

# **III. REGULATIONS AND PROCEDURES**

## **REQUIREMENTS FOR A DEGREE**

### **Credit Requirements**

The 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.

In the case of lecture courses, one credit is awarded for one semester-hour (equivalent to fifteen 45-minute periods of instruction) successfully completed. In the case of language courses, one credit is awarded for two semester-hours (equivalent to thirty 45-minute periods of instruction) successfully completed. In the case of physical education practice, one credit is awarded per course (thirty 45-minute periods of instruction).

### **Residence Requirements**

Residence requirements refer to the amount of time a student must be enrolled in the university. To graduate, a student, in principle, must be enrolled for a total of four years (eight semesters). 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.

### **Deciding Area and Major**

Students accepted into the Faculty of Liberal Arts as freshmen will choose at the end of the first semester of their sophomore year to major in 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. The procedure will be notified to the student during the first semester of the second year. Students applying as FCC

transfer students at the junior level must indicate their intended department and area at the time of application.

N.B. The Chair of the Department of Liberal Arts is responsible for matters concerning freshmen and first-term sophomores. The Area Coordinators oversee matters concerning students who have declared an area and major. When, as specified below, students are directed to consult the Chair or Area Coordinator, they should go to the person responsible for students in their category.

### **Certificates in Japanese Studies and Japanese Language Pedagogy**

In addition to their major, FLA/FCC students may also obtain a Certificate in Japanese Studies (日本研究履修証明) or a Certificate in Japanese Language Pedagogy (日本語教授法履修証明). For specifics, see pp. 64-68.

### **Preparation for Graduation**

Students should submit a copy of their Academic Record Sheet to the FLA/FCC office by the end of their next-to-last term or when requested by the office. The Academic Record Sheet should include the student's declared area (primary and secondary fields, if applicable) and the language chosen to fill the language requirement. In addition, students should indicate which courses should be counted as General Studies courses, and which should be counted as Specialized Education Electives. If the Academic Record Sheet is submitted by the required date, the FLA/FCC office will notify the student before the end of registration for the following term of problems that need to be resolved for the student to graduate.

N.B. It is the student's responsibility to make sure that he/she has fulfilled all the requirements for graduation. From the autumn semester, students will be able to complete their Academic Record Sheet via the Loyola online registration system (Loyola). See p. 3.

### **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/FCC Faculty Meeting will review and decide upon applications for early graduation.

*Application procedure:*

1. If a student wants to graduate after completing six semesters, he/she should submit an application form to the FLA/FCC office by the end of the fifth semester.
2. If a student wants to graduate after completing seven semesters, he/she should submit an application form to the FLA/FCC office by the end of the sixth semester.
3. The applicant must be able to complete the credits required for graduation within the following term. Please note that the maximum number of credits for which an upper-class student may register is 24 credits per term. Thus students who wish to apply for early graduation at the end of the autumn term must have no more than 24 credits remaining. For those who want to apply for early graduation at the end of the spring term, the maximum number of outstanding credits is 30 (24 for spring term and 6 for the Summer Session).
4. The student must already have a GPA of 3.50 at the time of application.

### **Transfer of Credits and Residency**

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

*Transfer of credits earned before entering as a freshman:*

Students who have earned credits at another university before entering as a freshman may transfer up to 30 credits (*nyûgakumae nintei*). Application for transfer of credits should be made within three months of entering Sophia University. 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 p. 12).

*Transfer of credits and residency for students admitted as transfer students:*

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. Decisions about the transfer of credits will be made after consultation with the student's Area Coordinator. The number of credits to be transferred may not exceed half of the required number of credits for graduation. A transfer student may transfer a two-year period of time in residence at his/her previous university/college.