

**Graduate School of Letters, International Language Education:
TESOL Program Procedures**

- **Length of Study**

Total 4 semesters (2 years)

- **Required Number of Credits**

Students must earn 32 credits including completing a Master's Thesis in TESOL (a Research Thesis or a Teaching and Learning Project) or a Research Paper in TESOL.

*Cumulative GPA 2.5+ is required for graduation.

- **Selecting an Advisor**

For the first semester, the ILE: TESOL Program Advisor will be the initial advisor for all students in order to give advice on registration, courses and other aspects of the program. By the end of the first semester, students must decide on individual primary advisors who will supervise the student for the remainder of their programs. These primary advisors will supervise the student in completing a Master's Thesis in TESOL (a Research Thesis or a Teaching and Learning Project) or a Research Paper in TESOL during their second year of the program. Students are strongly encouraged to get to know their faculty members during their first semester and discuss the possibility of having the faculty member be their primary advisor until their graduation.

- **Registration**

Students must register for courses through "Course Registration" menu on the Student Portal website after s/he plans the schedule under the guidance of:

- Initial Program Advisor for the first semester
- Primary advisor for the second, third and fourth semester

- **Registration for Courses in Other Programs**

Students can register for courses of other graduate school programs, both in and outside Soka University, for up to 10 credits over the course of their complete program. Permission to enroll in such courses for credit must be received from the following: 1) the ILE: TESOL Program Chair, 2) the student's advisor or other university representative who has been appointed and identified by the program, and 3) the instructor of the course for which the student wishes to register.

- **Maximum Number of Credits Each Semester**

Maximum number of credits each semester: 16

- **Submission of the Master’s Thesis or Research Paper**

In a case where a student completes the program in two years, the schedule will be as follows:

	For April Entry Students		For September Entry Students	
	Master’s Thesis (Research Thesis / Teaching and Learning Project)	Research Paper	Master’s Thesis (Research Thesis / Teaching and Learning Project)	Research Paper
Submission of a research topic and schedule	Late June of the second year	Late September of the second year	Late November of the second year	Late March of the second year
Submission of the completed Research Thesis or Teaching and Learning Project	Early January of the second year		Late June of the second year	

In order to submit a Master’s Thesis in TESOL (a Research Thesis or a Teaching and Learning Project) or a Research Paper in TESOL, students are required to earn more than 20 credits by the time of submission. It is preferable for a student to earn more than 20 credits by the end of the third semester.

- **Curriculum**

Refer to the sections of “Curriculum Tables” and “Courses Offered and Instructors” in the Graduate School Handbook.

- **Course Numbering**

Course Numbering indicates the program and level of each course at the university based on letters and numbers:

1. 4 letters (program)

The first four letters indicates the program to which the course belongs: HITE represents the ILE: TESOL Program in the Graduate School of Letters

2. 3 numbers (level)

The course number indicates the level of courses:

100-499 level courses are undergraduate level courses and cannot be taken for credit in graduate programs

500-699 level courses are graduate level courses and are credit courses for graduate programs