

**CALENDAR FOR THE ACADEMIC YEAR 2013  
SPRING SEMESTER 2013 (April 1 - September 20)**

2013

**APRIL**

	1 (MON)	Entrance ceremony for new degree students Orientation for new students (degree, non-degree)
	2 (TUE)	Orientation for new exchange students English placement test Japanese placement test
	3 (WED)	Chinese, French and Spanish placement interview
5 (FRI) -	6 (SAT)	Orientation camp for new degree students
3 (WED) -	14 (SUN)	Course registration (sophomores, juniors, seniors)
4 (THU) -	14 (SUN)	Course registration (freshmen, exchange/non-degree students)
3 (WED) -	8 (MON)	First lottery registration (sophomores, juniors, seniors)
4 (THU) -	8 (MON)	First lottery registration (freshmen, exchange/non-degree students)
	8 (MON)	Individual advising for all students Guidance for transfer students
	9 (TUE)	Results of First lottery registration available on Loyola
9 (TUE) -	10 (WED)	Secondary lottery registration
	11 (THU)	Results of Secondary lottery registration available on Loyola
11 (THU) -	14 (SUN)	Final lottery registration (first-come-first-served basis)
12 (FRI)		Classes begin
15 (MON) -	16 (TUE)	Results of course registration available on Loyola
15 (MON) -	19 (FRI)	Self-evaluation/Category change period (seniors)
17 (WED) -	19 (FRI)	Course adjustment
	23 (TUE)	Final confirmation of course registration available on Loyola
24 (WED) -	26 (FRI)	Cancellation period
	30 (TUE)	Virtual Monday*

**MAY**

	7 (TUE)	Tuition bill sent
	24 (FRI)	Tuition payment deadline
	31 (FRI)	Leave of absence application deadline

**JUNE**

7 (FRI) -	12 (WED)	Withdrawal period
10 (MON) -	19 (FRI)	Summer Session in Japanese Language Course registration: MAY 14 (TUE)-16 (THU)
	13 (THU)	Sophomore guidance

**JULY**

	6 (SAT)	Make-up classes
	10 (WED)	Final exam schedule available on Loyola
	13 (SAT)	Make-up classes
	15 (MON)	Classes to be held
	20 (SAT)	Make-up classes
	23 (TUE)	Classes end
24 (WED) -	31 (WED)	Final examinations
25 (THU) -	AUG14 (WED)	Summer Session in Asian Studies Course registration: JUN 17 (MON)-21 (FRI) Final examination: AUG 14 (WED)

**AUGUST**

1 (THU) -	SEPT27 (FRI)	Summer recess
	27 (TUE)	Grades available on Loyola (for senior and graduating students)
27 (TUE) -	28 (WED)	Deadline for request for grade review (for senior and graduating students)
late AUG -	early SEPT	Make-up examinations

**SEPTEMBER**

	10 (TUE)	Announcement of graduating students on Loyola
	11 (WED)	Grades/Self-evaluation/Category change available on Loyola (juniors)
	12 (THU)	Grades/Self-evaluation/Category change available on Loyola(sophomores)
	13 (FRI)	Grades/Self-evaluation/Category change available on Loyola (freshmen, exchange / non-degree students)
	20 (FRI)	Graduation ceremony
		Early graduation application deadline (for March graduation)
	27 (FRI)	Deadline for request for grade review (for 2013 spring courses)

## AUTUMN SEMESTER 2013 (September 21, 2013 - March 31, 2014)

2013

### SEPTEMBER

21 (SAT)	Entrance ceremony for new degree students Orientation for new students (degree, non-degree, exchange) English placement test
21 (SAT) - 29 (SUN)	Course registration (sophomores, juniors, seniors)
21 (SAT) - 25 (WED)	First lottery registration (sophomores, juniors, seniors)
22 (SUN)	Japanese placement test Chinese, French and Spanish placement interview
22 (SUN) - 29 (SUN)	Course registration (freshmen, exchange/non-degree students)
22 (SUN) - 25 (WED)	First lottery registration (freshmen, exchange/non-degree students)
24 (TUE) - 25 (WED)	Orientation camp for new degree students
26 (THU)	Results of First lottery registration available on Loyola Second lottery registration Individual advising for all students Guidance for transfer students
27 (FRI)	Results of Secondary lottery registration available on Loyola
27 (FRI) - 29 (SUN)	Final lottery registration (first-come-first-served basis)
28 (SAT)	Classes begin
30 (MON) - OCT1 (TUE)	Results of course registration available
30 (MON) - OCT4 (FRI)	Self-evaluation/Category change period (seniors)

### OCTOBER

2 (WED) - 4 (FRI)	Course adjustment
8 (TUE)	Final confirmation of course registration available on Loyola
9 (WED) - 11 (FRI)	Cancellation period
14 (MON)	Classes to be held
18 (FRI)	Tuition bill sent
31 (THU)	Virtual Friday*

### NOVEMBER

1 (FRI)	Tuition payment deadline
29 (FRI)	Leave of absence application deadline

### DECEMBER

5 (THU)	Sophomore guidance
6 (FRI) - 13 (FRI)	Withdrawal period
21 (SAT)	Make-up classes
22 (SUN) - JAN5 (SUN)	Winter recess

2014

### JANUARY

6 (MON)	Classes resume
10 (FRI)	Final exam schedule available on Loyola
11 (SAT)	Make-up classes
15 (WED)	Virtual Monday*
18 (SAT)	Make-up classes
23 (THU)	Classes end
24 (FRI) - 31 (FRI)	Final examinations

### FEBRUARY

1 (SAT) - MAR31 (MON)	Spring recess
mid to late February	Make-up examinations
27 (THU)	Grades available on Loyola (for senior and graduating students)
27 (THU) - MAR3 (MON)	Deadline for request for grade review (for senior and graduating students)

### MARCH

15 (SAT)	Announcement of graduating students on Loyola
16 (SUN)	Grades/Self-evaluation/Category change available on Loyola (juniors)
17 (MON)	Grades/Self-evaluation/Category change available on Loyola (sophomores)
18 (TUE)	Grades/Self-evaluation/Category change available on Loyola (freshmen, exchange/non-degree students)
27 (THU)	Graduation ceremony
31 (MON)	Early graduation application deadline (for September graduation)
31 (MON)	Deadline for request for grade review (for 2013 autumn courses)

\* Virtual days are scheduled so that each course is held a sufficient number of hours to fulfill the regulations set by the Ministry of Education, Culture, Sports, Science and Technology (MEXT).

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## HOLIDAYS AND NO-CLASS DAYS

### Spring Semester:

April 29 (Mon.)	Day of Showa (National Holiday)
May 3 (Fri.)	Constitution Day (National Holiday)
May 4 (Sat.)	Greenery Day (National Holiday)
May 6 (Mon.)	Public Holiday

### Autumn Semester:

November 1 (Fri.)	Foundation Day (School Holiday)
November 2 (Sat.)	Memorial Service (No-Class Day)
November 4 (Mon.)	Public Holiday
December 3 (Tue.)	St. Xavier's Day (School Holiday)
January 13 (Mon.)	Adults' Day (National Holiday)

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## CLASS CANCELLATIONS

Classes are normally held according to the academic calendar, but they may be cancelled 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 cancelled, so please make it a habit to check out Loyola before each class. You may check class cancellations on the day of the class also from your mobile phones.

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

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## MAKE-UP CLASSES

Make-up classes are normally held on predetermined dates scheduled in the Spring and Autumn Semesters, but other days may also be arranged for make-up classes. In both cases, the days for the 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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**SOPHIA UNIVERSITY**

**FACULTY OF LIBERAL ARTS**

**BULLETIN OF INFORMATION**

**2013-2014**

**Bulletin of Information 2013-2014**  
**Faculty of Liberal Arts**  
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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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## I. 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. Its aim is to prepare men and women coming from different countries to recognize in the different cultural traditions of the world 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’s founders, the faculty members represent 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.

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

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

The mission of the Faculty of Liberal Arts (FLA) and its Department of Liberal Arts is to prepare students of diverse background 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 enlarge students’ general knowledge, develop critical thinking, and nurture a broad, humanistic vision. All courses except language classes are conducted in

English, and different levels of courses in English composition, reading, and speaking equip students of divergent linguistic background to perform at an international academic level. A comprehensive Japanese-language program offers courses in advanced communication skills for native Japanese speakers as well as a full range of classes for non-native students. 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).



## II. REGULATIONS AND PROCEDURES

### GENERAL INFORMATION FOR FLA STUDENTS

#### **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 15 weeks of classes, including final examinations. To ensure that each course is held a sufficient number of hours to fulfill the regulations set by the MEXT, make-up class days to offset holidays may be scheduled during each term. For the Academic Year 2013, the following “virtual days” have been scheduled:

Virtual Monday: *April 30 (Tue.), 2013, January 15 (Wed.), 2014*

Virtual Friday: *October 31 (Thu.), 2013*

#### **Categories of Students**

##### **1. Degree Students**

Degree students are those who intend to graduate from Sophia. Freshmen degree students are admitted in both spring and autumn semesters. Transfer applicants are also considered for admission each semester.

##### **2. Non-Degree Students**

Non-degree students are those who enroll for one year to take courses and obtain credits but do not intend to earn an academic degree from Sophia. This status is applicable only to international students who enroll as full-time students. Non-degree students may be accepted for entrance in both the 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 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.

### 3. Non-Matriculated (*Jiyū rishū* 科目等履修生自由履修コース) Students

Non-matriculated (*jiyū rishū*) 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. Applications are accepted in late March for the spring semester and in early September for the autumn semester. In principle, non-matriculated (*jiyū rishū*) students are permitted to study at Sophia for one semester. *Jiyū rishū* students who wish to continue their studies must reapply during the *jiyū rishū* course application period.

#### Loyola Web Site

The Loyola web site for teachers and students enables students to:

- Search course schedule and classrooms
- Register and withdraw from courses (there are some exceptions)
- Check their registration status and grades
- Check information concerning cancelled classes, make-up classes, or notices on the web bulletin board through PCs and mobile phones
- Check progress toward fulfillment of graduation requirements using the self-evaluation system
- Update the registered data if there are any changes in student's or guarantor's address

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

## 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) except students who want to graduate early. 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, a 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. At the same time, students are urged to decide which language is to be counted for the general language requirement. Please note that there are rules concerning the general language requirement (see pp.32~33).

Students will be notified about the procedure during the first semester of the second year. Guidance for choosing a major (Sophomore Guidance) will be held every semester. For dates, see the Calendar for the academic year 2013. Students admitted as FLA transfer students at the junior level must indicate their intended major, fields and language at the time of entry.

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 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**

It is the student's responsibility to make sure that he/she has fulfilled all the requirements for graduation. To check their progress toward meeting graduation requirements, FLA students should regularly use the Loyola online self-evaluation system (Loyola, see p.4). Any problems arising from the self-evaluation must be resolved with the Center for Academic Affairs before registration in a student's last semester. Refer to the online handbook of the self-evaluation system for details.

### **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 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 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 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.
5. Transfer students are not eligible for early graduation.
6. If the student wants to withdraw the request, he/she must notify the Chairperson during the withdrawal period.

### **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:*

Up to 30 credits (nyūgakumae nintei) 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 pp.6~7).

#### *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 his/her previous university/college.

Hence acceptance as a third year student does not necessarily mean that you will automatically graduate in two years.

#### *Application for transfer of credits*

Students should apply for transfer of credits within three months of entering Sophia University. For that application, you need to bring the following documents from your previous university:

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

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

## COURSE REGISTRATION

### Course Registration Procedure and Schedule (SPRING & AUTUMN 2013)

Event		SPRING	AUTUMN
1. Individual Advising		April 8 (Mon.), 10:30 - 12:00	September 26 (Thu.), 10:30 - 12:00
2. Course Registration		Sophomores, Juniors & Seniors: April 3 (Wed.), 10:00 - April 14 (Sun.), 23:59  Freshmen, Exchange & Non-degree: April 4 (Thu.), 10:00 - April 14 (Sun.), 23:59	Sophomores, Juniors & Seniors September 21 (Sat.), 10:00 - September 29 (Sun.), 23:59  Freshmen, Exchange & Non-degree: September 22 (Sun.), 10:00 - September 29 (Sun), 23:59
3. First Lottery Registration	Period	Sophomores, Juniors & Seniors: April 3 (Wed.), 10:00 - April 8 (Mon.), 23:59  Freshmen, Exchange & Non-degree: April 4 (Thu.), 10:00 - April 8 (Mon.), 23:59	Sophomores, Juniors & Seniors: September 21 (Sat.), 10:00 - September 25 (Wed), 23:59  Freshmen, Exchange & Non-degree: September 22 (Sun.), 10:00 - September 25 (Wed.), 23:59
	Registration Results Available Online	April 9 (Tue.), 13:00	September 26 (Thu.), 13:00
4. Secondary Lottery Registration	Period	April 9 (Tue.), 13:00 - April 10 (Wed.) 23:59	September 26 (Thu.), 13:00 -23:59
	Registration Results Available Online	April 11 (Thu.), 13:00	September 27 (Fri.), 13:00
5. Final Lottery Registration (first-come-first-served bases)		April 11 (Thu.) 13:00- April 14 (Sun) 23:59	September 27 (Fri.) 13:00- September 29 (Sun.) 23:59
6. Beginning of Classes		April 12 (Fri.)	September 28 (Sat.)
7. Result of Course Registration Available Online		April 15 (Mon.), 10:00 - April 16 (Tue.), 23:59	September 30 (Mon.), 10:00 - October 1 (Tue.), 23:59
8. Self Evaluation & Category Changes via Loyola for Seniors		April 15 (Thu.), 10:00 - April 19 (Fri.), 23:59	September 30 (Mon.), 10:00 - October 4 (Fri.), 23:59
9. Course Adjustment		April 17 (Wed.), 10:00 - April 19 (Fri.), 23:59	October 2 (Wed.), 10:00 - October 4 (Fri.), 23:59
10. Final Confirmation of Course Registration Available Online		April 23 (Tue.), 13:00	October 8 (Tue.), 13:00
11. Cancellation Period		April 24 (Wed.) – 26 (Fri.) 17:00	October 9 (Wed.) – 11 (Fri.) 17:00
12. Withdrawal from Courses		June 7 (Fri.), 10:00 - June 12 (Wed.), 21:00	December 6 (Fri.), 10:00 - December 13 (Fri.), 21:00

### **1. Course Information / Registration Materials**

After the designated distribution period, the following materials will be available at the Center for Academic Affairs:

- FLA Bulletin of Information
- Sophia University Handbook of Course Registration (履修要覧) (available only in Japanese)  
(available on request for students registering for courses offered by other faculties and programs)

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

FLA Academic Record Sheet (for recording fulfillment of requirements)

### **2. 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. The dates for the 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. In planning their programs, students should pay attention to the following points:

### **3. 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 from other faculties and programs. Registration for more than 24 credits (or 20 credits in the case of freshmen) is not allowed. However, junior and senior students seeking certification as junior high school or high school teachers or as curators may register for additional credits required for such certification. They should consult with the Center for Certification Programs. If you would like to register for additional credits for other reasons, please consult with the FLA office.

### **4. 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.

## **5. Course Registration**

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

## **6. Lottery Courses**

Lottery courses are courses with limited class capacity, which include "Studies in Christian Humanism," Information Literacy (compulsory for students who entered before 2011), and courses which are held in computer rooms and CALL rooms.

The class capacity is indicated in the Remarks column on the course list. The first and secondary lottery will be conducted during the lottery registration period. The secondary lottery will be conducted only for the courses that did not reach capacity after the first lottery. In case a course does not reach its capacity after the second lottery, final lottery registration for the course becomes available on a first-come-first-served basis until the deadline of the regular course registration period. Students should be careful when they register for these courses since these courses cannot be deleted until the cancellation period.

## **7. FLA Core Courses**

Students who are scheduled to take FLA Core 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 (including Basic Skills), he/she must repeat and pass the course before proceeding to the next level. Neither cancellation nor withdrawal is allowed from FLA Core Program courses, including Basic Skills.

For details see page 38.

## **8. Courses offered by other faculties and programs**

In addition to FLA courses, students may take courses offered by other faculties and programs as a part of graduation requirement.

Except for compulsory courses such as "Studies in Christian Humanism", "Wellness, the Body and Culture" and language courses (French, Spanish, Chinese offered for FLA students and Japanese), most of the courses are conducted in Japanese. To register for courses offered in Japanese, a student must be a "graduate of a Japanese high school" (see p.59) or have demonstrated sufficient proficiency in Japanese by receiving a qualifying score on the Japanese Placement Test or passing JPN343, Reading and Writing 3.



Types of the courses offered by other faculties and programs

1. Zengaku Kyotsu Kamoku (全学共通科目=General Studies)
  - i. University wide General Studies Courses not offered by FLA  
These courses can be counted as FLA General Studies Electives only. (see p.37) The courses are listed in the 2013 履修要覧共通編 pp.138-150.
  - ii. Gaku-Zen Kamoku (学全科目)  
These courses may be counted as General Studies electives and Specialized Education electives courses. If a student takes these courses as Specialized Education electives courses, up to 16 credits can be included. (see pp.39-40)  
The courses are listed in the 2013 履修要覧共通編 pp.151-155.
2. Language
  - i. Japanese language courses
  - ii. Language courses for FLA students (conducted in English)
  - iii. Language courses (conducted in Japanese)
3. Specialized education courses offered by other faculties and programs  
If a student takes these courses as Specialized Education electives courses, up to 16 credits can be included. (see pp.39-40)  
Please check the course syllabus to know whether it is open to other departments' students.

