

CHANGE IN STUDENT STATUS

Leave of Absence

Degree students who wish, for reasons of illness or other unavoidable circumstances, to take a leave of absence from the university must, after discussing the matter with the Department Chair or Area Coordinator, submit a Request for Leave of Absence Form to the Academic Records Section, Center for Academic Affairs, with a detailed explanation of the reasons thereof. In case of illness, a medical certificate must be attached to the application form. The deadline for the application for leave of absence for each semester is as follows:

Deadline for submitting the Request for Leave of Absence:

Spring 2008: May 31

Autumn 2008: November 30

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

The period of absence may not exceed two consecutive years (four semesters in a row), and the total period spent on leave of absence may not exceed four years (eight semesters). The period spent on leave of absence does not count towards the residence requirement for graduation from the university.

The following fees must be paid by the tuition-payment deadline for each semester that the student is on leave of absence: Building and Maintenance Fee, Correspondence Fee, Alumni Association Fee, and Health Insurance Fee.

Intention to Register for Courses

When a student who is on a leave of absence because of health reasons plans to resume study at the university, he/she should notify the university of his/her intention by submitting the Intention to Register Form before the first day of the semester. He/she must also submit a medical certificate stating that he/she is medically able to resume his/her studies.

Study Abroad Programs

Exchange Program: Students participating in this program are regarded as simultaneously enrolled at Sophia and a foreign institution, and they may study abroad for one year without taking a leave of absence. Degree students who wish to study at a contract-related overseas university 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 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 has a formal exchange agreement receive reciprocal treatment regarding credits and school expenses. For details, see “Handbook for Study Abroad.”

General Study Abroad Program: Students who plan to study abroad on their own and wish to transfer the credits back to Sophia must apply in advance to the General Study Abroad Program. As in the Exchange Program, General Study Abroad students may study abroad for one year without taking a leave of absence. Credit transfer arrangements are also 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 and the overseas institution. For details, see “Handbook for Study Abroad.”

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

Short-term Study Abroad Programs: Sophia sends students to several intensive programs on specialized subjects at contract-related overseas institutions during the summer and spring vacations. 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.

Withdrawal from the University

If a student wishes to withdraw from the university, he/she should, after

consulting the Department Chair or Area Coordinator, submit a Request for Withdrawal from the University Form to the Academic Records Section, Center for Academic Affairs, together with his/her ID card. The withdrawing student must also pay in full all tuition and fees due up to that point.

Dismissals

Students will be dismissed from the university in the following cases:

1. If a student's period of residence at the university reaches the limit of eight years, excluding the period of time spent on leave of absence.
2. If a student fails to complete 32 credits in a period of two years.
3. If a student does not comply with the deadline for the payment of tuition and fees.
4. If a student has shown academic dishonesty or otherwise behaved in a manner not in accordance with his/her responsibilities as a student.
5. If one of the following conditions applies:
 - a. A student exhibits extremely bad character and conduct and is judged as having no possibility of improvement.
 - b. A student has disrupted the public order of the university.
 - c. A student has caused damage to the honor of the university.
 - d. A student is judged to be unfit to be at the university.

Transfer of Faculties/Departments

Degree students wishing to transfer to another department within their faculty or another faculty may apply for transfer if they meet the following qualifications:

1. At the time of transfer, the student will have completed at least two years of study.
2. The student's GPA score is higher than 2.66 in General Studies (全学共通科目 Zengaku Kyôtsû Kamoku) courses including languages and Physical Education.
3. The student satisfies the conditions of the department to which he/she wishes to transfer.

Further information is available at the Academic Records Section, Center for Academic Affairs.

Readmission

A degree student who has withdrawn or been dismissed from the university may reenter the university upon approval of his/her application. However, if a readmitted student withdraws or is dismissed a second time, or if the student was dismissed because his/her length of residence had reached the limit of eight years, he/she will not be allowed to apply for readmission. Further information is available at the Academic Records Section, Center for Academic Affairs.

Admission for a Second Degree

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

Non-Degree and Non-Matriculated (*Jiyû rishû* 科目等履修生自由履修コース) Student Status

Period of Study

In principle, non-degree students are permitted to study at Sophia for one year, and non-matriculated (*jiyû rishû*) students are permitted to study at Sophia for one semester. Non-degree students who wish to study beyond one year may apply for an extension. *Jiyû rishû* students who wish to continue their studies must reapply during the *jiyû rishû* course application period.

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 a student does not register for any courses or fails to meet the deadline for the payment of tuition and fees, he/she will lose student status at the university.

Change of Student Status

It is impossible for a non-degree student to change his/her status to that of a degree student without reapplying for admission as a degree student.