

including the senior year, enrolled at ICU.

NOTE: CLA students at the level of third year and above who have earned the required number of credit units and are admitted to graduate school on that basis, will have their transcripts marked "WITHDREW" and will not be awarded the Bachelor of Arts degree.

## 6. Others

(1) April-entering students are required to include 9 or more credit units of courses taught in English (excluding ELP courses) in the total number of credit units for graduation.

(2) September-entering students are required to include 9 or more credit units of courses taught in Japanese (excluding JLP courses) in the total number of credit units for graduation.

# ACADEMIC REGULATIONS

Regulations affecting academic status are set by the faculty; their application is under the supervision of the College of Liberal Arts.

## Normal Load

The normal academic load is 13 units each term (plus 1/3 unit while the student is taking physical education exercises). However, with the approval of the advisor, a student (with the exception of those carrying a full load of English or Intensive Japanese) may take courses within the limit of a maximum of 18 units, including courses which are being repeated or audited.

## Auditing Courses

Students may audit courses at the discretion of the instructor, but no credit will be given nor will the courses audited be listed on the cumulative record or transcript.

## Registration

Registration for classes takes place on the day specified in the Calendar. Late registration is accepted during the designated late registration period of the term, but late registrants will be required to pay a fee of ¥3,000 to cover the cost of the extra clerical work.

## Dropping or Adding a Course

Withdrawal from, or addition of, a course is

to be reported to the Educational Affairs Group by the student during the announced course change period, and on the prescribed form. If a student drops a course without official permission, a failure is recorded.

## Errors in Registration

No grade or credit will be given retroactively for a course for which a student is not officially registered, even if the student completes all the requirements for it.

All conflicts in schedule must be resolved by the student during the registration change period. If conflicts remain, no credit will be given for either course, and both will be deleted from the student's records.

## Repeating a Course

A student may repeat a course once in order to improve his or her grade at any time that the same course is again offered. The results of the first attempt will remain on his/her cumulative record and will appear on the transcript with the units of credit and grade shown. The grade received on the second try will also be entered on the permanent record and on the transcript, even in cases where the second grade is not higher than the first. A repeated course may be taken within the 18 unit limit.

## Substitution of Courses

A request by a student for permission to substitute one course for another course may

be considered by the Dean. However, such a request must be submitted to the Educational Affairs Office from Registration day until the final day of the Registration Change Period in the term when a substitutional course is to be registered. No retroactive approval for course substitution will be given.

### Examinations

At the end of each term, two-hour written examinations are given. The final examination schedule is prepared by the Educational Affairs Group and any changes must be authorized by the Dean. Other tests and quizzes are given during the term in many courses, with or without advance notice; make-up options for these are extended at the instructor's direction. In special circumstances the Dean may, with the consent of the instructor, permit a student to make up a missed final examination, in which case the course grade must be reported to the Educational Affairs Group during the subsequent term.

A supplementary examination may be authorized by the Dean only for a senior who receives an E in a course in his or her final year, and only if there is no opportunity to retake the course. Such an examination may be given after any term in which a senior fails a course, but no more than three will be allowed in one year.

A fee of ¥2,000 will be charged for each examination taken outside of the set schedule.

### Grades

Student achievement in course work is recorded by letter grades as follows: A, outstanding; B, commendable; C, satisfactory; D, minimal; E, failing. In case no grade is

reported by the instructor, the student will be given the grade E. The mark I (incomplete) is given at the discretion of the instructor only when the student has been unable to attend the final examination because of illness or other circumstance beyond the control of the student; the application form for an I, together with supporting evidence for its being warranted, must be submitted to the Educational Affairs Group before the end of the term for approval by the Dean.

An I in a course will be deleted and another grade recorded if the student completes the required work during the subsequent term; otherwise it automatically becomes an E and no credit is given. In this case the student must retake the course if he or she wishes to earn a grade for it.

All grades must be reported to the Educational Affairs Group within one week after final examinations. A change of grade may be authorized by the Dean only when the instructor reports that the original grade is in error. Under no circumstances may grades be changed after the lapse of one term.

The mark W (withdrawal) is given only when a student has been unable to continue courses because of illness or other circumstance beyond his or her control. The application form for a W, together with supporting evidence for its being warranted, must be submitted to the Educational Affairs Group before the end of the term for approval by the Dean.

Students may obtain their grade report from their faculty advisor.

### Grade Point Average

The grade point average is computed by dividing the sum of the grade points earned by the number of units taken. For each unit of

work grade points are given as follows: A, 4 points; B, 3 points; C, 2 points; and D, 1 point. No points are given for an E. The units for which an I is recorded are not counted in the calculation of the grade point average.

### Transfer of Credits

For Transfer-Regular students, courses taken at other colleges or universities and having a grade of C or above will be credited if they are equivalent to ICU courses. However, the maximum number of units for which transfer credit can be obtained is limited to 18 for General Education courses, 4 for Physical Education courses, and, among the Specialized courses, 15 for Foundation courses, 15 for Area Major courses and 15 for Elective courses.

For Regular students (Freshmen) who have completed at least one year of college work elsewhere, only courses in Languages, General Education and Physical Education with a grade of C or above and within the limit of 30 units will be credited, provided that they are equivalent to ICU courses.

For Ryugaku or Exchange Program students, courses taken at other colleges or universities and having a grade of D (pass grade) or above and within the limit of 30 units will be credited, if they are equivalent to ICU courses.