## **9. Result of Course Registration**

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

## **10. Self Evaluation and Category Changes**

Students must check their own accumulated credits and adjust the category of courses via Loyola. Seniors ought to carefully use Loyola to confirm that their self-evaluation is accurate, especially the category into which a course is put.

## **11. Course Adjustment**

Students can change or add courses (except lottery courses) any number of times during this period. As this is the final chance to register for courses, be careful.

## **12. Final Confirmation of Course Registration**

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

**13. Cancellation Period**

If there are any errors in a student's course registration, he/she should apply for cancellation of course(s). Students are allowed to cancel with an approval from the Chair. This must be done before the end of the cancellation period. Note that only cancellations are allowed. **Under no circumstances may courses be added at this stage.**

**14. Withdrawal from Courses**

If a student decides after the cancellation period not to finish a course for which he/she has registered, the student should apply to withdraw from the course online (Loyola). If this notice is filed during the withdrawal period (see p.8), there will be no charge for the procedure; however, the student will be responsible for full payment of the tuition charged for the course. If a student discontinues attending a course and does not file a Notice of Withdrawal during the withdrawal period, he/she will receive an "F" for the course. The grade of "W" will not be calculated into the student's GPA, but an "F" will. Students may not withdraw from compulsory courses in Health and Physical Education (HPE), Information Literacy (if taken as a GS compulsory course), or from compulsory courses in the English Skills/FLA Core Program. For regulations on withdrawal from language courses offered by the Center for the Teaching of Foreign Languages in General Education, see p.33.

## EXAMINATIONS

### Final Examination Schedule

The final examination schedule will be announced on the Loyola bulletin board each semester from two weeks before the first day of final examinations. Students are responsible for noting accurately the dates and the times of the examinations for the courses in which they are enrolled. Basically, final exams in the Faculty of Liberal Arts are 90 minutes in length.

### 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 forgets his/her ID, he/she must obtain a Temporary ID Card (Fees : 500 yen) from the automatic certificate issuing machine on the 3rd floor in Building 2. 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 he/she has submitted his/her answer sheet.
6. Mobile phones must be turned off and kept in a 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, he/she 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 become 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 his/her 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.

## **Academic Dishonesty**

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

### **1. Cheating**

Cheating on examinations will result in students being suspended or dismissed from the university, depending on the seriousness of the offense.

1. The grade "F" will be entered on the students' record for the course.
2. The students' grades for other courses that have final written examinations during the final exam period will be cancelled.
3. Cheating on examinations other than the final will be handled by the faculty member conducting the examination.
4. Any scholarship the student is receiving from the university will also be cancelled.

### **2. Plagiarism**

Plagiarism will result in a failing grade for a course.

Plagiarism is defined as the use of the words or ideas of others, whether unintentional or deliberate, without proper acknowledgment. This includes claiming authorship for material taken from books and other publications and material found on the internet, as well as the use of papers purchased online or previously submitted by other students in the faculty.

Instructors who find evidence of plagiarism have the discretion to fail the student in all or part of the course.

When a student is unsure whether or not a particular behavior might constitute an act of plagiarism, he or she should seek clarification from a member of the faculty.

### **Make-up Exams**

If a student has a legitimate reason (such as illness, bereavement of third degree of kinship, natural disaster, delay in public transport service, or appointment as a citizen judge), he/she should submit a request for a make-up exam with a proof document to the Center for Academic Affairs. An application fee of ¥2,000 per course must be paid by the deadline. For further details and the deadline, please refer to the information released prior to the final exam through Loyola bulletin board or consult with the Center for Academic Affairs.

In case of an infectious disease, application for the make-up exams 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, please contact the Center for Academic Affairs before the end of the application period.

Please note that no professor will be obliged to accept any paper for a course after the specified due date.

## GRADES

### 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	

### 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.

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

**Grade Review**

Students must confirm their grades via Loyola at the end of the semester. If a student believes there may have been a mistake in the grades, he/she may submit a request for grade review 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 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.

*Deadline for Grade Review:*

*2013 Spring courses: September 27 (Fri.), 2013*

*For graduating students: August 27 (Tue.) - August 28 (Wed.), 2013*

*2013 Autumn courses: March 31 (Mon.), 2014*

*For graduating students: February 27 (Thu.) - March 3 (Mon.), 2014*

**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.57, Change in Course Number and/or Title).

**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.

**Attendance at Classes**

Students are expected to attend all classes except in cases of illness (See p.28 "Infectious diseases") 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.

## CHANGE IN STUDENT STATUS

### Leave of Absence

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

The period of leave of absence is not counted in the residence requirement and graduation will be delayed for the duration of absence. A student who is taking a leave of absence does not graduate in that term.

#### 1. Period of Leave of Absence

Leave of Absence may be requested per semester (Spring/Autumn semester). Leave of Absence may not extend over two sequential years or a total of 4 years (Article 32 University Regulations).

#### 2. Deadline to submit request

	Period of Leave of Absence	Deadline to submit request
Spring Semester	April 1 – September 20, 2013	May 31 (Fri), 2013
Autumn Semester	September 21, 2013 – March 31, 2014	November 29 (Fri), 2013

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 semester 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. The request for leave of absence may be submitted for two consecutive years of absence.

#### 3. Tuition and fees

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

#### 4. For foreign students with College Student visa

Students with College Student visa may lose the status of residence in Japan. For details, please consult with the Academic Records Section.

## **5. Resuming Studies**

When the period for 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 before the beginning of the semester.

- 1) Leave of Absence due to illness (attach supporting doctor’s certificate)
- 2) A student wishes to return to studies earlier than scheduled; permission for leave of absence is obtained for 2 or more semesters but student wishes to shorten the period of absence as the reason for taking the leave no longer exists (the period may not be shortened to less than one semester)

## **Withdrawal and Dismissal**

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

### **1. Date of withdrawal**

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

### **2. Voluntary withdrawal**

A student wishing to withdraw from university for certain reasons must consult the Department Chairperson, complete the "Request for withdrawal from the university"(退学願) and submit it to the Academic Records Section with the Student ID Card before the desired date of withdrawal.

### **3. 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 University Regulations applies  
Students who fail to obtain 32 credits or more including subjects specified by undergraduate departments in two consecutive academic years.
- 3) Failure to pay tuition and 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.



### **Change of Faculty/Department**

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

#### **Eligibility**

- 1) Student has completed or is expected to complete at least two years of study at the time of the requested change (period of leave of absence is not included)
- 2) Student has a 2.66 GPA or higher for credits obtained in University-wide General Studies (Zengaku Kyotsu).
- 3) Student satisfies all requirements set by the department he/she wishes to change to.
- 4) There is adequate reason for the change.

#### **Re-admission**

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.

#### **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.

## STUDY ABROAD PROGRAM

**1. Exchange Program:** Students participating in this program are regarded as simultaneously enrolled at Sophia and a foreign institution. 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.”

**2. 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. 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.”

\* For Program 1 and 2, students may study abroad for one year or one semester without taking a leave of absence.

**3. 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.

**4. Short-term Study Abroad Programs:** Sophia sends students to several intensive programs on specialized subjects at designated 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.

## **CERTIFICATION PROGRAMS**

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

Teacher Certification (教職課程) and Curator Certification (学芸員課程). These programs are taught only in Japanese. Students interested in these programs are strongly advised to attend the special guidance meeting held by the Center for Certification Programs. Notices will be posted on the bulletin board for Certification Programs. Further information may be obtained at the Center for Certification Programs.

For regulations about the credits for courses required for Teacher and Curator Certification, see p.40.

## TUITION AND FEES

### Tuition and Other Fees: Academic Year 2013

#### 1. Degree Students

Entrance Year	2013	2012	2011-2010	2009-	N.B
* Entrance Fee	¥270,000	---	---	---	
Tuition Fee (per credit)	¥30,800	¥30,800	¥30,800	¥30,800	(1)
* Building & Maintenance Fee (per semester)	¥90,000	¥90,000	¥90,000	¥90,000	
* Laboratory Fee (per semester)	¥10,750	¥10,750	¥10,750	¥10,750	(2)
* Correspondence Fee (including consumption taxes; per semester)	¥2,650	¥2,650	¥2,650	¥2,650	
* Orientation Fee	¥17,600	---	---	---	
* Alumni Association Fee (per year)	¥5,000	¥5,000	¥5,000	---	
* Due for Sophia University Student Health Insurance Mutual Union (per year)	---	---	¥2,000	¥2,000	
* Premium for Personal Accident Insurance for Students Pursuing Education and Research (4 years' coverage)	¥2,650	---	---	¥800	(3)

#### 2. Non-Degree Students

Entrance Year	2013	2012	2011	N.B
* Registration Fee (per year)	¥27,000	¥27,000	¥27,000	
Tuition Fee (per credit)	¥30,800	¥30,800	¥30,800	(1)
* Building & Maintenance Fee (per semester)	¥90,000	¥90,000	¥90,000	
* Laboratory Fee (per semester)	¥10,750	¥10,750	¥10,750	(2)

N.B.

Asterisks indicate fees that new students must pay prior to entrance to confirm intent to enroll in the university (*Nyūgaku-tetsuzuki-kin*). Some of these fees, such as the Entrance Fee, are required only once, at the time of entrance. Others, however, must be paid on a semester or annual basis throughout the student's period of enrollment.

Tuition and fees are not refundable under any circumstances.

Please note also the following specific points about the above chart (keyed by number):

- (1) Tuition Fees are revised annually in accordance with changes in personnel expenses and operating subsidy from the government.
- (2) The Laboratory Fee is revised annually in accordance with changes in the cost of utilities.
- (3) Students who entered in or before 2009 are required to pay ¥800 (one-year period) for Personal Accident Insurance for Students Pursuing Education and Research. (For more information about the coverage, see p.22)

## **Payment of Tuition and Fees**

### **1. Calculation of Tuition and Fees**

After final confirmation of course registration, a single adjusted bill will be issued, which will include all tuition and fees required for the term in question. (For first-term students the bill will include only tuition and the remaining fees that are not paid prior to the entrance. Once registered for a course, a student is responsible for the payment unless he/she cancels the course during the Course Adjustment Period or Cancellation Period. Students are responsible for paying for any course from which they withdraw after the Cancellation Period.

### **2. Issuance of Bills**

*Dates when bills of tuition and fees are sent:*

*Spring 2013: May 7 (Tue.), 2013*

*Autumn 2013: October 18 (Fri.), 2013*

A bill and remittance form will be mailed to the student's address on the dates indicated above. Any student who does not receive the bill within one week after its issuance should notify the Center for Academic Affairs.

### **3. Deadline for Full Payment**

*Deadline for full payment of tuition and fees:*

*Spring 2013: May 24 (Fri.), 2013*

*Autumn 2013: November 1 (Fri.), 2013*

Failure to complete payment will result in dismissal from the university.

Students who are experiencing financial difficulties should consult with the Center for Student Affairs for scholarship and other information.

### **4. Fees to Be Paid During a Leave of Absence**

During a leave of absence, the following fees must be paid by the tuition payment deadline:

Building and Maintenance Fee, Correspondence Fee, Alumni Association Fee, Due for Sophia University Student Health Insurance Mutual Union, and Premium for Personal Accident Insurance for Students Pursuing Education and Research.

## ANNOUNCEMENTS FROM UNIVERSITY OFFICES

### 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 online bulletin board. Some notices may also be posted on university bulletin boards (see p.91 the location of the bulletin boards). All students are strongly advised to check the Loyola and university bulletin boards regularly.

### Certificates

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

#### Certificates from the certificate issuance machine

Certificates	Fees	Day of issue	Notes
Certificate of Attendance (Japanese / English)	¥100	On the same day	Issuance machines are installed on: · 3rd floor, Bldg. No.2; · Mejiro Seibo Campus (in office center)  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)	¥100		
Student Discount Certificate (up to 10 per year)	free		
Medical Checkup Certificate (university designated form in Japanese only)	¥300		
Temporary Student ID Card (issued only during Final Exam period)	¥500		

Please follow the voice instructions of the certificate issuance machine on how to operate the machine.

- \* Student ID Card is required in order to have the certificate issued. The certificate issuance machine is available for current 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 the University guarantees the student's graduation.
- \* For the password, inquire at the Center for Academic Affairs, Academic Records Section.

Certificates issued at the office
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Certificates	Fees	Day of issue
Certificate of prospective acquisition of teacher's license	¥400	Takes 3 working days from the application date
Graduation / Degree Certificate (Japanese / English)	¥300	Application received → Day of issue
Certificates necessary for application of "Permission to change the status of residence" and "Permission to extend period of stay"	¥100	· Mon./Tue. → Fri · Wed./Thu. → following Mon. · Fri. → following Wed.
Re-issue of Student ID Card	¥800	On the same day

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

Office hours: Mon. - Fri. 9:30 - 11:30, 12:30 - 17:00

\* Any changes due to school events will be announced on Loyola.

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

### 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 or given to another person whatever the reasons may be. Return the Student ID Card to the university when you lose your student status by withdrawal from university.

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

- 1) to take the 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, 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 show when requested by a faculty member or staff of Sophia University

1. Valid Enrollment Sticker

Student ID Card is valid only with a current Enrollment Sticker (Zaiseki – kakunin Seal) affixed on the back. The Sticker is valid for one year; change to a valid current sticker at the beginning of each academic year. Notify the Academic Records Section if there are any changes in your address and commuting route or when there is no vacant column left in the commuting pass issue record.

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. Lost, damaged or defective Student ID Card

Request re-issue at the Academic Records Section; purchase fee payment sticker (800 yen) and place it on the designated form of “Request for re-issue of Student ID Card” (学生証再発行願).

### **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 a state of emergency.

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

1. One of the parents who lives in Japan.
2. A person who lives in Japan and earns his/her living independently.
3. One of the parents or a person who earns his/her living independently and who lives in a foreign country. (This option is only for non-Japanese students)

### **Change of Guarantor for Sophia University, Student’s Name, Other Changes**

If there are any changes in a student’s or guarantor’s address, renew the registered data on Loyola under the address registration menu. In case your guarantor’s address is outside Japan, submit a notification by designated form available at the Academic Records Section. If a student’s address is changed, receive a new enrollment sticker (Zaiseki-kakunin Seal) at the Academic Records Section.

If there is a change in the name of the student, submit a notification by designated form 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 full name, gender, date of birth of the student; permanent address, family relation information is not required).

If a student intends to change his/her guarantor, submit a notification by designated form available at the Academic Records Section. Only non-Japanese students can have a guarantor who lives outside Japan.

### **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 natural disasters such as typhoons, heavy rainfall, accidents or strikes, classes may be cancelled and exams rescheduled to another day. Such cancellation and changes will be announced on the university's official website, Loyola or official Facebook. Please be sure to look at them.

### **Infectious diseases**

A student is not allowed to attend school for a designated period of time to prevent the spread of the disease, when he or she has contracted one of the diseases the School Health Law (Gakko-Hoken-Anzen-Ho) prescribes as “Gakko Kansen-sho” (such as influenza, measles, whooping cough, German measles, mumps and chicken pox).

For a new infectious disease, special measures might be taken. Please look at Loyola for any notice from the university.

If a student has contracted such an infectious disease:

1. The student must follow physician’s instructions and stay home until there is no risk of infection.
2. The student must download the form “Doctor’s permission to return to campus” (Toko Kyoka Sho) from the university website or request the university Health Center to provide the form and then ask the physician to fill out the form and specify the date when one is permitted to return to school. (Other forms prepared by a hospital are acceptable if the period of required absence is clearly stated.)
3. The student must give the original copy of the form to the university Health Center. He or she is also required to give a photocopy of the form to the instructor of each course he or she is enrolled in.

It is the student's responsibility to inform the instructor about the situation when he or she returns to school. The Center for Academic Affairs does not pass on the messages to instructors.

### **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.

#### 1. 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.

#### 2. 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.

#### 3. 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.

#### 4. Handling of Absences

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

- a. Classes missed will not be counted as absences. Make-up opportunities will be determined by the faculty member.
- b. Quizzes: Make-up opportunities will be determined by the faculty member.
- c. Examinations: Student will be allowed to sit a make-up examination. The request for a make-up examination should be submitted in time.

### III. FACULTY OF LIBERAL ARTS CURRICULUM

The curriculum is divided into two parts:

General Studies (GS)  
Specialized Education (SE)

【For students who entered from 2011】

**General Studies** (全学共通科目 Zengaku Kyōtsū Kamoku) **30 credits**

Compulsory courses

① (必修科目 Hisshū Kamoku)

Language	8 cr
Health and Physical Education	2 cr

② (選択必修科目 Sentaku Hisshū Kamoku)

Studies in Christian Humanism	4 cr
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GS Distribution Courses	12 cr
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GS Electives (選択科目 Sentaku Kamoku)	4 cr
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**Specialized Education** (学科科目 Gakka Kamoku) **94 credits**

FLA Core Program

Thinking Processes	4 cr
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English Composition 1	4 cr
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English Composition 2	4 cr
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Public Speaking	4 cr
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Major Courses	48 cr
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SE Electives	30 cr
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A total of **124** credits is required for graduation

【For students who entered before 2011】

**General Studies** (全学共通科目 Zengaku Kyōtsū Kamoku) **32 credits**

Compulsory courses

① (必修科目 Hisshū Kamoku)

Language	8 cr
Health and Physical Education	2 cr
Information Literacy	2 cr

② (選択必修科目 Sentaku Hisshū Kamoku)

Studies in Christian Humanism	4 cr
GS Distribution Courses	12 cr

GS Electives (選択科目 Sentaku Kamoku) 4 cr

**Specialized Education** (学科科目 Gakka Kamoku) **92 credits**

FLA Core Program

Thinking Processes	4 cr
English Composition 1	4 cr
English Composition 2	4 cr
Public Speaking	4 cr

Major Courses 48 cr

SE Electives 28 cr

A total of **124** credits is required for graduation

## GENERAL STUDIES

### STUDIES IN CHRISTIAN HUMANISM

Two courses in the category “Studies in Christian Humanism” (キリスト教人間学) for a total of 4 credits are compulsory for all students who are enrolled in the Faculty of Liberal Arts. Normally, students must take one course in their first semester and another the second semester.

