be dismissed from the university.

Attendance at Classes

Students are expected to attend all classes except in cases of illness or urgent necessity, for which written proof must be submitted to each instructor. Absences for any excuse whatever 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 the omitted work will be assigned if the student does not fulfill his/her obligations within the time set by the instructor.