Up to 30 units of transfer credit earned by ICU students as credit auditors (*kamoku-to rishusei*) will be accepted for courses in which a grade of D (60%) or higher was received. This provision is limited to courses offered at universities approved by ICU which are recognized by the University as fulfilling part of a student's graduation requirements at ICU.

Evaluation of credits from other colleges or universities is made by the Dean.

The total amount of credit awarded to a

student as transfer credit for study abroad, study at other universities under credit auditor status, etc., will not exceed 30 units.

### Application for Thesis Advisor

Students must apply for assignment of a thesis advisor and certification of bachelor's candidacy at the office of the division with which they are affiliated during designated period of their junior year.

### Bachelor's Candidacy

Bachelor candidacy is granted to students who meet certain conditions by the end of the third term of their junior year. For detailed information, see the Guide to Academic Regulations.

### Division Transfer

Transfer from one division to another is not an inherent right which is processed administratively. However, at the end of the second year a student may be granted permission to transfer. In order for the legitimacy of a request for transfer to be judged, the student should manifest interest and ability in the field in which he or she plans to study. Specifically, the criteria are: at least one course completed in the division to which the student is applying for transfer; at least one course in the major field in which the student expects to study; and an adequate level of achievement in these courses. A request for division transfer must be submitted to the Educational Affairs Group during the prescribed period.

### Interdisciplinary Majors

An interdisciplinary major is conducted when a student pursues an individual program of studies spanning two or more of the six divisions. The possibilities fall into two categories: designated study programs which have a Program Coordinator, such as Japan Studies, American Studies, Asian Studies or Gender and Sexuality Studies, and an individually designed grouping of courses which matches the interests of the student. In order to be declared an interdisciplinary major, a student must present the prescribed application form to the Educational Affairs Group accompanied by a course plan for approval by the Dean. The deadline and procedures are the same as for the application for Division Transfer. For detailed information on Japan Studies, American Studies, Asian Studies or Gender and Sexuality Studies, see the *Guide to Academic Regulations*.

### Advisor Changes

Students may submit a request for approval by the Dean to change their advisor. Requests must be filed during the prescribed period using the form available in the Educational Affairs Group. When the advisor plans to be away from the University for some time on leave of absence or for other reasons, students are notified of a reassignment.

### Status Changes

A one-year regular student who wishes to continue at ICU, working toward an ICU degree, is first advised to consult at the Educational Affairs Group, must file an application at the Admissions Group and pass the screening for status as a transfer student.

An additional matriculation fee will be charged upon approval.

### Extension of Status

One-year regular students or Kenkyusei may submit a request for approval by the Dean to extend their status for one year, using the prescribed form together with a letter of recommendation from their academic advisor and during the announced period. An additional admission fee will be charged upon approval.

### Ryugaku (Study Abroad)

Students wishing to study abroad for a year and to have the units earned and time spent in residence there counted toward ICU graduation requirements should submit a request for approval by the Dean during the announced period and using the prescribed form. The maximum number of units to be transferred is 30. One-third of the tuition is charged for each term abroad.

### Leave of Absence, Withdrawal

Requests for leave of absence, which may be granted up to a maximum period of two years, must be submitted to the Dean on the form provided; one third of the tuition charge must be paid for each term a student is on leave. A request for leave of absence must be submitted to the Educational Affairs Group by the prescribed deadline.

A student wishing to withdraw from the University must submit his or her request to the Dean on the prescribed form; certain procedures, including the return of the student identification card and payment of outstanding bills, must be completed.

### Re-enrollment, Readmission

A student who has been on leave of absence may be re-enrolled, and a former student who has withdrawn may be readmitted, upon submitting the necessary application forms to the Dean. The application must be supported by a medical report dated within six months certifying the student's fitness for resuming study and accompanied by any other documents deemed necessary by the Dean. It must be submitted by the prescribed deadline through the Educational Affairs Group. The period of absence must be made up in order to meet the residence requirement of the College of Liberal Arts.

A student who has withdrawn for more than three years will complete the same admission required for a regular student and then re-enrollment procedures with paying the re-

admission fee equivalent to the full current matriculation fee.

### Dismissal

A student earning a grade point average of less than 1.00 for three consecutive terms or in four terms overall\* (\_\_\_ \*= effective date: from April 1, 1998 for all students entering after that date) is considered to have disqualified himself or herself as a student and can no longer stay at the University.

Also subject to dismissal are students whose attendance is irregular or who have been absent for more than three months without notice or justification, students whose accounts with the University are overdue beyond a given limit, and students whose period of residence exceeds the maximum allowed for graduation.

## COLLEGE-WIDE PROGRAMS

### Interdisciplinary Major

An interdisciplinary major is conducted when a student pursues an individual program of studies spanning two or more of the six divisions. The possibilities fall into two categories: designated study programs which have a Program Coordinator, such as Japan Studies, American Studies, Asian Studies, or Gender and Sexuality Studies and an individually designed grouping of courses which matches the interests of the student. In order to be declared an interdisciplinary major, a student must present the prescribed

application form to the Educational Affairs Group accompanied by a course plan for approval by the Dean. The deadline and procedures are the same as for the application for Division Transfer. For detailed information on Japan Studies, American Studies, Asian Studies, or Gender and Sexuality Studies see the "*Guide to Academic Regulations*."

### Japan Studies

The purpose of this program is to provide a comprehensive understanding of Japan and its place in world society. "Tradition and Change in Modern Japan" constitutes its primary em-