Philosophy of the Human Person***	2cr
Philosophy of Human Rights and Human Dignity*	2cr
Philosophy of Human Violence***	2cr
Philosophy of Love**	2cr
Foundations : Territory & Sacred Space**	2cr
Modern Philosophy*	2cr

\*offered in the spring semester

\*\*offered in the autumn semester

\*\*\*offered in the spring & autumn semester

Please note that places in these courses will be chosen by lottery so students should register for these courses during the **lottery registration period**. Details will be announced in the “Course Registration Procedures” on Loyola bulletin board (Academic Services).

#### **For students who entered before 2010 and have not yet taken Philosophical Anthropology 1 and 2:**

Philosophical Anthropology 1 and 2 are no longer offered. The students who have not yet taken or have failed them must take a total of two courses from the above list, but can take only one Christian Humanism course in a semester.

The students should register for these courses during the lottery registration period.

## LANGUAGES

Students must complete 8 credits in one language chosen from among the languages offered in the university’s language program:

- **Chinese, French, Japanese, Spanish** (offered by the Center for Language Education and Research)

- **Arabic, German, Indonesian, Italian, Korean, Latin, Portuguese, Russian, Tagalog** (offered by the Center for the Teaching of Foreign Languages in General Education)

N.B.

1. Students are encouraged to select a language that they have not previously studied. A student who chooses a language he or she has studied previously and is placed at an advanced level may encounter difficulties in completing the required 8 credits in one language.
2. The language required for non-native speakers of Japanese is Japanese unless they demonstrate sufficient proficiency on the Japanese Placement Test. Citizenship is not a consideration in determining whether a student is a native or non-native speaker.
3. Students who are assigned to Japanese language track 3 (Japanese Reading and Writing Courses) (see p.62) on the basis of the Japanese placement test and want to choose Japanese to fulfill their language requirements must obtain approval from the coordinator of the Japanese Language Program. For procedure, please consult with the FLA Office.
4. Language courses must be taken in the correct sequence. Credit will not be counted for a language course of a level lower than one taken previously for the graduation requirement.
5. Students who wish to continue study of a language other than Japanese beyond the required 8 credits may include additional credits in their SE Electives as specified below:
  - a. Up to 4 credits of advanced courses in the same language selected to fulfill the language requirement may be included in the student's SE Electives.
  - b. Up to 8 credits in a second language may be included as SE Electives.
  - c. Apart from Japanese, the credits for a third language cannot be counted for graduation.
6. Students who entered from 2011, whether native or non-native speakers, may include up to a total of 30 credits in Japanese as SE Electives. For those who entered before 2011, 28 credits in Japanese may be counted as SE Electives.
7. In principle, no withdrawals are allowed for language courses except for Chinese, French, Japanese and Spanish offered by the Center for Language Education and Research. If a student withdraws from such a class, he/she may not subsequently choose that language to fulfill the language requirement.

## HEALTH AND PHYSICAL EDUCATION

“Wellness, the Body and Culture” (ウエルネスと身体), 2 credits, is compulsory for all students entering from 2009. This course should be taken in the semester the student enters the university. The compulsory course in Health and Physical Education for students who entered between 2006 and 2008 is “Theory and Practice of Wellness” (ウエルネスの理論と実践); students who have not taken this course should take “Wellness, the Body and Culture” (ウエルネスと身体). The course will be offered in Japanese and English every semester. Students will be assigned to the appropriate class. An adapted course for students with disabilities will be offered every autumn semester. Details will be announced in the “Course Registration Procedures” on Loyola bulletin board (Academic services). Neither cancellation nor withdrawal is allowed for compulsory H.P.E. courses.

### • Class

Students entering in 2013 will be assigned to one of the class sections.

**The class assignment will be posted on Loyola. You should check the bulletin board and make sure to register for the course that you are assigned.**

### • Day & Time

**Common to all sections: Wednesday, 13:30-15:00**

**Bring a photo (3×3 cm) and a pen at the first class session.**

\*For students with disabilities. “Wellness, the Body and Culture” Adapted class will be held on Thursday at 11:00-12:30 in autumn semester.

\*For students who entered between 2009 and 2012 and have not completed “Wellness, the Body and Culture”, students who entered between 2006 and 2008 and have not completed “Theory and Practice of Wellness”(ウエルネスと理論の実践), and transfer students who have not completed compulsory HPE.

Those students should take ‘Wellness, the Body and Culture’, and have to register a course after receiving a permission sheet from the Department of Health and Physical Education to register for the course, and the sheet must be submitted to the Center for Academic Affairs. Students who entered between 2006 and 2012 cannot register online via Loyola.



## INFORMATION LITERACY

“Information Literacy”(情報リテラシー), 2 credits, is compulsory for students who entered before 2011. For students who have not yet taken Information Literacy, it will be offered in spring and autumn semester 2013. Students can choose a course offered in English or Japanese. Students should register during the lottery registration period. Neither cancellation nor withdrawal is allowed for this course. Details will be announced in the “Course Registration Procedures” on Loyola bulletin board (Academic Services).

## GS DISTRIBUTION AND ELECTIVE COURSES

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. Students must take one course from each of the three categories of GS Distribution Courses (Legacy of the Past, Cultural Traditions, and Contemporary World) for a total of 12 credits. In addition to the 12 credits of GS Distribution Courses, students must take a further 4 credits as GS Electives. These 4 credits may be chosen from (a) any of the three categories of GS Distribution Courses, (b) FLA General Studies Elective Courses, or (c) any courses listed in the university-wide General Studies Program as Zengaku Kyōtsū Kamoku (全学共通科目).

Some 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.

## CATEGORIES AND LIST OF COURSES

### GENERAL STUDIES DISTRIBUTION COURSES

**Legacy of the Past:** The courses in this category introduce students to the experiences of different human societies, from ancient times to more recent periods. They look at the development of institutional, intellectual, and social patterns that continue to influence our ways of thinking and acting today.

HST201, 202	History of Western Civilization 1, 2
HST251, 252	Development of Japanese Civilization 1, 2
HST261, 262	History of Chinese Civilization 1, 2

**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, philosophic concepts, works of art, systems of belief, and symbolic structures.

ART201	Introduction to Art History
ART230	Introduction to Asian Art
ART250	Introduction to Japanese Art
LIT201	Literary Genres
LIT202	Introduction to the Performing Arts
LIT231	Introduction to Japanese Literature
RPH201	Introduction to Philosophy
RPH202	Fundamentals of Religion
RPH203	Religion, Culture, and Society

**Contemporary World:** Social, 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.

ANT202	Cultural and Social Anthropology
ANT220	Anthropology of Japan
ANT230	Culture and Identity
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
SOC201	Introduction to Sociology
SOC222	Introduction to Contemporary Chinese Society
SOC223	Globalization and Society

### **GENERAL STUDIES ELECTIVE COURSES**

COM211	Computer Studies 1*
COM212	Computer Studies 2*
COM213	Computer Studies 3*
COM214	Computer Studies 4*
ENV131	Environmental Issues 1
GEO201	Human Geography
GEO202	Geography
LNG210	Introduction to Linguistics
MTH101	College Mathematics
MTH111	Mathematics and Statistics for Business and Economics

\*N.B. These courses carry 2 credits each.

Note that there are changes in the list of FLA GS Distribution and Elective Courses. The courses will only be counted as GS Electives if they were taken in the year when they were listed as GS Electives. They may still be counted as SE Electives.

## SPECIALIZED EDUCATION

### 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 Test and Course Assignments**

Incoming students will be given an English placement test and, on the basis of the results, will be assigned to English Composition 1 or 2 or given a waiver for the course. To fulfill the total number of credits needed for graduation, students given a waiver for English Composition 1 or 2 should take an equivalent number of credits as additional SE Electives. Any student who does not demonstrate the English skills necessary to take English Composition 1 will first be required to take Basic Skills courses in writing and/or reading comprehension (2 credits each). These courses will count towards graduation as SE Electives.

#### **Course Registration for FLA Core Courses**

1. Students who are scheduled to take FLA Core 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 a student fails a Core Program course (including Basic Skills), he/she 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 Basic Skills.

## MAJOR COURSES

The Department of Liberal Arts offers three majors:

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

Students must choose a major at the end of their third term and meet its requirements. Each major requires students to complete 48 credits. For details, see the sections pp.41~51.

## SPECIALIZED EDUCATION ELECTIVES

Students should take as SE Electives a total number of 30 credits chosen from the Specialized Education courses offered by the Faculty of Liberal Arts or other faculties and programs of the university. Those who entered before 2011 should take 28 credits as SE Electives.

N.B.

1. **Students may count as SE Electives a maximum of 8 credits chosen from courses included on the list of FLA General Studies Courses (see pp. 36~37).**
2. **Students may count as SE Electives a maximum of 16 credits chosen from courses offered by other faculties and programs of the university (including Gakuzen Kamoku (学全科目)).** If a student chooses to study a language, the credits taken in that language will not be included in the 16-credit limit. Regulations apply to the language requirement. Please see page 33 for more details.
3. There are regulations concerning the number of credits in language courses that may be counted as SE Electives (see pp.32~33.).
4. Second-term first-year students and above may count credits earned in the Summer Session as SE Electives.
5. Zengaku Kyōtsū Kamoku (全学共通科目) courses with course numbers (科目コード) starting with 0 or GS offered by the university-wide General Studies Program (see 2013 年度履修要覧共通編 pp.138~150) may not be counted as SE Electives.

6. Credits in courses with course numbers (科目コード) starting with 62 taken in the programs for certification as junior and high school teachers (教職課程) or as curators (学芸員課程) (see 2013 年度履修要覧課程編) may not be counted as fulfilling the credits required for graduation. The tuition for these courses will be waived.

Courses	SE electives	Remarks
FLA General Studies courses	○	8 credits maximum See pp.36-37 for course list
University-wide Zengaku Kyotsu Kamoku (全学共通科目)	×	See 2013 年度履修要覧共通編 pp.138-150 for course list
Studies in Christian Humanism	×	
Specialized education courses offered by other faculties (including Gakuzen Kamoku)	○	16 credits maximum
Language courses	○	Japanese, second language, advanced level of the language selected for the language requirement may be included. See pp.32-33 for regulations in detail concerning credits
Sophia Summer Session courses	○	
Credits in course numbers starting with 62 (courses in the programs for certification as junior and high school teachers or as curators 教職課程、学芸員課 程)	×	See 2013 年度履修要覧課程編

## MAJOR COURSES

### COMPARATIVE CULTURE

The Comparative Culture major emphasizes interdisciplinary approaches to knowledge within three fields: art history, literature, and religion-philosophy. Students take 48 credits in the major distributed among a primary and secondary field. The primary field consists of 36 credits in one of the above three fields. At least 4 credits in the primary field should be a 400-level course. The secondary field consists of 12 credits taken in another field.

#### GENERAL REQUIREMENTS

		cr	total
Requirements for the Primary Field	Compulsory Courses		
	One 200-level Course	4	36
	One 400-level Course	4	
	Elective Comparative Culture Courses	28	
Requirements for the Secondary Field	Compulsory Course	4	12
	Elective Comparative Culture Courses	8	
Total			48

## COMPARATIVE CULTURE FIELDS

### ART HISTORY

The discipline of art history covers all fields of art: from sculpture, architecture, painting, and crafts, to applied and industrial arts. Art is 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.

#### For students entering from 2009

		cr	total
As Primary Field	Compulsory Courses		
	ART201, ART230, or ART250	4	36
	One 400-level Art Course	4	
	Elective Art Courses	28	

		cr	total
As Secondary Field	Compulsory Course		
	ART201, ART230, or ART250	4	12
	Elective Art Courses	8	

#### For students entering before 2008

		cr	total
As Primary Field	Compulsory Courses		
	ART201	4	36
	One 400-level Art Course	4	
	Elective Art Courses	28	

		cr	total
As Secondary Field	Compulsory Course		
	ART201	4	12
	Elective Art Courses	8	



## LITERATURE

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 students' appreciation of the vastness of the human imagination while training them in close textual analysis, critical theory, and cultural discourse.

		cr	total
As Primary Field	Compulsory Courses		36
	LIT201, LIT202, or LIT231	4	
	One 400-level Literature Course	4	
	Elective Literature Courses	28	

		cr	total
As Secondary Field	Compulsory Course		12
	LIT201, LIT202, or LIT231	4	
	Elective Literature Courses	8	

## RELIGION-PHILOSOPHY

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
As Primary Field	Compulsory Courses		36
	RPH201, RPH202, or RPH203	4	
	One 400-level RPH Course	4	
	Elective RPH Courses	28	

		cr	total
As Secondary Field	Compulsory Course		12
	RPH201, RPH202, or RPH203	4	
	Elective RPH Courses	8	

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.

course no.	course title	cr
HST412	READINGS IN EUROPEAN SOURCES	4
HST439	ISSUES IN JAPANESE THOUGHT	4
HST445	RELIGION AND SOCIETY IN JAPAN	4
POL301	CLASSICAL WESTERN POLITICAL THEORY	4

## 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 履修要覧学科科目編 (rishūyōran gakkakamokuhen), and course syllabi on the Loyola system. 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
403101	History of Economics 1 経済学史 I	2	経済学科
403102	History of Economics 2 経済学史 II	2	経済学科
407403	Econometrics 計量経済学	4	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
430801	Logistics ロジスティクス	4	経営学科
433300	Direct Marketing ダイレクト・マーケティング	2	経営学科
438410	Auditing 1 監査論 I	2	経営学科
438420	Auditing 2 監査論 II	2	経営学科

## 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 with 36 being in the primary field and 12 in the secondary field of a student's choosing. The distribution of compulsory courses varies among the different fields.

### GENERAL REQUIREMENTS

		cr	total
Requirements for the Primary Field	Compulsory Courses 200-level courses 300-level courses 400-level courses  Elective Social Studies Courses	Please refer to page 48~51	36
Requirements for the Secondary Field	Compulsory Course Elective Social Studies Courses	Please refer to page 48~51	12
Total			48

## SOCIAL STUDIES 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.

### ANTHROPOLOGY-SOCIOLOGY

As Primary Field		cr	total
	Compulsory Courses		
	Two 200-level Anthropology/Sociology Courses including either ANT202 or SOC201	8	36
	One Methods Course chosen from ANT313, 315, 316, SOC312, 316, IBE340	4	
	One 400-level Anthropology/Sociology Course	4	
Elective Anthropology/Sociology Courses	20		
As Secondary Field		cr	total
	Compulsory Course: ANT202 or SOC201	4	12
	Elective Anthropology/Sociology Courses	8	

N.B.

From 2010, ANT314 is not offered. ANT314 taken before 2009 may still be counted as a Methods course.

The following courses offered by the FLA International Business and Economics Area are cross-listed as FLA anthropology/sociology courses. Students may include these courses as elective courses. IBE340 may be also counted as a methods course.

course no.	course title	cr
IBE340	Economic Statistics	4
IBE426	The Rise of Japanese Industry	4

## HISTORY

The study of history encourages students to think in critical ways about the human past and the patterns of development that have created the modern world. In its methods and approaches, history stands at the intersection of the social sciences and humanities. The heart of the historical enterprise is the selection, classification, and interpretation of data about the past, and the forming of it through this process into a historical narrative. Together with the training they receive in these analytical procedures, students gain experience in examining intellectual, diplomatic, economic, and social developments from a cross-cultural perspective.

As Primary Field		cr	total
	Compulsory Courses Two 400-level History Courses Elective History Courses	8 28	36
As Secondary Field		cr	total
	Elective History Courses	12	12

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 履修要覧学科科目編 (rishūyōran gakkakamokuhen) and course syllabi on the Loyola system. 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
160711	Problems in History 歴史学をめぐる諸問題	2	史学科
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
506608	Topics in American History I 米国史特講 I	2	英語学科
506609	Topics in American History II 米国史特講 II	2	英語学科

\* not offered in 2013



## 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		
	Any two of POL201, POL205, or POL210	8	36
	Two 400-level Political Science Courses	8	
Elective Political Science Courses	20		

		cr	total
As Secondary Field	Compulsory Course		
	POL201, POL205, or POL210	4	12
	Elective Political Science Courses	8	

From 2011, IBE470 is not offered. IBE470 taken before 2011 may still be counted as an elective course.

The following course offered by the Faculty of Foreign Studies is cross-listed as a FLA political science course for 2013. In 2013 one 4 credit political science course from the Faculty of Foreign Studies has been cross-listed as an elective. Those who took the courses listed below in the past may still count them as electives (up to 8 credits).

