

## EXAMINATIONS AND GRADING

### FINAL EXAMINATIONS

- A. Final examinations are given at the end of each term. However, examinations for June-graduating students in their final term are given early, near the end of the Spring term. Other tests and quizzes are given during the term in many courses, with or without advance notice, at the discretion of the instructor.
- B. The ordinary final examination schedule is prepared by the EAG and is announced approximately one month prior to the examinations. Two-hour examination periods are allotted to each course, according to the timetable shown below:

Exam. Period	Timetable
1st	8:50 a.m. — 10:50 a.m.
2nd	11:00 a.m. — 1:00 p.m.
3rd	1:50 p.m. — 3:50 p.m.
4th	4:00 p.m. — 6:00 p.m.

- C. <Applicable for June-graduating students only>
- Those students who are to graduate in June should tell the instructors of their enrolled courses that they are June-graduating students, who therefore need the final examination to be arranged earlier than other students and also need grades to be given by the Grade Report Deadline designated in the Academic Calendar. These students must participate in the classes till the end of the term even after they are given grades.
- D. A student is not supposed to take the examination of a course for which he/she is not officially registered, even though he/she may complete all of the class work required.
- E. Any student who has been involved in cheating will be disciplined in accordance with Articles 94 and 95 of the University Regulations.

*Cheating, examples:*

#### Examinations:

- To take an exam in the place of somebody else, or to have somebody else take an exam in the place of oneself. (so-called substitute examination)
- To exchange answering sheets with other examinees.
- To copy other examinee's answers, or to let other examinees copy one's answers.
- To refer to fraudulently written notes on the desk, body, etc.
- To communicate fraudulently by whispering, movements, notes, cell phones, etc.
- To refer to books and notes that are not allowed at the examination.
- To have cell phones, PHS phones, information terminals, etc. in one's possession.
- To have watches in one's possession with capabilities like those of desktop calculators, electronic notebooks, calculators, electronic dictionaries at examinations where such devices are not allowed.

#### Reports:

- To write a report in the place of somebody else, or have somebody else write a report in the place of oneself.
- To copy somebody's report, or let somebody copy one's report.
- To plagiarize, (Copy; to quote the work of other people without clarifying the source, and present it as if it is one's own work.)

### MAKEUP EXAMINATIONS

- A. When a student has been unable to attend the final examination in a course because of illness or other circumstances beyond the control of the student, the Dean may permit the student to make up the missed final examination after consultation with the instructor. (For other tests and quizzes, the makeup privilege is extended to the student at the discretion of the instructor.)
- B. Within a week after the course final examination, application for Makeup Examination, together with evidence showing that the makeup examination is warranted, must be submitted to the EAG.
- C. The prescribed Makeup Examination Fee, ¥2,000 will be charged.
- D. To a student who is given permission to makeup the missed final examination, the grade will be described as "T" (=Incomplete) on the current grade report and the final grade will be given by the instructor by the end of the following term according to the method specified in the application for Makeup Examination.

### SUPPLEMENTARY EXAMINATIONS

- A. A Supplementary Examination may be authorized by the Dean, after consultation with the instructor, only in the case of a Bachelor Candidate who receives an E in a course which is essential for his/her graduation in his/her final year, and only if there is no other opportunity to retake the course. (Except for a case of disciplinary action)
- B. No more than three Supplementary Examinations will be allowed for a senior.
- C. The course grade after a Supplementary Examination can be no higher than "D" or 60 points.
- D. A Supplementary Examination shall be given only once.
- E. The prescribed Supplementary Examination Fee, ¥2,000 will be charged.

### REGISTRATION WITHDRAWAL

- A. There may be a case in which permission is given by the Dean for complete cancellation of course registration due to illness or other circumstances recognized by the University as having been unavoidable.
- B. Within a month prior to the end of the term, application for Registration Withdrawal with evidence showing that the withdrawal is warranted must be submitted to the EAG. The withdrawal may not be applicable to certain courses.
- C. In case of withdrawal from all the courses for which a student is registered due to ill-

ness or other circumstances beyond the control of the student, a "W" is recorded, and the student can retain their residence at the University.

## GRADES

- A. A student's achievement is to be based on factors such as class participation and reports, as well as quizzes, tests, and examinations. Grades are fundamentally assigned in the five categories A, B, C, D, E, based on a scale of 100 points, with 60 points or above being evaluated as passing. Student's achievement in a course is to be indicated by a letter grade (A, outstanding; B, commendable; C, satisfactory; D, minimal; E, failing), according to the following table: (Refer to 1)

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Item:/Point Range:	100-90	89-80	79-70	69-60	59-0
Student's Achievement	A	B	C	D	E
Grade Report	A	B	C	D	E
Japanese Transcripts	yu	yu	ryo	ka	(not indicated)
English Transcripts	A	B	C	D	E

For other letters indicating grades : (Refer to 2)

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G : 0/3 unit	M : Senior thesis 1st interim pass	*: course repeated
T : 1/3	N : Senior thesis 2nd interim pass	
U : 2/3	F : Senior thesis interim failure	
X : 2/6	W : Withdrew with Dean's permission	
Y : 4/6	I : Incomplete	
	O : On going (for ELP courses)	
	Q : On going (for Specific GS courses)	
(a) : total units to be given upon successful completion of the course through designated terms		
b/(a) : divided units of (a)		

- B. The student is to receive his/her grade report for all previous terms from the academic advisor on Registration Day. Final Cumulative Records, however, should be picked up at the EAG after the Commencement. Students should bring their ID card. (The Final Cumulative Records will be disposed if you fail to pick it up within three months of the date of Graduation.)

## GRADE POINT AVERAGE

- A. "Grade points" are assigned for each unit of credit in a course on the basis of the grade achieved in the course, as follows:  
A, 4 points; B, 3 points; C, 2 points; D, 1 point; and E, 0 point
- B. The "grade point average" (GPA) is computed by dividing the sum of the "grade points" earned by the total number of units taken. The units repeated or retaken are counted in the calculation of grade point average, but the units for which grades other than "A ~ E" are recorded are not.

Example:

Course Title	Unit	Grade	Unit $\times$ Grade Point
HI-Intro to X'ty	3	A	$3 \times 4 = 12$
SSII-History	3	D	$3 \times 1 = 3$
Intro to Linguistics	3	B	$3 \times 3 = 9$
Educational Psychology	3	E	$3 \times 0 = 0$
Health Education	1	C	$1 \times 2 = 2$
Total Units	13	Total Grade Points	26

$$\text{GPA} = \frac{26}{13} = 2.00$$

- C. A student earning a GPA of less than 1.00 for three consecutive terms or in four terms overall\*, with the exception of any term in which the student was on leave of absence, had cancelled registration or had withdrawn, is considered to have disqualified himself/herself as a student and will be dismissed, in accordance with Article 72 of the University Regulations.

(\_\_ \*Effective date: from April 1, 1998 for all students entering after that date.)