

<Academic Affairs>

■ Time Schedule

1st period	2nd period	Lunch Break	3rd period	4th period	5th period
9:00 - 10:30	10:45 - 12:15	12:15 - 13:05	13:05 - 14:35	14:50 - 16:20	16:35 - 18:05

■ Faculty Affairs Office hours

Opening hours for the Graduate School Section, Faculty Affairs Office are from 9:30 to 17:00, Monday through Friday, and 9:30 to 12:00 on Saturdays.

*Opening hours during orientation may vary from the normal schedule, so be sure to check at the office.

*During holiday breaks, opening hours are from 9:30 to 12:00, Monday through Friday.

■ Bulletin Board

Information related to the graduate school is posted on the bulletin board located on Global Square 1st floor. (In addition, important information will be announced on the Portal Site.)

■ Class Cancellation

Instructors may need to cancel classes due to unforeseen circumstances. Students will be notified of class cancellation via the student portal site and the bulletin board of graduate school located on Global Square 1st floor. In case of emergency, staff may directly announce cancellations in the classroom. If a class does not start within 30 minutes following its scheduled start time, contact the Faculty Affairs Office Graduate School Section. Cancellation of an entire class due to severe weather, such as typhoons or heavy snow, or due to suspension of transportation services, is based on the following criteria:

(1) Criteria for university-wide class cancellation

University-wide class cancellation is decided based on discussion among the Director of Academic Affairs Office, the Director of Student Affairs Office, and the Head of the University Administration Office, in the following circumstances.

1) Suspension of transportation services

When either JR East (Capital Region around Hachioji Station) or Nishi Tokyo Bus Company fully suspends its transportation services

2) Severe weather

When a “heavy rain warning,” “flood warning,” “heavy snow warning,” “windstorm warning” or “heavy snowstorm warning” is in effect in the North Tama, West Tama or South Tama areas

*In addition, classes will be cancelled when the university judges that it may be difficult or dangerous for students to come to school.

*Class cancellation for 1st and 2nd periods is announced at 6:00 am, and class

cancellation for 3rd and following periods is announced at 10:00 am.

*Class cancellation may be announced earlier than the time mentioned above, if suspension of transportation services or severe weather are expected.

(2) Announcement of university-wide cancellation of classes

The status of a university-wide class cancellation will be announced via the university website and the student portal site. In addition, students can confirm the status by calling:

Telephone number: 042-691-9500

(3) Bulletin board for class cancellation

Announcements will be posted on the bulletin board for class cancellation whenever the Faculty Affairs Office Graduate School Section receives a message of cancellation from an individual instructor. Classes may be cancelled suddenly according to circumstances and students are advised to check the bulletin board regularly for class cancellation information.

Class cancellation information will contain the date, class period, instructor's name, name of the course, and reason for cancelling the class.

The codes for the reasons are as follows:

A: University business

B: Official business

C: Academic conference or business trip for research

D: Business of the school where the instructor works

E: Sickness

F: Bereavement leave

G: Other reason

■ Course Registration

(1) Please register for courses via the portal site. In the Learning Support menu, select Course Registration and Grade (CampusSquare).

*Note that you must consult with your academic advisor before registering for courses (applies to all students in the master's or doctoral programs).

(2) Before registering for courses, you must confirm your residential address under Course Registration and Grade (CampusSquare).

(3) Course registration must be completed within the specified period.

(4) During the course registration modification period, only those who have registered during the course registration period can modify their registration. After the course registration modification period, you will no longer be able to add to or change the courses for which you have registered.

(5) If you are unsure or have any questions about the procedures, contact your academic advisor and the person in charge at the Faculty Affairs Office Graduate School Section.

■ **Grading and Calculating GPA (for Master`s students of academic year 2018)**

Criteria for grades:

	Pass			Fail		Pass
Grade	A	B	C	D	N	R
Score	100–80 points	79–70 points	69–60 points	59 points or less	Impossible to evaluate	Recognized
Grade shown in report card	A	B	C	D	N	R
Grade shown in transcript	A	B	C	Not listed		R

- (1) Grades A, B, and C are considered passing grades, while D and N are considered failing grades. “Pass” means students successfully earned credits, while “Fail” means students did not earn any credits.
- (2) The examples shown below are considered a failing grade (impossible to evaluate), for which a grade of N would be assigned:
 - When students fail to attend more than one-third of class sessions
 - When students fail to take final exams
- (3) A grade of R means the university recognized the credits students earned from another higher educational institution.

Calculating GPA (Grade Point Average):

GPA (Grade Point Average) refers to the number calculated by multiplying the Grade Points (GPs) assigned to the course grades, by the number of credits earned in each course, then totaling those numbers and dividing by the total credits for registered courses.* All averages are rounded down to two decimal places. The highest GPA is 4.00, while the lowest is 0.00.**

Grade	A	B	C	D	N	R
GP (Grade points)	4	3	2	0	0	Not included

**GPA = Aggregation of (GP x No. of credits for the course)
/ Total No. of credits for registered courses**

* Courses graded R is excluded from the GPA calculation.