- European Politics 1,    • Foreign Policy 1, 2,    • Peace Research

For details on the course refer to the 履修要覧学科科目編 (rishūyōran gakkakamokuhen), and course syllabus on the Loyola system. 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
604522	Seminar (International Relations A) 演習(国際関係論A)	4	国際関係副専攻

## FLA COURSE LIST

Course CD	Course Title	Cr.	Semester offered	Instructor	Student year	Remarks
<b>GENERAL STUDIES</b>						
<b>GENERAL STUDIES ELECTIVES</b>						
<small>SPR: Spring AUT: Autumn blank: not offered in 2018</small>						
COM211	COMPUTER STUDIES 1	2	SPR	BOSSIEUX ERIC*	1+2+3+4	[40] A class
COM211	COMPUTER STUDIES 1	2	SPR	ASHTON HUGH*	1+2+3+4	[40] B class
COM212	COMPUTER STUDIES 2	2	SPR	ASHTON HUGH*	1+2+3+4	[40] A class
COM213	COMPUTER STUDIES 3	2	AUT	BOSSIEUX ERIC*	1+2+3+4	[40] A class
COM213	COMPUTER STUDIES 3	2	AUT	BOSSIEUX ERIC*	1+2+3+4	[40] B class
COM214	COMPUTER STUDIES 4	2	AUT	BOSSIEUX ERIC*	1+2+3+4	[40] A class
ENV131	ENVIRONMENTAL ISSUES 1	4	AUT	CAVASIN NATHALIE*	1+2+3+4	
GEO201	HUMAN GEOGRAPHY	4	AUT	CAVASIN NATHALIE*	1+2+3+4	
GEO202	GEOGRAPHY	4	SPR	CAVASIN NATHALIE*	1+2+3+4	
LNG210	INTRODUCTION TO LINGUISTICS	4	AUT	MOTOHASHI TATSUSHI	1+2+3+4	
MTH101	COLLEGE MATHEMATICS	4	SPR	MURAKAMI JUNKO*	1+2+3+4	
MTH111	MATHEMATICS AND STATISTICS FOR BUSINESS AND ECONOMICS	4	SPR	MURAKAMI JUNKO*	1+2+3+4	[40]
MTH111	MATHEMATICS AND STATISTICS FOR BUSINESS AND ECONOMICS	4	AUT	OZAKI VALERIE	1+2+3+4	[40]

**SPECIALIZED EDUCATION****FLA CORE PROGRAM**

ENG001	BASIC SKILLS (WRITING)	2	SPR/AUT	FACULTY	1	
ENG002	BASIC SKILLS (READING)	2	SPR/AUT	FACULTY	1	
ENG111	ENGLISH COMPOSITION 1	4	SPR/AUT	FACULTY	1	
ENG112	ENGLISH COMPOSITION 2	4	SPR/AUT	FACULTY	1	
ENG115	PUBLIC SPEAKING	4	SPR/AUT	FACULTY	2	
THP101	THINKING PROCESSES	4	SPR/AUT	FACULTY	1	

**COMPARATIVE CULTURE**

ART201	INTRODUCTION TO ART HISTORY	4	AUT	HAYASHI MICHIO	1+2+3	2
ART230	INTRODUCTION TO ASIAN ART	4	SPR	YATSUNAMI HIROKAZU*	1+2+3	2
ART250	INTRODUCTION TO JAPANESE ART	4	SPR	HIRASAWA CAROLINE	1+2+3	2
ART301	SURVEY OF WESTERN ART 1	4		HAYASHI MICHIO	2+3+4	*
ART302	SURVEY OF WESTERN ART 2	4	SPR	KONDO GAKU*	2+3+4	*
ART321	SURVEY OF JAPANESE ART 1	4	AUT	YATSUNAMI HIROKAZU*	2+3+4	
ART322	SURVEY OF JAPANESE ART 2	4		HIRASAWA CAROLINE	2+3+4	*
ART331	SURVEY OF CHINESE ART 1	4		KOBAYASHI HIROMITSU	2+3+4	*
ART332	SURVEY OF CHINESE ART 2	4	AUT	KOBAYASHI HIROMITSU	2+3+4	*
ART351	STUDIES IN ART HISTORY	4		HAYASHI MICHIO	2+3+4	*
ART352	HISTORY AND THEORY OF ARCHITECTURE	4	SPR	KUROISHI IZUMI*	2+3+4	
ART361	STUDIES IN JAPANESE ART HISTORY 1	4	SPR	MURAI NORIKO	2+3+4	
ART365	STUDIES IN JAPANESE ART HISTORY 2	4		MURAI NORIKO	2+3+4	*
ART375	TOPICS IN JAPANESE ART HISTORY	4	AUT	MURAI NORIKO	2+3+4	*
ART435	TOPICS IN CHINESE ART HISTORY	4	SPR	KOBAYASHI HIROMITSU	3+4	★
ART436	CHINESE WOODBLOCK ILLUSTRATION	4		KOBAYASHI HIROMITSU	3+4	*
ART451	COMPARATIVE ART HISTORY 1	4		HIRASAWA CAROLINE	3+4	*
ART452	COMPARATIVE ART HISTORY 2	4	AUT	HIRASAWA CAROLINE	3+4	*
ART461	SEMINAR IN ART HISTORY 1	4	AUT	HAYASHI MICHIO	3+4	★
ART482	SEMINAR IN JAPANESE ART HISTORY	4	AUT	MURAI NORIKO	3+4	
LIT201	LITERARY GENRES	4	AUT	KONO SHION	1+2+3	2
LIT202	INTRODUCTION TO THE PERFORMING ARTS	4	AUT	BOYD MARIKO	1+2+3	2
LIT231	INTRODUCTION TO JAPANESE LITERATURE	4	SPR	JOHNSON JEFFREY*	1+2+3	2
LIT303	CULTURAL ENCOUNTERS AND LITERATURE	4		KONO SHION	2+3+4	*
LIT311	THE BEST OF BRITISH LITERATURE	4	SPR	BOYD MARIKO	2+3+4	*
LIT312	20TH-CENTURY BRITISH LITERATURE	4		BOYD MARIKO	2+3+4	*
LIT320	AMERICAN POETRY	4	AUT	WITMER ROBERT	2+3+4	*

Course ID	Course Title	Cr.	Semester offered	Instructor	Student year	Remarks
LIT322	CONTEMPORARY LITERATURE	4		KONO SHION	2·3·4	*
LIT324	LITERATURE AND FILM	4	SPR	MCCARTHY PAUL*	2·3·4	*
LIT331	SURVEY OF JAPANESE LITERATURE 1	4	AUT	THOMPSON MATHEW	2·3·4	
LIT332	SURVEY OF JAPANESE LITERATURE 2	4		THOMPSON MATHEW	2·3·4	*
LIT344	COMPARATIVE LITERATURE	4	AUT	JOHNSON JEFFREY*	2·3·4	
LIT350	TOPICS IN THE PERFORMING ARTS	4	SPR	BOYD MARIKO	2·3·4	
LIT365	TOPICS IN JAPANESE LITERATURE 1	4		STAFF	2·3·4	*
LIT366	TOPICS IN JAPANESE LITERATURE 2	4	AUT	MACCARTHY PAUL*	2·3·4	*
LIT370	CREATIVE WRITING	4		WITMER ROBERT	2·3·4	*
LIT435	MODERN JAPANESE FICTION 1	4	SPR	YIU ANGELA	3·4	*
LIT436	MODERN JAPANESE FICTION 2	4		YIU ANGELA	3·4	*
LIT445	SAMURAI IN LITERATURE AND HISTORY	4	AUT	THOMPSON MATHEW	3·4	*
LIT446	MODERN WESTERN LITERATURE	4	SPR	KONO SHION	3·4	*
LIT450	CONTEMPORARY JAPANESE THEATER	4		BOYD MARIKO	3·4	*
RPH201	INTRODUCTION TO PHILOSOPHY	4	SPR	ROBOUAM THIERRY	1·2·3	2
RPH202	FUNDAMENTALS OF RELIGION	4	SPR	MURAKAMI TATSUO	1·2·3	2
RPH203	RELIGION, CULTURE, AND SOCIETY	4		STAFF	1·2·3	2
RPH302	CONTEMPORARY ISSUES IN RELIGION AND SOCIETY	4	AUT	SHIMADA YUKI*	2·3·4	
RPH303	THE ENCOUNTER OF RELIGIONS IN THE MODERN WORLD	4		MURAKAMI TATSUO	2·3·4	*
RPH311	RELIGIOUS BIOGRAPHIES: BUDDHA AND CHRIST	4	AUT	ROBOUAM THIERRY	2·3·4	
RPH316	INDIAN THOUGHT AND CULTURE 1	4		VELIATH CYRIL	2·3·4	*
RPH335	RELIGION, CONFLICT, AND VIOLENCE	4	SPR	MURAKAMI TATSUO	2·3·4	
RPH341	JAPANESE RELIGIONS	4	AUT	GAITANDIS IOANNIS*	2·3·4	
RPH351	RELIGION AND THE ARTS	4		GARDNER RICHARD	2·3·4	
RPH352	JAPANESE RELIGION AND THE ARTS	4	AUT	LEVERING MIRIAM*	2·3·4	
RPH361	BUDDHIST TRADITIONS	4	AUT	ROBOUAM THIERRY	2·3·4	
RPH401	INDIGENOUS RELIGION	4	AUT	MURAKAMI TATSUO	3·4	*
RPH403	MYTHS AND LEGENDS IN INDIAN ARTISTIC HISTORY	4		VELIATH CYRIL	3·4	*
RPH410	RELIGION, MODERNITY, & COLONIALISM	4		MURAKAMI TATSUO	3·4	*
RPH414	COMPARATIVE RELIGION AND CULTURE	4	SPR	OMORI HISAKO*	3·4	*
RPH417	INDIAN THOUGHT AND CULTURE 2	4	SPR	VELIATH CYRIL	3·4	*
RPH435	SYMBOL AND RELIGION	4	AUT	GARDNER RICHARD	3·4	*
RPH437	PHILOSOPHICAL APPROACHES TO BUDDHISM	4	SPR	ROBOUAM THIERRY	3·4	
RPH444	INDIAN MYSTICISM	4	AUT	VELIATH CYRIL	3·4	*
RPH455	SACRED SPACE AND TIME	4		GARDNER RICHARD	3·4	*
RPH480	CHRISTIANITY AND JAPANESE CULTURE	4		STAFF	3·4	*
<b>INTERNATIONAL BUSINESS AND ECONOMICS</b>						
IBE200	PRINC OF MICROECONOMICS	4	SPR	ASANO AKIHIITO	1·2·3	3
IBE200	PRINC OF MICROECONOMICS	4	AUT	KONISHI YOSHIFUMI	1·2·3	3
IBE201	PRINC OF MACROECONOMICS	4	SPR	KOSAKA MICHIRU	1·2·3	3
IBE201	PRINC OF MACROECONOMICS	4	AUT	ISAKA NAOTO	1·2·3	3
IBE300	PRINCIPLES OF MANAGEMENT	4	SPR	HAGHIRIAN PARISSA	2·3·4	
IBE303	MANAGEMENT INFORMATION SYSTEMS	4	AUT	SINGH MAHENDRA*	2·3·4	
IBE305	INTRODUCTION TO ACCOUNTING	4	AUT	UENISHI JUNKO	2·3·4	
IBE306	MANAGEMENT ACCOUNTING	4	SPR	UENISHI JUNKO	2·3·4	
IBE310	FINANCIAL MANAGEMENT	4	SPR	ISAKA NAOTO	2·3·4	
IBE311	INTERMEDIATE MICROECONOMICS	4	AUT	ASANO AKIHIITO	2·3·4	
IBE315	MARKETING	4	SPR	MORIMOTO MARIKO	2·3·4	
IBE316	PUBLIC ECONOMICS	4	SPR	KONISHI YOSHIFUMI	2·3·4	
IBE320	HUMAN RESOURCE MANAGEMENT	4	SPR	HAGHIRIAN PARISSA	2·3·4	
IBE322	INTERNATIONAL TRADE	4	SPR	ASANO AKIHIITO	2·3·4	
IBE323	INTERNATIONAL FINANCE	4	AUT	KOSAKA MICHIRU	2·3·4	
IBE326	MONEY AND BANKING	4	SPR	ISAKA NAOTO	2·3·4	
IBE330	ECONOMIC DEVELOPMENT	4	AUT	KONISHI YOSHIFUMI	2·3·4	
IBE331	INDUSTRIAL ORGANIZATION	4	AUT	OKADA YOSHITAKA	2·3·4	
IBE340	ECONOMIC STATISTICS	4	SPR	OZAKI VALERIE	2·3·4	[40]
IBE345	NGO MANAGEMENT	4	SPR	MCJILTON CHARLES*	2·3·4	
IBE351	INTERNATIONAL MARKETING	4	AUT	MORIMOTO MARIKO	2·3·4	
IBE353	INTERNATIONAL BUSINESS	4	AUT	OKADA YOSHITAKA	2·3·4	
IBE356	CONSUMER BEHAVIOR	4	AUT	MORIMOTO MARIKO	2·3·4	*
IBE405	QUANTITATIVE APPROACHES TO MANAGEMENT	4	SPR	OZAKI VALERIE	3·4	*[40]
IBE426	THE RISE OF JAPANESE INDUSTRY	4	SPR	OKADA YOSHITAKA	3·4	

Course CD	Course Title	Cr.	Semester offered	Instructor	Student year	Remarks
IBE430	ECONOMIC SURVEY OF CONTEMPORARY JAPAN	4	AUT	KOSAKA MICHIRU	3-4	
IBE431	CORPORATE STRATEGY	4	AUT	LIU SIMON*	3-4	
IBE434	ADVANCED MACROECONOMICS	4		KOSAKA MICHIRU	3-4	*
IBE435	SEMINAR IN BUSINESS	4	AUT	HAGHIRIAN PARISSA	3-4	*
IBE445	MANAGEMENT IN JAPAN	4	AUT	HAGHIRIAN PARISSA	3-4	
IBE455	HUMAN RESOURCE MANAGEMENT IN JAPAN	4	SPR	DEBROUX PHILIPPE*	3-4	
IBE462	ECON OF NATURAL RESOURCES & ENVIRONMENT	4		KONISHI YOSHIFUMI	3-4	*
IBE464	ADVERTISING	4		MORIMOTO MARIKO	3-4	*
IBE469	INSTITUTIONS & DEVELOPMENT MANAGEMENT	4	SPR	OKADA YOSHITAKA	3-4	*
IBE476	BUSINESS AND ECONOMIC FORECASTING	4	AUT	OZAKI VALERIE	3-4	[40]
IBE477	STRATEGIC THINKING	4	AUT	ASANO AKIHIITO	3-4	*
IBE486	TOPICS IN FINANCE	4	AUT	ISAKA NAOTO	3-4	* [40]
IBE491	ISSUES IN ACCOUNTING	4	SPR	UENISHI JUNKO	3-4	*
IBE492	FINANCIAL ACCOUNTING	4	AUT	UENISHI JUNKO	3-4	
403101	HISTORY OF ECONOMICS 1	2	SPR	KIMURA YUICHI*	2-3-4	E
403102	HISTORY OF ECONOMICS 2	2	AUT	KIMURA YUICHI*	2-3-4	E
407403	ECONOMETRICS	4	AUT	DEJIMA TAKAHISA	2-3-4	E
467920	ASIAN ECONOMY 1	2	SPR	PUTHENKALAM JOHN JOSEPH	2-3-4	E
467921	ASIAN ECONOMY 2	2	AUT	PUTHENKALAM JOHN JOSEPH	2-3-4	E
430801	LOGISTICS	4	AUT	ARAKI TSUTOMU	2-3-4	E*
433300	DIRECT MARKETING	2	AUT	ARAI NORIKO	2-3-4	E [200]
438410	AUDITING 1	2	SPR	MACHIDA YOSHIHIRO*	2-3-4	E
438420	AUDITING 2	2	AUT	MACHIDA YOSHIHIRO*	2-3-4	E

