

CHANGE IN STUDENT STATUS

Leave of Absence

Degree students who wish, for reasons of illness or other unavoidable circumstances, to take a leave of absence from the university must, after discussing the matter with the Department Chair, submit a Request for Leave of Absence Form to the Academic Records Section (1F of Bldg.No.2), Center for Academic Affairs, with a detailed explanation of the reasons thereof. In case of illness, a medical certificate must be attached to the application form. The deadline for the application for leave of absence for each semester is as follows:

Deadline for submitting the Request for Leave of Absence:

Spring 2012: May 31 (Thu.)

Autumn 2012: November 30 (Fri.)

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

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

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

Intention to Register for Courses

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

Withdrawal from the University

If a student wishes to withdraw from the university, he/she should, after consulting the Department Chair, submit a Request for Withdrawal from the University Form to the Academic Records Section, Center for Academic Affairs, together with his/her ID card. The withdrawing student must also pay in full all tuition and fees due up to that point.

Dismissals

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

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

Transfer between Faculties

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

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

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

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, Center for Academic Affairs.

Admission for a Second Degree

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

Non-Degree and Non-Matriculated (*Jiyū rishū* 科目等履修生自由履修コース) Student Status**1. Period of Study**

In principle, non-degree students are permitted to study at Sophia for one year, and non-matriculated (*jiyū rishū*) students are permitted to study at Sophia for one semester. Non-degree students who wish to study beyond one year, please consult with the center for Academic Affairs. *Jiyū rishū* students who wish to continue their studies must reapply during the *jiyū rishū* course application period.

2. 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.

3. 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.