* A cumulative GPA of 2.50 or higher is a graduation requirement.

■ **Master's Thesis / Research Paper**

Master's Degree will be conferred to those who have been enrolled in Master's program for 2 years or more, have acquired 32 credits or more*¹ from designated course list, and have submitted Master's Thesis or Research Paper*² and passed the assessment and the final exam.

*1: 30 credits or more for the Graduate School of Letters

*2: Only Master's Thesis for students of the Studies of Clinical Psychology

	Master's Thesis	Research Paper
1. Submission Requirement	Students who have been enrolled for more than 1 year and have acquired 20 credits or more	
2. Submission of Title of Thesis / Research Plan	<p><For March 2019 Graduation> By June 29 (Fri), 2018</p> <p><For September 2019 Graduation> By November 30 (Fri), 2018</p>	<p><For March 2019 Graduation> By September 28 (Fri), 2018</p> <p><For September 2019 Graduation> By March 29 (Fri), 2019</p>
3. Materials to submit	<p>(1) Application form for Assessment of Thesis (Students and Academic Advisors need to sign)</p> <p>(2) Resume (In a format designated by the university)</p> <p>(3) 3 copies of Thesis</p> <p>(4) 3 copies of Abstract</p>	
4. Submission Deadline	<p><For March 2019 Graduation> 4:30 pm on January 4 (Fri), 2019</p> <p><For September 2019 Graduation> 4:30 pm on June 28 (Fri), 2019</p> <p>The Date & Time and Venue of Final Exam will be posted on the bulletin board at 9:00 am <u>on January 5 (Sat) for March Graduation</u> and <u>on July 1 (Mon) for September Graduation.</u></p>	
5. Where to submit	Faculty Affairs Office Graduate School Section	
6. Formatting of Thesis and Abstract	*Please see next page	
7. Guideline of	<p>(1) Thesis needs to be filed</p> <p>(2) On top-side of the file, Title of Thesis (Form designated by the university)</p>	

Formatting of Thesis for Master's Program

<Graduate School of Economics>

	Master's Thesis	Research Paper (Project)
Japanese	40,000 letters or more (Abstract: about 4,000 letters)	20,000 letters or more (Abstract: about 2,000 letters)
English	About 12,000 words (Abstract: about 1,200 words)	About 6,000 words (Abstract: about 600 words)

<Graduate School of Law>

	Master's Thesis	Research Paper (Project)
Japanese	40,000 letters or more (Abstract: about 4,000 letters)	10,000 letters or more (Abstract: about 1,000 letters)

<Graduate School of Letters (Excluding ILE: TESOL Program)>

	Master's Thesis	Research Paper (Project)
Japanese	40,000 letters or more (Abstract: about 4,000 letters)	20,000 letters or more (Abstract: about 2,000 letters)
English	About 40 pages (350 words per page) excluding cover, table of contents and references (Abstract: about 4 pages)	About 20 pages (350 words per page) excluding cover, table of contents and references (Abstract: about 2 pages)

*Students of English Literature Program must write in English

*Students of Clinical Psychology Program must write Master's Thesis (Not Research Project)

<Graduate School of Letters, ILE: TESOL Program>

	Master's Thesis	Research Paper
English	Research Thesis	50 pages (350 words per page) for text 55~65 pages including text, references and appendices (Abstract: 1~2 pages)
	50~70 pages (350 words per page) for text 60~100 pages including text, references and appendices (Abstract: 1~2 pages)	
	Teaching and Learning Project	
	40~50 pages (350 words per page) for text 100~200 pages including text, references and appendices (Abstract: 1~2 pages)	

“Excluding cover, table of contents and references” only refers to Graduate School of Letters (Excluding ILE: TESOL Program)

■ Bulletin of Graduate School

The bulletin of graduate school is published annually to present papers of graduate students.

(1) Types of Thesis

- 1) Research Thesis (For students who are enrolled in the Doctoral Programs, and those recommended by their academic advisor)
- 2) Master's Thesis (Those submitted in Academic Year 2017 and recommended by an academic advisor. Basically written based on Master's Thesis, but the title of thesis can be changed)
- 3) Research Project (Those submitted in Academic Year 2017 and recommended by an academic advisor. Basically written based on Master's Thesis, but the title of thesis can be changed)

(2) Formatting

- 1) For Thesis written in Japanese: About 50 pages (400 letters per page) including charts and annotation (Maximum: 55 pages)
- 2) For Thesis written in English: About 30 pages of A4 paper including charts and annotation (double-spaced, 33 lines per page, maximum: 33 pages)

(3) Details will be posted on the bulletin board of graduate school.