**SOCIAL STUDIES**

ANT202	CULTURAL AND SOCIAL ANTHROPOLOGY	4		STAFF	1-2-3	3
ANT220	ANTHROPOLOGY OF JAPAN	4	AUT	SLATER DAVID	1-2-3	3
ANT230	CULTURE AND IDENTITY	4	AUT	WATANABE TAKEHIRO	1-2-3	3
ANT309	JAPAN RESEARCH	4		SLATER DAVID	2-3-4	*
ANT313	VISUAL METHODS IN ANTHROPOLOGY	4	SPR	FEENEY WILLIAM*	2-3-4	
ANT315	ETHNOGRAPHY 1	4		SLATER DAVID	2-3-4	*
ANT316	ETHNOGRAPHY 2	4	AUT	SLATER DAVID	2-3-4	*
ANT317	FIELD METHODS IN CULTURAL ANTHROPOLOGY	4	SPR	WATANABE TAKEHIRO	2-3-4	
ANT341	TOPICS IN ANTHROPOLOGY	4	AUT	STAFF	2-3-4	*
ANT350	CULTURE CHANGE	4	AUT	STAFF	2-3-4	
ANT363	ANTHROPOLOGY AND MODERN SOCIETY	4		WATANABE TAKEHIRO	2-3-4	*
ANT447	ANTHROPOLOGY PRACTICUM 1	4	SPR	SLATER DAVID	3-4	*
ANT448	ANTHROPOLOGY PRACTICUM 2	4		SLATER DAVID	3-4	*
ANT451	ADVANCED TOPICS IN ANTHROPOLOGY	4	SPR	GALBRAITH PATRICK*	3-4	
ANT461	SEMINAR IN ANTHROPOLOGY	4	AUT	WATANABE TAKEHIRO	3-4	
SOC201	INTRODUCTION TO SOCIOLOGY	4	SPR	WANK DAVID	1-2-3	3
SOC222	INTRODUCTION TO CONTEMPORARY CHINESE SOCIETY	4	AUT	FARRER JAMES	1-2-3-4	3
SOC223	GLOBALIZATION AND SOCIETY	4	SPR	OISHI NANA	1-2-3	3
SOC301	SOCIAL THEORIES	4	AUT	FARRER JAMES	2-3-4	*
SOC305	SOCIAL STRATIFICATION	4	AUT	OISHI NANA	2-3-4	*
SOC312	INTRODUCTION TO FIELD RESEARCH	4	AUT	WANK DAVID	2-3-4	
SOC316	QUALITATIVE RESEARCH METHODS	4	SPR	FARRER JAMES	2-3-4	
SOC364	CONTEMPORARY JAPANESE SOCIETY	4	SPR	OISHI NANA	2-3-4	
SOC365	STATE AND SOCIETY IN CONTEMPORARY CHINA	4		WANK DAVID	2-3-4	*
SOC403	GLOBAL MIGRATION	4	AUT	OISHI NANA	3-4	
SOC439	SOCIOLOGY OF SEXUALITY AND GENDER	4	SPR	FARRER JAMES	2-3-4	
SOC448	SOCIOLOGY OF ECONOMIC LIFE	4		WANK DAVID	3-4	*
SOC451	SOCIETY AND POLITICS	4	SPR	WANK DAVID	3-4	*
HST201	HISTORY OF WESTERN CIVIL 1	4	AUT	MAGYAR JUDDIT*	1-2-3	1
HST202	HISTORY OF WESTERN CIVIL 2	4	SPR	MAGYAR JUDDIT*	1-2-3	1
HST251	DEVELOPMENT OF JAPANESE CIVILIZATION 1	4	AUT	GRAMLICH-OKA BETTINA	1-2-3	1
HST252	DEVELOPMENT OF JAPANESE CIVILIZATION 2	4	SPR	SAALER SVEN	1-2-3	1
HST261	HISTORY OF CHINESE CIVILIZATION 1	4	SPR	HESS CHRISTIAN	1-2-3	1
HST262	HISTORY OF CHINESE CIVILIZATION 2	4	AUT	HESS CHRISTIAN	1-2-3	1
HST300	TOPICS IN HISTORY	4	SPR	GRAMLICH-OKA BETTINA	2-3-4	★
HST308	HISTORY OF MODERN EUROPE	4		STAFF	2-3-4	*
HST352	JAPANESE WOMEN'S HISTORY	4	SPR	GRAMLICH-OKA BETTINA	2-3-4	
HST353	MODERN JAPAN	4		SAALER SVEN	2-3-4	

Course CD	Course Title	Cr.	Semester offered	Instructor	Student year	Remarks
HST354	HISTORY OF JAPANESE FOREIGN RELATIONS	4	AUT	SAALER SVEN	2·3·4	*
HST412	READINGS IN EUROPEAN SOURCES	4		STAFF	3·4	*
HST439	ISSUES IN JAPANESE THOUGHT	4		GRAMLICH-OKA BETTINA	3·4	*
HST445	RELIGION AND SOCIETY IN JAPAN	4	SPR	UMEZAWA FUMIKO*	3·4	
HST453	SEMINAR IN MODERN JAPANESE HISTORY I	4		SAALER SVEN	3·4	*
HST454	SEMINAR IN JAPANESE HISTORY	4	AUT	GRAMLICH-OKA BETTINA	3·4	*
HST456	SEMINAR IN MODERN JAPANESE HISTORY 2	4		SALLER SVEN	3·4	*
HST463	ISSUES IN CHINESE HISTORY	4	SPR	HESS CHRISTIAN	3·4	*
HST465	SEMINARS IN MODERN EAST ASIAN HISTORY	4		HESS CHRISTIAN	3·4	*
HST466	MODERN KOREAN HISTORY	4	AUT	CAPRIO MARK*	3·4	
HST471	THE EUROPEAN POWERS AND EAST ASIA	4	SPR	SPANG CHRISTIAN*	3·4	*
HST475	SEMINAR IN COMPARATIVE HISTORY	4		STAFF	3·4	*
160711	PROBLEMS IN HISTORY	2	SPR	TOYOTA KOJI	3·4	H★
165814	CONFUCIAN ETHICS IN THE CHOSON ERA	2		YAMAUCHI KOICHI	2·3·4	H★
506608	TOPICS IN AMERICAN HISTORY I	2	SPR	OSHIO KAZUTO	2·3·4	F★
506609	TOPICS IN AMERICAN HISTORY II	2	AUT	OSHIO KAZUTO	2·3·4	F★
POL201	THEORIES AND THEMES OF CONTEMPORARY POLITICS	4	AUT	NAKANO KOICHI	1·2·3	3
POL205	INTRODUCTION TO INTERNATIONAL RELATIONS	4	SPR	ANNO TADASHI	1·2·3	3
POL210	INTRODUCTION TO COMPARATIVE POLITICS	4	AUT	ITO TAKESHI	1·2·3	3
POL301	CLASSICAL WESTERN POLITICAL THEORY	4	AUT	NAKANO KOICHI	2·3·4	*
POL305	MODERN WESTERN POLITICAL THEORY	4		NAKANO KOICHI	2·3·4	*
POL315	THEORIES OF NGOS	4	AUT	ROSSITTO SARAJEAN*	2·3·4	
POL319	JAPANESE FOREIGN POLICY	4		ANNO TADASHI	2·3·4	*
POL321	JAPANESE GOVERNMENT AND POLITICS	4	SPR	NAKANO KOICHI	2·3·4	
POL341	SOUTHEAST ASIAN POLITICS	4	SPR	ITO TAKESHI	2·3·4	
POL354	INTERNATIONAL POLITICAL ECONOMY	4	SPR	SUGINOHARA MASAKO*	2·3·4	
POL355	ENVIRONMENT POLITICS OF AGRICULTURE	4	AUT	ITO TAKESHI	2·3·4	*
POL376	REGIONAL SECURITY IN NORTHEAST ASIA	4		ANNO TADASHI	2·3·4	*
POL405	SEMINAR IN POLITICAL SCIENCE	4	AUT	MCNEILL DAVID*	3·4	
POL414	NATIONALISM, CITIZENSHIP AND DEMOCRACY IN JAPAN	4		ANNO TADASHI	3·4	*
POL422	COMPARATIVE POLITICS OF ADVANCED INDUSTRIAL DEMOCRACIES	4	SPR	NAKANO KOICHI	3·4	*
POL427	INTERNATIONAL RELATIONS THEORY	4	SPR	ANNO TADASHI	3·4	*
POL429	INTERNATIONAL ORGANIZATION AND LAW	4	AUT	STAFF	3·4	
POL440	POLITICAL ECONOMY OF ADVANCED INDUSTRIAL STATES	4	AUT	IGUCHI MASAHIKO*	3·4	
POL441	POLITICAL ECONOMY OF DEVELOPMENT	4		ITO TAKESHI	3·4	*
POL460	COMPARATIVE POLITICS OF POST-COMMUNIST STATES	4		ANNO TADASHI	3·4	*
604522	SEMINAR (INTERNATIONAL RELATIONS A)	4	AUT	WESSELS DAVID	3·4	F★
<b>LINGUISTICS</b>						
LNG301	INTRODUCTION TO JAPANESE LINGUISTICS	4	SPR	MOTOHASHI TATSUSHI	2·3·4	
LNG302	HISTORY OF THE JAPANESE LANGUAGE	4	AUT	MOTOHASHI TATSUSHI	2·3·4	
LNG452	TOPICS IN LINGUISTICS	4	SPR	MOTOHASHI TATSUSHI	3·4	

- 1: GS Distribution Course (Legacy of the Past)  
2: GS Distribution Course (Cultural Traditions)  
3: GS Distribution Course (Contemporary World)

E: offered by Faculty of Economics

F: offered by Faculty of Foreign Studies

H: offered by Faculty of Humanities

\*: every other year

★: can be repeated for graduation credit with the instructor's permission

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

Instructor's name with \* = adjunct instructor

Courses with blank in "Semester offered" are not offered in 2013.

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

## LANGUAGE COURSES OFFERED BY THE CENTER FOR LANGUAGE EDUCATION AND RESEARCH

Course CD	Course Title	Cr.	Semester offered	Instructor	Student year	Remarks
<b>LANGUAGE</b>						
CHN101	BASIC CHINESE 1	2	SPR	TAKAHASHI YURIKO	1-2	
CHN101	BASIC CHINESE 1	2	AUT	TAKAHASHI YURIKO	1-2	
CHN102	BASIC CHINESE 2	2	SPR	ZHANG TONG	1-2	
CHN102	BASIC CHINESE 2	2	AUT	TAKAHASHI YURIKO	1-2	
CHN103	INTERMEDIATE CHINESE 1	2	SPR	ZHANG TONG	1-2	
CHN103	INTERMEDIATE CHINESE 1	2	AUT	ZHANG TONG	1-2	
CHN104	INTERMEDIATE CHINESE 2	2	SPR	TAKAHASHI YURIKO	1-2	
CHN104	INTERMEDIATE CHINESE 2	2	AUT	ZHANG TONG	1-2	
FRN101	BASIC FRENCH 1	2	SPR	LUBIN MURIEL*	1-2	A class
FRN101	BASIC FRENCH 1	2	SPR	DELMAIRE GILLES*	1-2	B class
FRN101	BASIC FRENCH 1	2	AUT	JAFFREDO SEBASTIEN*	1-2	
FRN102	BASIC FRENCH 2	2	SPR	DELMAIRE GILLES*	1-2	
FRN102	BASIC FRENCH 2	2	AUT	LUBIN MURIEL*	1-2	A class
FRN102	BASIC FRENCH 2	2	AUT	DELMAIRE GILLES*	1-2	B class
FRN103	INTERMEDIATE FRENCH 1	2	SPR	COHEN JACQUELINE*	1-2	A class
FRN103	INTERMEDIATE FRENCH 1	2	SPR	JAFFREDO SEBASTIEN*	1-2	B class
FRN103	INTERMEDIATE FRENCH 1	2	AUT	DELMAIRE GILLES*	1-2	
FRN104	INTERMEDIATE FRENCH 2	2	SPR	JAFFREDO SEBASTIEN*	1-2	
FRN104	INTERMEDIATE FRENCH 2	2	AUT	COHEN JACQUELINE*	1-2	A class
FRN104	INTERMEDIATE FRENCH 2	2	AUT	JAFFREDO SEBASTIEN*	1-2	B class
FRN201	ADVANCED FRENCH 1	2	SPR	LUBIN MURIEL*	1-2	
FRN202	ADVANCED FRENCH 2	2	AUT	LUBIN MURIEL*	1-2	
SPN101	BASIC SPANISH 1	2	SPR	ISABEL GALA CARLOS*	1-2	
SPN101	BASIC SPANISH 1	2	AUT	ISABEL GALA CARLOS*	1-2	A class
SPN101	BASIC SPANISH 1	2	AUT	ITAGAKI SARAGUEVARA*	1-2	B class
SPN102	BASIC SPANISH 2	2	SPR	ITAGAKI SARAGUEVARA*	1-2	A class
SPN102	BASIC SPANISH 2	2	SPR	ISABEL GALA CARLOS*	1-2	B class
SPN102	BASIC SPANISH 2	2	AUT	ISABEL GALA CARLOS*	1-2	
SPN103	INTERMEDIATE SPANISH 1	2	SPR	KASHIWAGI NORIKO*	1-2	[40]
SPN103	INTERMEDIATE SPANISH 1	2	AUT	ITAGAKI SARAGUEVARA*	1-2	A class
SPN103	INTERMEDIATE SPANISH 1	2	AUT	ISABEL GALA CARLOS*	1-2	B class
SPN104	INTERMEDIATE SPANISH 2	2	SPR	ISABEL GALA CARLOS*	1-2	A class
SPN104	INTERMEDIATE SPANISH 2	2	SPR	ITAGAKI SARAGUEVARA*	1-2	B class
SPN104	INTERMEDIATE SPANISH 2	2	AUT	KASHIWAGI NORIKO*	1-2	[40]
SPN201	ADVANCED SPANISH 1	2	SPR	ITAGAKI SARAGUEVARA*	1-2	
SPN202	ADVANCED SPANISH 2	2	AUT	ITAGAKI SARAGUEVARA*	1-2	
<b>JAPANESE LANGUAGE PROGRAM</b>						
JPN100	BASIC JAPANESE	2	SPR/AUT	STAFF	1-2-3-4	
JPN111	JAPANESE 1	4	SPR/AUT	STAFF	1-2-3-4	
JPN112	JAPANESE 2	4	SPR/AUT	STAFF	1-2-3-4	
JPN150	JAPANESE M1	4	SPR/AUT	STAFF	1-2-3-4	
JPN180	INTENSIVE JAPANESE 1	8	SPR/AUT	STAFF	1-2-3-4	
JPN200	JAPANESE M2	4	SPR/AUT	STAFF	1-2-3-4	
JPN211	JAPANESE 3	4	SPR/AUT	STAFF	1-2-3-4	
JPN250	JAPANESE M3	4	SPR/AUT	STAFF	1-2-3-4	
JPN212	JAPANESE 4	4	SPR/AUT	STAFF	1-2-3-4	
JPN270	INTENSIVE JAPANESE 2	8	SPR/AUT	STAFF	1-2-3-4	
JPN280	INTENSIVE JAPANESE 3	8	SPR/AUT	STAFF	1-2-3-4	
JPN311	BUSINESS JAPANESE 1	2	SPR/AUT	STAFF	1-2-3-4	
JPN312	BUSINESS JAPANESE 2	2	AUT	STAFF	1-2-3-4	
JPN321	ADVANCED JAPANESE 1	4	SPR/AUT	STAFF	1-2-3-4	
JPN322	ADVANCED JAPANESE 2	4	SPR/AUT	STAFF	1-2-3-4	
JPN323	ADVANCED JAPANESE 3	2	SPR/AUT	STAFF	1-2-3-4	★
JPN341	READING & WRITING 1	2	SPR/AUT	STAFF	1-2-3-4	
JPN342	READING & WRITING 2	2	SPR/AUT	STAFF	1-2-3-4	
JPN343	READING & WRITING 3	2	SPR/AUT	STAFF	1-2-3-4	
JPN350	COLLEGE SKILLS (JAPANESE)	4	SPR/AUT	STAFF	1-2-3-4	
JPN351	JAPANESE COMPOSITION	4	SPR/AUT	STAFF	2-3-4	
JPN370	INTENSIVE JAPANESE 4	8	SPR/AUT	STAFF	1-2-3-4	
JPN405	TRANSLATING ENGLISH TO JAPANESE :THEORY AND PRACTICE 1	4	SPR	KATORI YOSHIKAZU*	2-3-4	
JPN406	TRANSLATING ENGLISH TO JAPANESE :THEORY AND PRACTICE 2	4	AUT	KATORI YOSHIKAZU*	2-3-4	
JPN407	TRANSLATING JAPANESE TO ENGLISH:THEORY AND PRACTICE	4	SPR/AUT	BULL SARAH*	2-3-4	[40]

★ : can be repeated for graduation credit with the instructor's permission

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

Instructor's name with \* = adjunct instructor

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

**CHANGES IN COURSE NUMBER AND/OR TITLE**

Courses listed here under a new number or title may not be taken if they were taken previously under the former number or title.

NEW COURSE NUMBER & TITLE			FORMER COURSE NUMBER & TITLE	
		year changed		
ANT220	ANTHROPOLOGY OF JAPAN	2010	ANT220	ETHNOGRAPHY OF JAPAN AND OTHER SOCIETIES
ANT309	JAPAN RESEARCH	2011	ANT309	APPROACHES TO JAPANESE SOCIETY
ANT315	ETHNOGRAPHY 1	2011	ANT315	ANTHROPOLOGICAL RESEARCH
ANT341	TOPICS IN ANTHROPOLOGY	2013	ANT341	GENDER AND SOCIETIES
ANT451	ADVANCED TOPICS IN ANTHROPOLOGY	2013	ANT451	INDIVIDUAL CULTURE AND SOCIETY
ANT447	ANTHROPOLOGY PRACTICUM 1	2012	ANT447	ANTHROPOLOGY PRACTICUM
ART435	TOPICS IN CHINESE ART HISTORY	2010	ART435	MING AND QING PAINTING
ART482	SEMINAR IN JAPANESE ART HISTORY	2012	ART482	JAPANESE NARRATIVE PAINTING
HST300	TOPICS IN HISTORY	2011	HST300	RESEARCH METHODS IN HISTORY
HST466	MODERN KOREAN HISTORY	2013	HST365	MODERN KOREAN HISTORY
HST453	SEMINAR IN MODERN JAPANESE HISTORY 1	2010	HST453	SEMINAR IN MODERN JAPANESE HISTORY
HST463	ISSUES IN CHINESE HISTORY	2012	HST463	ISSUES IN CHINESE WOMEN'S HIST
HST465	SEMINARS IN MODERN EAST ASIAN HISTORY	2013	HST465	SEMINARS IN EAST ASIAN ECONOMIC HISTORY
IBE200	PRINC OF MICROECONOMICS	2012	IBE200	PRINC OF ECONOMICS (MICRO)
IBE201	PRINC OF MACROECONOMICS	2012	IBE201	PRINC OF ECONOMICS (MACRO)
IBE303	MANAGEMENT INFORMATION SYSTEMS	2010	IBE303	COMPUTER FOR BUSINESS AND ECONOMICS
IBE311	INTERMEDIATE MICRO	2010	IBE311	ECONOMIC ANALYSIS (MICRO)
IBE311	INTERMEDIATE MICROECONOMICS	2012	IBE311	INTERMEDIATE MICRO
IBE316	PUBLIC ECONOMICS	2010	IBE316	ECONOMIC POLICY
IBE455	HUMAN RESOURCE MANAGEMENT IN JAPAN	2012	IBE455	HUMAN RESOURCE DEVELOP IN JAPN
LIT445	SAMURAI IN LITERATURE AND HISTORY	2011	LIT445	SEMINAR IN LITERATURE AND HISTORY
LIT450	CONTEMPORARY JAPANESE THEATER	2011	LIT450	SEMINAR IN JAPANESE THEATER
POL201	THEORIES AND THEMES OF CONTEMPORARY POLITICS	2012	POL201	INTRO TO METHODS IN POL SCI
POL376	REGIONAL SECURITY IN NORTHEAST ASIA	2012	POL376	SECURITY IN NORTHEAST ASIA
POL430	PEACE AND SECURITY IN ASIA-PACIFIC	2010	POL430	INTERNATIONAL RELATIONS IN PACIFIC ASIA
RPH302	CONTEMPORARY ISSUES IN RELIGION AND SOCIETY	2012	RPH302	WESTERN TRAD.AND MOD.WORLD 1
RPH303	THE ENCOUNTER OF RELIGIONS IN THE MODERN WORLD	2012	RPH303	WESTERN TRAD.AND MOD.WORLD 2
RPH351	RELIGION AND THE ARTS 1	2010	RPH351	RELIGION AND THE ARTS
RPH351	RELIGION AND THE ARTS	2012	RPH351	RELIGION AND THE ARTS 1
RPH352	JAPANESE RELIGION AND THE ARTS	2012	RPH352	RELIGION AND THE ARTS 2
SOC301	SOCIAL THEORIES	2013	SOC301	CLASSICAL SOCIAL THEORY
SOC439	SOC OF SEXUALITY & GENDER	2013	SOC339	SOC OF SEXUALITY & GENDER

## IV. INFORMATION ON CURRICULUM

### COURSE NUMBERS

- 100-level courses:** Designed for beginning students. These include FLA Core 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. 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 course description before registering for a course. If a prerequisite course number is listed, it means that students should finish that course first. If “instructor’s permission” is listed as an alternative to a prerequisite, the student must talk to the instructor before registering for the course.



## JAPANESE LANGUAGE PROGRAM

FLA expects students to become Japanese/English bilinguals. 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 linguistic background. The background is divided into two major categories as follows:

### 1. Non-native speakers of Japanese

Students in this category take Japanese for their language requirement (see pp.32~33). If they have no knowledge of Japanese, they should enroll in JPN100 (Basic Japanese) or JPN111 (Japanese 1). If they have some prior exposure to Japanese, they should take the Japanese Placement Test; they will be placed in the appropriate track and class level on the basis of their performance on the test and consultation, if necessary, with the Japanese language faculty. There are two tracks of Japanese courses (regular program and intensive program).

### 2. Native speakers of Japanese

#### a) “Graduate of Japanese high school”

This category indicates (a) a student who has received a diploma from a public or private high school that teaches in Japanese; (b) a student who, regardless of whether he or she has received a diploma from such a school, has spent at least four out of the six years of junior high school and high school in a public or private school that teaches in Japanese. Students in this category do not need to take the Japanese Placement Test. However, they are encouraged to take JPN350 (College Skills) during the first year, and go on to JPN351 (Composition), JPN405, 406, 407 (Translation). Those who are interested in teaching Japanese as a second/foreign language can pursue a certificate in Japanese Language Pedagogy (see pp.66~68). Students in this category are eligible from the time of entrance to take courses offered in Japanese by other faculties and programs.

#### b) Native and near-native speakers with substantial background in Japanese who are not “graduates of Japanese high schools”

Students in this category, including those who are graduates of international schools in Japan or the special international programs offered by some Japanese schools, should take the Japanese Placement Test to determine their Japanese-language level. The courses available for those in this category, which focus on literacy development, are JPN341, 342, 343 (Reading & Writing), JPN350 (College Skills), and more specialized courses. To be eligible to take courses offered in Japanese by other faculties and programs, they must

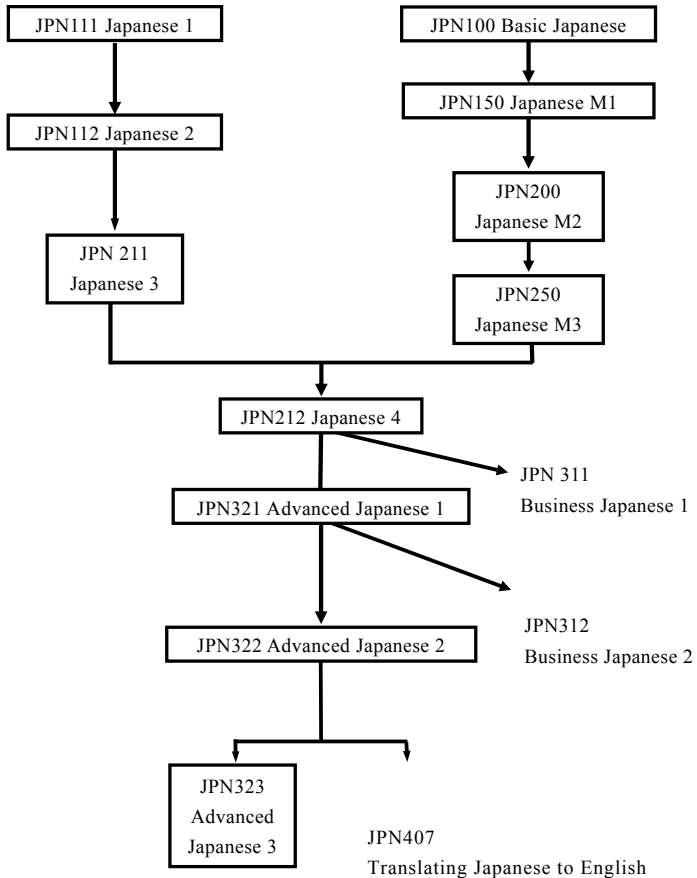
attain a qualifying score on the placement test or pass JPN343.

### JAPANESE LANGUAGE TRACKS

The following diagrams summarize the different Japanese language tracks offered by CLER. Students may move from one track to another depending on their linguistic qualifications and educational purpose.

Note: JPN111→JPN112 etc. denotes the normal route.

#### Track 1: Japanese Courses for Non-Native Speakers (Regular Program)



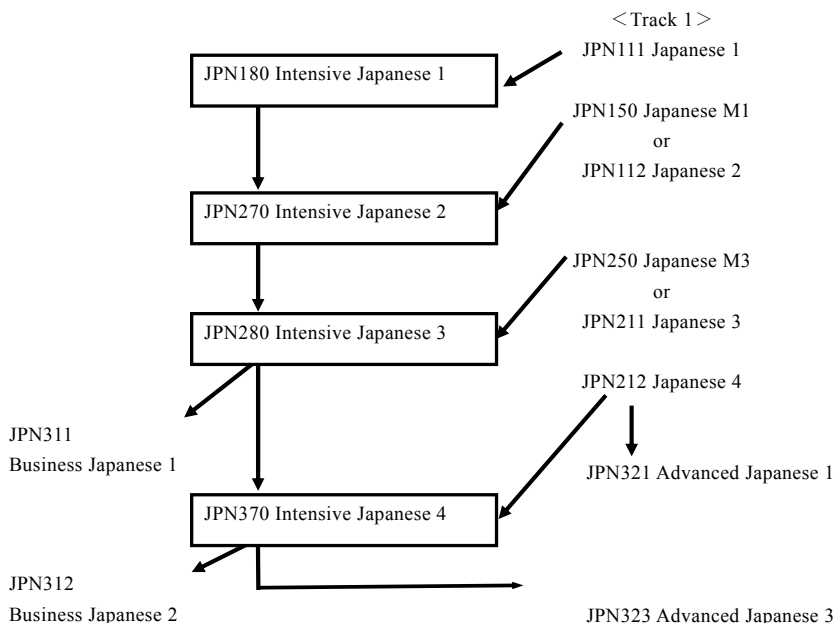
### Track 2: Japanese Courses for Non-Native Speakers (Intensive Program)

The Japanese Language Intensive Program (JLIP) is an intensive course that teaches the Japanese language in the context of Japanese culture. The course is designed to meet the needs of students who are interested in acquiring a solid grounding in spoken and written Japanese as a basis for further academic study at the undergraduate or postgraduate level, or plan to pursue a career in which knowledge of Japanese would be an asset.

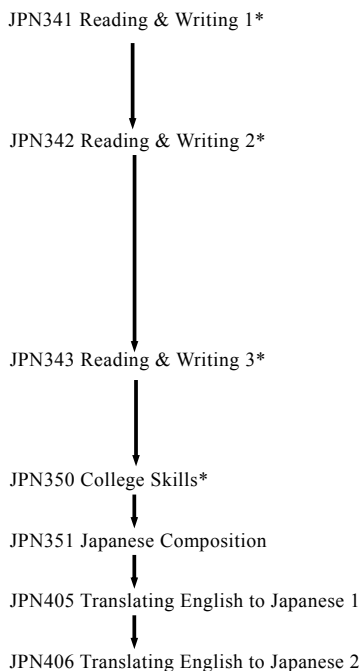
The JLIP track draws on a wide range of written and audiovisual materials to lead students to a mastery of reading, writing, and speaking skills at the intermediate level. The course comprises four classes (JPN180, JPN270, JPN280 and JPN370). Classes meet for three hours a day (9:15~12:30) from Monday through Friday. JPN180, JPN270, JPN280 and JPN370 are offered every semester.

Students who plan to enter the JLIP should have already completed the study of elementary Japanese (JPN111 or equivalent).

Note: JPN180→JPN270→JPN280→JPN370 denotes the normal route.



**Track 3: Japanese Reading and Writing Courses (Primarily for Native or Near-Native Speakers to Develop Literacy) and Specialized Japanese Courses**



\*Students with near-native fluency who have received approval to take Japanese for their General Studies language requirement should select 8 credits from the sequence JPN341, 342, 343, and 350.

## Class Hours of Japanese Language Courses

*COURSES FOR NON-NATIVE SPEAKERS*

## [Regular Program]

Course No.	Title	cr	Hours
JPN 100	Basic Japanese	2	— Three 90-minute classes a week
111	Japanese 1	4	
150	Japanese M1	4	
112	Japanese 2	4	Five 90-minute classes a week
200	Japanese M2	4	
250	Japanese M3	4	
211	Japanese 3	4	
212	Japanese 4	4	Four 90-minute classes a week
321	Advanced Japanese 1	4	
322	Advanced Japanese 2	4	
323	Advanced Japanese 3	2	Two 90-minute classes a week
311	Business Japanese 1	2	
312	Business Japanese 2	2	
407	Translating Japanese to English	2	

## [Japanese Language Intensive Program]

Course No.	Title	cr	Hours
JPN 180	Intensive Japanese 1	8	Ten 90-minute classes a week
JPN 270	Intensive Japanese 2	8	
JPN 280	Intensive Japanese 3	8	
JPN 370	Intensive Japanese 4	8	

*COURSES FOR NATIVE SPEAKERS*

Course No.	Title	cr	Hours
JPN 341	Reading & Writing 1	2	Two 90-minute classes a week
342	Reading & Writing 2	2	
343	Reading & Writing 3	2	
350	College Skills	4	
351	Japanese Composition	4	
405	Translating English to Japanese: Theory and Practice 1	4	
406	Translating English to Japanese: Theory and Practice 2	4	
407	Translating Japanese to English: Theory and Practice	4	

## CERTIFICATE PROGRAMS

FLA students who wish to apply for one of the following certificates should submit their application in their last term. They will receive the certificate at the time of graduation.

### JAPANESE STUDIES CERTIFICATE

Together with completing the requirements for a B.A. degree from FLA, students may combine GS, Major, and Specialized Elective courses to obtain a Certificate in Japanese Studies (日本研究履修証明). For the certificate they should complete six courses (24 credits) in designated Japanese Studies(JS) courses according to the following specifications.

JS courses are divided among two categories: A (Comparative Culture) and B (Social Studies and IBE). FLA students must take a combination of courses from both categories, with a maximum of four courses (16 credits) from a single category. At least three courses (12 credits) must be taken as SE electives.

Students from other faculties and non-degree students may obtain a Certificate in Japanese Studies by completing six courses (24 credits) in designated FLA JS courses. These students should take a combination of courses from categories A and B, with a maximum of four courses (16 credits) from a single category.

#### Category A (Comparative Culture)

ART250	Introduction to Japanese Art
ART321	Survey of Japanese Art 1
ART322	Survey of Japanese Art 2
ART361	Studies in Japanese Art History 1
ART365	Studies in Japanese Art History 2
ART375	Topics in Japanese Art History
ART451	Comparative Art History 1
ART452	Comparative Art History 2
ART482	Seminar in Japanese Art History
LIT231	Introduction to Japanese Literature
LIT331	Survey of Japanese Literature 1
LIT332	Survey of Japanese Literature 2

LIT365	Topics in Japanese Literature 1
LIT366	Topics in Japanese Literature 2
LIT435	Modern Japanese Fiction 1
LIT436	Modern Japanese Fiction 2
LIT450	Contemporary Japanese Theater
RPH341	Japanese Religions
RPH351	Religion and the Arts
RPH352	Japanese Religion and The Arts
RPH361	Buddhist Traditions
RPH414	Comparative Religion and Culture
RPH435	Symbol and Religion
RPH437	Philosophical Approaches to Buddhism
RPH455	Sacred Space and Time
RPH480	Christianity and Japanese Culture

### **Category B (Social Studies and IBE)**

ANT220	Anthropology of Japan
ANT309	Japan Research
HST251	Development of Japanese Civilization 1
HST252	Development of Japanese Civilization 2
HST300	Topics in History
HST352	Japanese Women's History
HST353	Modern Japan
HST354	History of Japanese Foreign Relations
HST439	Issues in Japanese Thought
HST445	Religion and Society in Japan
HST453	Seminar in Modern Japanese History 1
HST454	Seminar in Japanese History
HST456	Seminar in Modern Japanese History 2
POL319	Japanese Foreign Policy
POL321	Japanese Government and Politics
POL414	Nationalism, Citizenship, and Democracy in Japan
POL422	Comparative Politics of Advanced Industrial Democracies
IBE426	The Rise of Japanese Industry
IBE430	Economic Survey of Contemporary Japan
IBE445	Management in Japan
IBE455	Human Resource Management in Japan

## JAPANESE LANGUAGE PEDAGOGY CERTIFICATE

Together with completing the requirements for a B.A. degree from FLA, students may combine GS and SE Elective courses from the Faculty of Liberal Arts, the Center for Language Education and Research and the Faculty of Foreign Studies to obtain a certificate in Japanese Language Pedagogy (日本語教授法履修証明). Students from other faculties and non-degree students may also obtain the certificate by fulfilling the requirements listed below. Basically only students who entered before 2012 are eligible to apply for this certificate. Students who enter in 2013 and are interested in it should consult with the FLA office.

The MEXT's guidelines for the qualification to teach in Japanese language schools (below university level) are a bachelor's degree in Japanese Language Pedagogy or successful completion of the Japanese Teaching Competency Test authorized by the Ministry in 1988. Although FLA cannot offer courses in all the areas covered by the test, the program aims to provide a foundation for students who would like to prepare themselves to take it.

Students who wish to pursue this certificate should take 24 credits as described below.

### For FLA students

General requirements	credits	course
Basic Linguistics Course	4	LNG210 or LNG301
Basic JLP Course	4	日本語教育学A(文法)1&2, 日本語教育学B(言語習得)1&2, 日本語教育学C(社会言語学)1&2.
Advanced JLP Course	4	日本語教授法A(初級)1&2 or 日本語教授法B(中上級)1&2
Elective JLP Courses	12	Courses from Category I and II (may include 4 credits from Category III)



**For students from other faculties**

General requirements	credits	Course
Basic Linguistics Course	4	LNG210, LNG301, 言語学概論 1 & 2, or 日本語学概説 1 & 2
Basic JLP Course	4	日本語教育学A(文法)1&2, 日本語教育学B(言語習得)1&2, 日本語教育学C(社会言語学)1&2
Advanced JLP Course	4	日本語教授法A(初級)1&2 or 日本語教授法B(中上級)1&2
Elective JLP Courses	12	Courses from Category I and II

**Category I: Japanese Language Pedagogy Courses Offered by FLA**

- LNG 210 Introduction to Linguistics  
 LNG 301 Introduction to Japanese Linguistics  
 LNG 302 History of the Japanese Language  
 LNG 452 Topics in Linguistics  
 660111 日本語教育学A(文法)1(Japanese Pedagogical Grammar 1) \*  
 660112 日本語教育学A(文法)2(Japanese Pedagogical Grammar 2) \*  
 660113 日本語教育学B(言語習得)1(Japanese Language Acquisition 1) \*  
 660114 日本語教育学B(言語習得)2(Japanese Language Acquisition 2) \*  
 660115 日本語教育学C(社会言語学)1(Japanese Sociolinguistics 1) \*  
 660116 日本語教育学C(社会言語学)2(Japanese Sociolinguistics 2) \*  
 660117 日本語教授法A(初級)1(Japanese Teaching Methods A 1) \*  
 660118 日本語教授法A(初級)2(Japanese Teaching Methods A 2) \*  
 660119 日本語教授法B(中上級)1(Japanese Teaching Methods B 1) \*  
 660120 日本語教授法B(中上級)2(Japanese Teaching Methods B 2) \*

**Category II: Linguistics Courses Offered by the Faculty of Foreign Studies**

- 503111 言語習得入門 (Introduction to Language Acquisition)  
 503212, 503213 第2言語習得研究1, 2 (Second Language Acquisition 1, 2)  
 503214 バイリンガル教育 (Bilingual Education)  
 507710 心理言語学入門 (Introduction to Psycholinguistics)
- 660105, 660106 言語学概論1, 2 (Introduction to Linguistics 1, 2) \*  
 660109, 660110 日本語教育入門1, 2  
 (Introduction to Teaching Japanese As a SL 1, 2) \*

- 660121, 660122 日本語教授法C  
(技能別1, 2 (Japanese Teaching Methods C 1,2) \*)
- 661005, 661006 日本語学概説1, 2 (Introduction to Japanese Linguistics 1, 2) \*
- 671110, 671120 応用言語学1, 2 (Applied Linguistics1, 2) \*

### Category III: Advanced Japanese Language Courses Offered by CLER

(For non-native speakers)

JPN322 Advanced Japanese 2

JPN323 Advanced Japanese 3

(For native speakers)

JPN351 Japanese Composition

JPN405 Translating English to Japanese: Theory and Practice 1

JPN406 Translating English to Japanese: Theory and Practice 2

JPN407 Translating Japanese to English: Theory and Practice

N.B. The language of instruction for courses with an asterisk is Japanese.

The following courses have been moved from Faculty of Liberal Arts to Faculty of Foreign Studies.

If students face difficulties obtaining the certificate due to this transition, they need to consult with the FLA office.

Old		New
LNG304	Teaching Methods and Pedagogical Grammar	日本語教育学 A(文法)1
		日本語教育学 A(文法)2
LNG305	Teaching Methods and Language Acquisition	日本語教育学 B(言語習得)1
		日本語教育学 B(言語習得)2
LNG306	Teaching Methods and Sociolinguistics	日本語教育学 C(社会言語学)1
		日本語教育学 C(社会言語学)2
LNG473	Teaching Methods and Beginning Japanese	日本語教授法 A(初級)1
		日本語教授法 A(初級)2
LNG474	Teaching Methods and Intermediate Japanese	日本語教授法 B(中上級)1
		日本語教授法 B(中上級)1

## SUMMER SESSION

Every year students and professionals from throughout the world come to the Summer Session at Sophia in quest of a broader understanding of Japan and Asia. The Summer Session in Asian Studies offers these students the opportunity to take two upper-level intensive courses (6 credits) running from July 25<sup>th</sup> to August 14<sup>th</sup>.

Starting in June 2013, Sophia University will organize a new, intensive program – the Summer Session in Japanese Language running from June 10<sup>th</sup> to July 19<sup>th</sup>. Alongside the Japanese language courses, a lecture series, “Japanese Studies,” will provide the students with insights on important topics of contemporary Japan. Eight lectures will introduce the participants to Japanese culture, society, economy and history.

Credits earned in the Summer Session will be counted as Specialized Education Electives.

### <Asian Studies>

ARZ320	Japanese Art
IBZ415	Contemporary Japanese Economy
IBZ435	Development Issues: Asia and the World
IBZ446	Japanese Business and Management
HSZ310	Japanese History: Edo and Tokyo
LIZ333	Japanese Literature and the City
LIZ440	Japanese Theater
POZ300	Contemporary Japanese Politics
RPZ330	Survey of Japanese Religions
SOZ410	Foundations of East Asian Culture
SOZ430	Japanese Popular Culture
SOZ470	Contemporary Japanese Society

N.B. Courses in Asian Studies carry 3 credits each.

### <Japanese Language>

JSZ200	Japanese Studies
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N.B. Course in Japanese Language carries 1 credit.

For descriptions of these courses, please refer to the following webpage:

<http://www.fl.sophia.ac.jp/academics/summer>

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B.A., Université Paris X Nanterre

M.A., Université Paris V René Descartes

Remi Kakiyama

Japanese

B.A., University of the Sacred Heart

M.A., University of Melbourne

Matsue Kamio  
Japanese  
B.A., International Christian University  
M.A., University of Southern California

Rieko Kanai  
Japanese  
B.A., International Christian University

Noriko Kashiwagi  
Spanish  
B.A., Sophia University  
M.A., Loyola University

Yoshikazu Katori  
Japanese Translation  
B.A., M.A., Rikkyo University

Ikuko Koizumi  
Japanese  
B.A., International Christian University

Kei Konishi  
Japanese  
B.A., Nanzan University  
M.A., University of West Virginia

Reiko Koyama  
Japanese  
B.A., Keio University  
Diplôme de spécialisation en psychologie, Université de Genève

Muriel Lubin  
French  
B.A., Nancy-Université  
B.A., Université de Lyon 2

Yuko Masuda  
Japanese  
B.A., Sophia University  
M.A., Monash University

Hiroko Matsuki  
Japanese  
B.A., Sophia University  
M.A., Columbia University

Yuko Moriguchi  
Japanese  
B.A., Tsuda University  
M.A., Waseda University

Ikuko Muroga  
Japanese  
B.A., Adelphi University  
M.A., Georgetown University

Rie Omori  
Japanese  
B.A., International Christian University

Shigenori Oyaizu  
Japanese  
B.A., Shizuoka University  
M.A., Nanzan University

Akiyo Senda  
Japanese  
B.A., Nanzan University  
M.A., Waseda University

Mitsuko Shinoda  
Japanese  
B.S., Yokohama National University  
M.Ed., University of Melbourne

Tomoko Tada  
Japanese  
B.A., Sophia University  
M.A., University of Auckland

Nozomi Takano

Japanese

B.A., Tokai University

M.A., Winthrop University

Kyoko Tomikura

B.A., Kokugakuin University

B.A., University of Utah

M.A., California State University Northridge

Yuko Tsukada

Japanese

B.A., M.A., Sophia University

Atsuko Yagi

Japanese

B.A., Tokyo University of Foreign Studies

Akiko Yana

Japanese

B.A., Sophia University

M.A., Tokyo University of Foreign Studies

### **Adjunct Instructors**

Hugh Ashton

Computer

B.A., University of Cambridge

Eric Bossieux

Computer

B.A., Sophia University

David Cannell

English

B.A., Brigham Young University

M.A., St. John's College

Ph.D., University of California, Irvine

Mark Caprio

History

M.A., Ph.D., University of Washington

Nathalie Cavasin  
Geography, Environmental Studies  
B.A., M.A., University of Toulouse II-Le Mirail  
Ph.D., University of Toulouse II-Le Mirail

Philippe Stéphane Debroux  
Business  
B.A., Brussels Free University  
M.B.A., European Institute of Business Administration  
Ph.D., Brussels Free University

Arlene Dinglasan  
English  
B.S., Computer Science Adamson University, Manila  
M.A., in TESOL Temple University, Japan

William John Feeney  
Anthropology  
B.A., University of California at Santa Cruz  
M.A., University of Chicago

Ioannis Gaitanidis  
Japanese Studies  
B.A., University of Sheffield  
M.A., P.H.D., University of Leeds

Patrick W. Galbraith  
Anthropology  
B.A., University of Montana  
M.A., Sophia University  
Ph.D., University of Tokyo

David Griffith  
English  
LLB, Victoria University of Wellington  
LLM, Ph.D, Auckland University

Brian Heagney  
English  
B.A., M.A., Trinity College, Dublin

Masahiko Iguchi  
International Politics  
B.A., University of Essex  
M.Sc., London School of Economics

Jeffrey Johnson  
Literature  
B.A., Northern Arizona University  
M.A., Northern Arizona University  
Ph.D., University of Washington

Gaku Kondo  
Modern Art  
B.A., M.A., University of Tokyo

Izumi Kuroishi  
Art History  
B.A., M.A., University of Tokyo  
Ph.D., University of Pennsylvania

Shunsuke Kuwayama  
English  
B.A., Middlebury College  
M.A., Sophia University

Miriam L. Levering  
Religious Studies  
B.A., Wellesley College  
M.A., Ph.D., Harvard University

Simon Liu  
International Business, Corporate Strategy  
B.E., National Taiwan University  
M.E., University of Tokyo  
Ph.D., University of Tokyo

Robert MacIntyre  
Lecturer, English  
B.A., The University of Nottingham  
M. Ed., The University of Manchester



Judit Erika Magyar  
International Relations  
M.A., Janus Pannonius University / University of Pécs  
B.A., Pázmány Péter Catholic University  
M.A., Università Cattolica del Sacro Cuore / Pázmány Péter Catholic University  
M.A., Kyushu University

Paul McCarthy  
Literature  
B.A., University of Minnesota  
A.M., Ph.D., Harvard University

Charles McJilton  
Business  
B.A., University of Minnesota  
M.A., Sophia University

David McNeill  
Political Science  
B.A., University of Ulster  
Ph.D., Napier University

Nicolas Gentry Medley  
English  
B.A., University of Oregon  
M.A., in TESOL San Francisco State University

Junko Murakami  
Mathematics  
B.S., M.A., University of Kansas  
Ph.D., Arizona State University

Hanako Okada  
English  
B.A., Sophia University  
M.Ed., Temple University  
Ed.D., Temple University

Hisako Omori  
Religious Studies  
B.A., University Toronto  
M.A., Ph.D., McMaster University

Serajeon Rossitto  
Social movement theory  
B.A., State University of New York at Purchase  
M.A., Columbia University

Yuki Shimada  
Religion  
B.A., M.A., University of Tokyo

Mahendra Singh  
Business  
MBA, International University of Japan

Christian W. Spang  
History  
B.A., M.A., Albert Ludwig Universitat Freiburg  
Ph.D., Albert Ludwig Universitat Freiburg

Masako Suginothara  
Political Science  
B.A., M.A., University of Tokyo

Akiko Tanaka  
English  
B.A., M.B.A., Golden Gate University, San Francisco, California

Fumiko Umezawa  
History  
B.A., M.A., University of Tokyo

Hirokazu Yatsunami  
Buddhist Art  
B.A., M.A., International Christian University

**FLA Faculty Offices**

	Name	Office Hours		Room
A	Anno, Tadashi	(SPR) Tues, Fri 1:00-2:30 (AUT) Sabbatical		10-525
	Asano, Akihito	Mon, Thurs 12:30-1:30	or by appointment	10-555
B	Boyd, Mariko	(SPR) Tues, Fri 2:30-3:00 (AUT) Tues, Fri 5:00-5:30	or by appointment	10-642
F	Farrer, James	(SPR) Mon 2:30-3:45 (AUT) Thurs 2:30-3:45		10-503
G	Gardner, Richard	(SPR) Tues, Fri 1:30-3:00 (AUT) Tues, Fri 11:00-12:30		10-649
	Gramlich-Oka, Bettina	(SPR) Tues 2:00-3:00 (AUT) Tues 3:00-4:00	or by appointment	10-520
H	Haghirian, Parissa	Mon 3:30-4:30		10-535
	Hayashi, Michio	Mon, Thurs 12:30-1:30		Dean's Office
	Hess, Christian	Thurs 11:00-12:00	or by appointment	10-518
	Hirasawa, Caroline	(SPR) Mon 3:30-4:30 (AUT) Mon 2:00-3:00	or by appointment	10-630
I	Isaka, Naoto	Tues 1:00-3:00	or by appointment	10-543
	Ito, Takeshi	Tues, Fri 1:30-3:00	or by appointment	10-530
K	Kobayashi, Hiromitsu	(SPR) Tues, Fri 11:00-12:00 (AUT) Tues, Fri 2:00-3:00	by appointment	10-632
	Konishi, Yoshifumi	Mon, Thurs 3:00-4:00		10-547
	Kono, Shion	(SPR) Tues 11:30-1:00 (AUT) Tues 3:30-5:00		10-637
	Kosaka, Michiru	(SPR) Thurs 12:30-2:30 (AUT) Tues, Fri 5:00-6:00	or by appointment	10-541
M	McKinley, James	Wed 2:00-4:00	or by appointment	10-601
	Morimoto, Mariko	Mon 1:30-3:00	or by appointment	10-533
	Motohashi, Tatsushi	Mon, Thurs 1:30-3:00		10-613
	Murai, Noriko	(SPR) Tues, Fri 2:00-3:00 (AUT) Tues, Fri 3:30-4:30	or by appointment	10-634
	Murakami, Tatsuo	Tues, Fri 3:00-4:00		10-655
N	Nakano, Koichi	Thurs 2:00-3:30		10-528
	Oishi, Nana	Fri 1:30-2:30		10-501
O	Okada, Yoshitaka	Thurs 3:00-5:00		10-549
	Ozaki, Valerie	(SPR) Tues, Fri 5:00-6:00 (AUT) Tues, Fri 2:00-3:00	or by appointment	10-553
	Robouam, Thierry	Tues, Fri 9:15-10:30		10-657
S	Saaler, Sven	Thurs 2:00-3:00	or by appointment	10-516
	Slater, David	Mon 12:30-2:00		10-509
T	Thompson, Mathew	Tues 11:00-12:00		10-644
	Tokarz, John	Mon, Thurs 1:00-2:30	or by appointment	10-603
U	Uenishi, Junko	Tues, Fri 5:00-6:00	or by appointment	10-557
W	Wank, David	Mon, Thurs 1:30-2:00	or by appointment	10-512
	Watanabe, Takehiro	Tues, Fri 11:00-12:00		10-514
	Witmer, Robert	Tues 11:00-12:30, Fri 3:00-4:30	or by appointment	Chair's Office
Y	Yiu, Angela	(SPR) Mon 3:00-4:00 (AUT) Tues 5:00-6:00		10-647

**Center for Language Education and Research Faculty Offices**

	Name	Office Hours		Room
H	Hino, Hiroko	Mon, Thurs 3:30-4:30	or by appointment	10-615
K	Kobayashi, Koji	Mon 12:30-1:30	or by appointment	10-620
	Koyanagi, Kaoru	(SPR) Thurs 11:00-12:30 (AUT) Tues 3:15-4:45	or by appointment	10-611
M	Murata, Mizue	(SPR) Tues, Fri 1:30-2:30 (AUT) Tues, Fri 3:15-4:00		10-621
N	Nagasu, Mika	Fri 1:00-2:00	or by appointment	10-636
	Noguchi, Kiyoshi	Tues, Wed 12:45-1:30	or by appointment	10-641
S	Shimizu, Takafumi	Mon 1:30-3:00		10-623
	Sakamoto, Emi		by appointment	10-627
T	Takahashi, Yuriko	Mon, Thurs 12:30-1:30		10-625
Z	Zhang, Tong		by appointment	2-B212

## General Information and Office Directory

### International Students Coming to Japan

#### 1. Status of Residence

Students coming from abroad to study at Sophia must have as their status of residence "college student" or other appropriate status such as "permanent resident", "long term resident", or "dependent". A temporary visitor visa is not acceptable.

To qualify for status as a "college student", students are required to register for at least 4 regular courses (i.e., at least 10 hours of class time per week).

#### 2. Extension of period of stay as “college student” / change of status of residence to “college student”

For procedures on extending period of stay or changing the status of residence, please refer to “The Handbook for International Students 2013”. Please note that among the documents submitted to the Immigration Bureau, there are forms that must be filled out by the Center for Academic Affairs, which take about 4 days to be issued.

After your application for extension of period of stay or change of status of residence is approved, you must register the change in registered matters at the municipal office in the district of residence within 14 days. Please do not forget to submit your updated photocopy of your “Resident Card” to the Center for Academic Affairs, Academic Records Section. Note that various disadvantages regarding school life, such as Loyola access being stopped or non-receipt of scholarships may occur until it is confirmed that you have submitted one of the above documents.

#### Lost and Found

A lost-and-found service is provided at the Information Service Office. If a student loses or finds an article, it should be reported to this office.

#### Parking Facilities

The University reserves 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 the public streets around the campus.

### **Scholarships and Financial Aid Programs**

University scholarship as well as many scholarships offered by public or private institutions are available for Japanese and international students. Detailed information are announced on the university website and the online bulletin board of the Center for Student Affairs on Loyola.

General Information : [http://www.sophia.ac.jp/eng/e\\_top/studentlife](http://www.sophia.ac.jp/eng/e_top/studentlife)

### **Health and Insurance**

#### **-National Health Insurance System**

International students who will stay in Japan for more than three months are required to join this insurance system. The procedures are carried out at the local ward/city office.

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

All degree students and exchange students must be affiliated with this insurance plan. This will cover 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.

Additional information can be found in "The Handbook for International Students."

### **Medical Check-up**

All new degree students must have a medical check-up at the beginning of the first semester followed by check-ups every year in April. The dates and place for the medical check-up will be announced on the Loyola bulletin board.

### **Other Information**

#### **-Sophia University Academic Excellence Awards**

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

#### **-Housing**

Sophia University has several off-campus dormitories available to all students.

#### **-Counseling Services**

Individual and group counseling are available from professional counselors to

help students resolve any issue they may encounter during their college life (e.g. academic concerns, career options, student life, relationship issues, and mental and emotional health) and make the most of their time at Sophia University. Counseling is available both in English and in Japanese, and the services are free of charge. Disclosed information is kept confidential. All Sophia University students are invited to utilize the services. To see a counselor, please make an appointment (3F, Bldg. 10).

-Campus Ministry

Catholic Center offeres an English Mass service (1F, Bldg. 2).

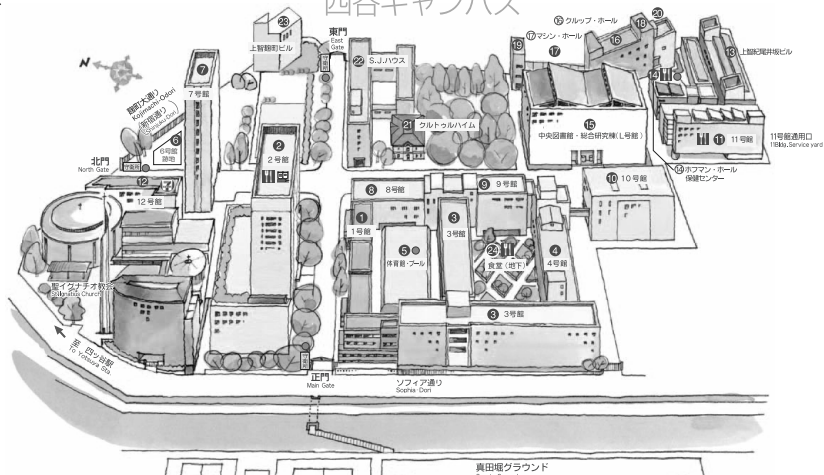
For more details, please refer to “Sophians’ Guide 2013” (Japanese version only) available at Center for Student Affairs or “The Handbook for International Students 2013” for English-speaking students available at International Liaison Office.

**OFFICE DIRECTORY**

	Office	Tel	Bldg	Floor/Room
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 I.D. Card Reissuance Change of Address / Guarantor Re-admission Transfer of Faculty / Department	Center for Academic Affairs (Academic Records Section)	03-3238-3519	No. 2	1F
Student Travel Fare Discount Certificates Certificate of Enrollment / Official Transcript	Vending machine		No. 2	3F
Student Counseling Extra-curricular Activities & Volunteering Scholarship & Fees Counseling Insurance, Dormitory, Part-time Jobs, etc Childcare Room Applications	Center for Student Affairs	03-3238-3523	No. 2	1F
Lost & Found	Information Service Office	03-3238-3112	No. 2	1F
Exchange Program (Incoming / Outgoing) Short-term Language Programs Short-term Study Abroad Programs Monbukagakusho Scholarship	International Liaison Office	03-3238-3521	No. 2	1F
Employment	Career Center	03-3238-3581	No. 2	1F
Admissions	Admissions Office	03-3238-4018	No. 2	1F
Academic Record Sheet Appointment with Dean / Chair	FLA Office	03-3238-4004	No. 10	4F
Health Service	Health Center	03-3238-3394	Hoffman Hall	2F
Information & Communication Technology Computer Room, Wired and Wireless LAN, Active!Mail	Media Center <a href="http://ccweb.cc.sophia.ac.jp">http://ccweb.cc.sophia.ac.jp</a>	03-3238-3101	No. 2	3F
Counseling	Counseling Center	03-3238-3559	No. 10	3F
Teacher and Curator Certification	Center For Certification Programs	03-3238-3520	No. 2	1F
Campus Ministry	Catholic Center	03-3238-4161	No.2	1F

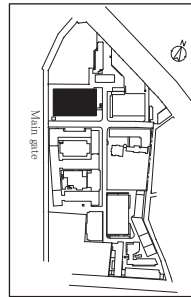


## Yotsuya Campus 四谷キャンパス



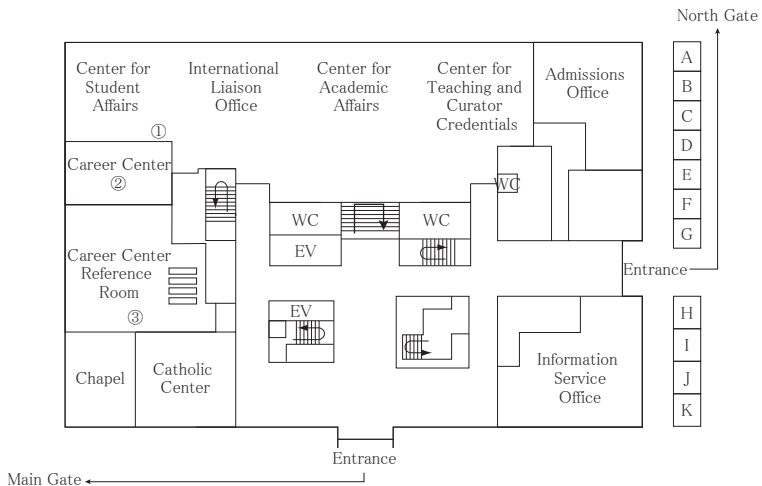
- |         |                 |              |                         |                          |   |
|---------|-----------------|--------------|-------------------------|--------------------------|---|
| ① 1号館   | Bldg. No.1      | ⑫ 12号館       | Bldg. No.12             | ② S.J.ハウス                | S.J. House  |
| ② 2号館   | Bldg. No.2      | ⑬ 上智靴尾井坂ビル   | Jochi Kioizaka Bldg.    | ③ 上智麹町ビル                 | Jochi Kojimachi Building                            |
| ③ 3号館   | Bldg. No.3      | ⑭ ホフマン・ホール   | Hofmann Hall            | ④ 購買 Maruzen Sophia Shop | ② 地下 (basement)                                     |
| ④ 4号館   | Bldg. No.4      | 保健センター       | Health Center           | ⑤ 食堂 Restaurant          | ⑤ 5階 (5F) ① 地下 (basement) ④ 4階 (4F) ② 地下 (basement) |
| ⑤ 体育館   | Gymnasium       | ⑮ 中央図書館      | Central Library         | ⑥ AED (自動体外式除細動器)        | : 学内5カ所 Automated External Defibrillator            |
| ⑥ 6号館跡地 | Bldg. No.6 site | ・総合研究棟 (L号館) | and Research Institutes | ⑦ コンビニエンスストア             | Convenience Store ⑩ 地下 (basement)                   |
| ⑦ 7号館   | Bldg. No.7      | ⑯ クルップ・ホール   | Krupp Hall              |                          |   |
| ⑧ 8号館   | Bldg. No.8      | ⑰ マン・ホール     | Machine Hall            |                          |   |
| ⑨ 9号館   | Bldg. No.9      | ⑱ パワーステーションⅠ | Power Station I         |                          |   |
| ⑩ 10号館  | Bldg. No.10     | ⑲ パワーステーションⅡ | Power Station II        |                          |   |
| ⑪ 11号館  | Bldg. No.11     | ⑳ パワーステーションⅢ | Power Station III       |                          |   |
|         |                 | ㉑ クルトウルハイム   | Kulturheim              |                          |   |





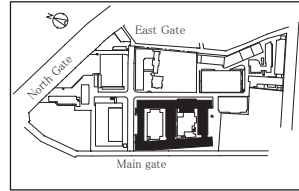
### Location of Bulletin Boards in Building No. 2 1F

Announcements from the university offices to students are posted on the Loyola online bulletin board. Information which is not appropriate for posting on Loyola will be posted on the bulletin boards outside Building No 2.

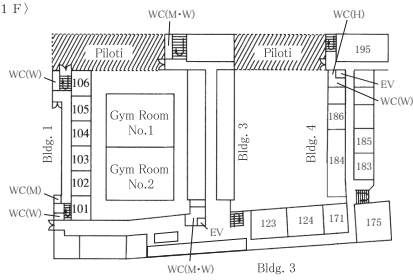


- |   |                            |   |                               |
|---|----------------------------|---|-------------------------------|
| ① | Center for Student Affairs | A | Admissions Office             |
| ② | } Career Center            | B | } Campus Membership           |
| ③ |                            | C |                               |
|   |                            | D | } Center for Academic Affairs |
|   |                            | E |                               |
|   |                            | F |                               |
|   |                            | G | } Center for Student Affairs  |
|   |                            | H |                               |
|   |                            | I | } Career Center               |
|   |                            | J |                               |
|   |                            | K | International Liaison Office  |

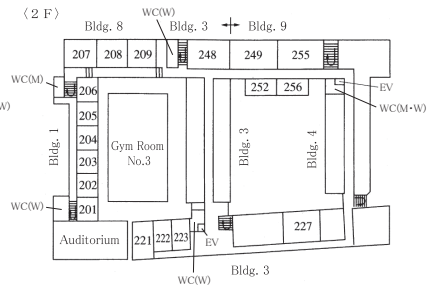
Building No. 1・3・4・8・9



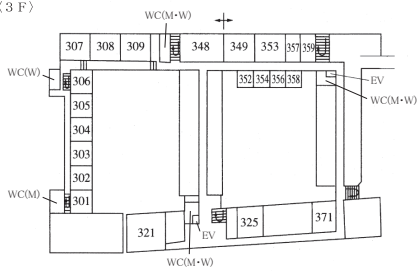
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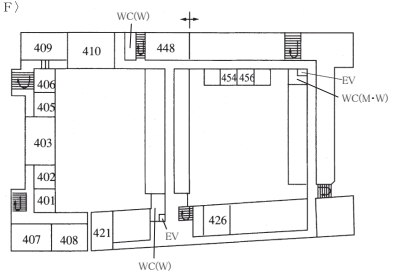
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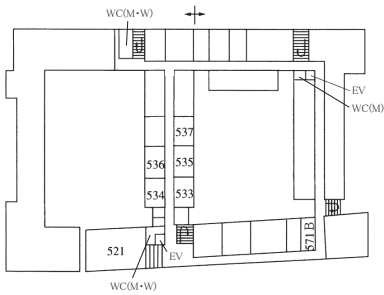
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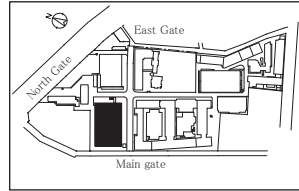
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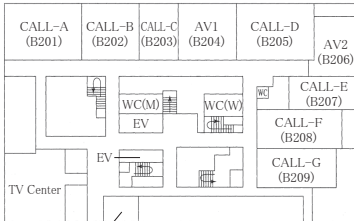
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Building No. 2

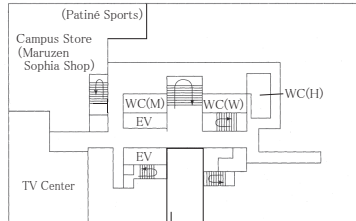


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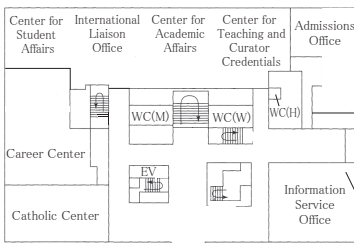
Center for the Teaching of Foreign Languages in General Education, Center for Language Education and Research

(B 1 F)



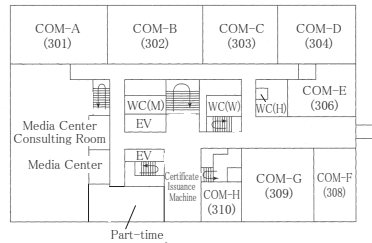
Center for Global Education, Office of Short Programs.

(1 F)



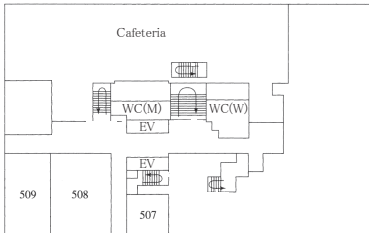
Inspection Station

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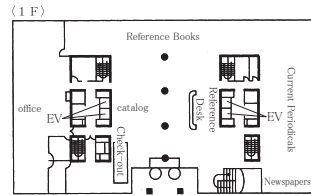
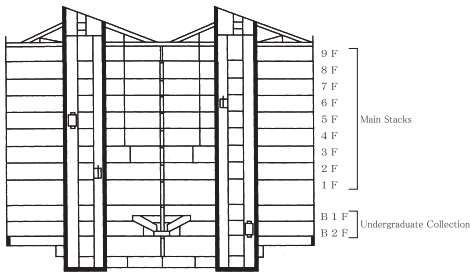
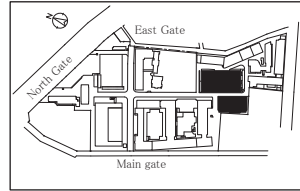


Part-time Lecturers' Room

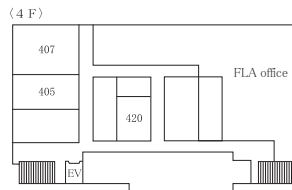
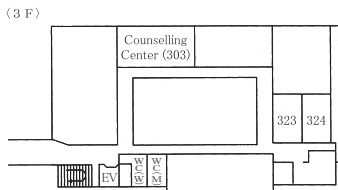
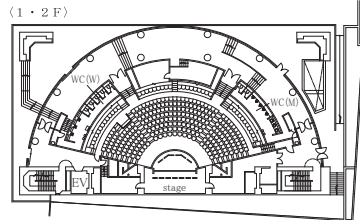
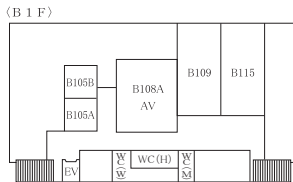
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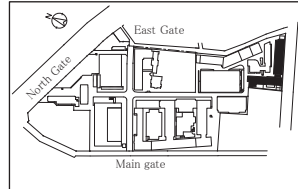


Central Library (Building L)

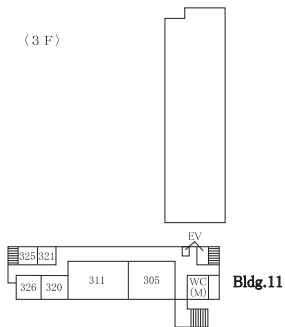
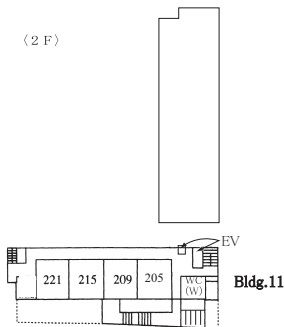
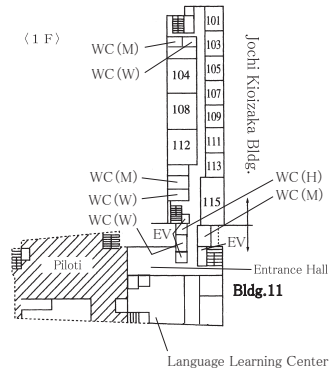
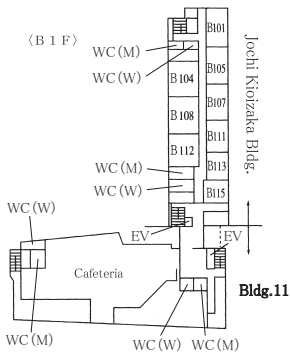


Building No. 10

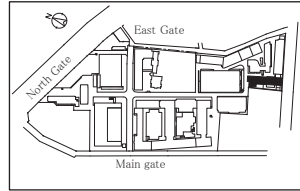




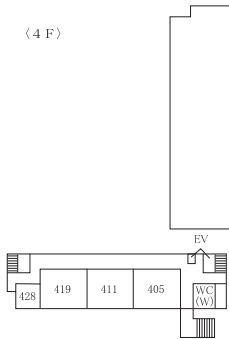
Building No. 11 & Jochi Kioizaka Building



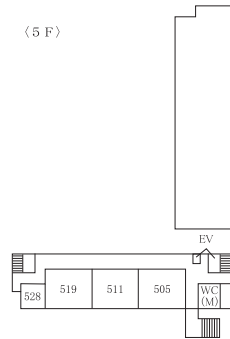
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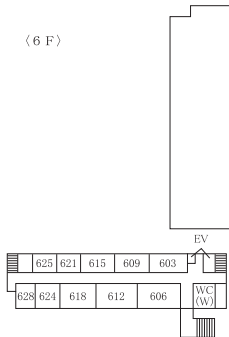
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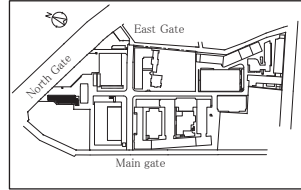
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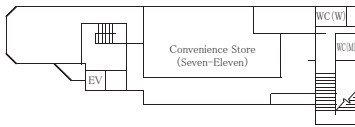
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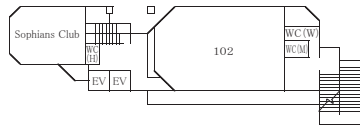
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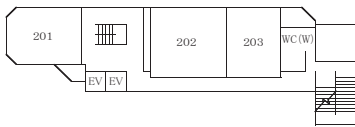
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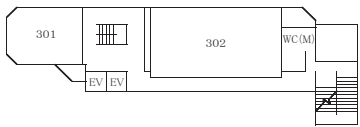
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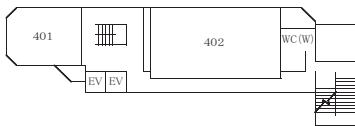
(2F)



(3F)



(4F)



(5F)

