

## Important Information for Course Registration

### 1. Course registration at the School of Economics:

Students must register for the courses they wish to take (including intensive courses) during the designated period. Please note that students who fail to register during the designated time period will not be permitted to take the courses or sit the relevant examinations. Details regarding course registration will be announced separately on the School's bulletin boards.

Graduation Thesis Research I is a prerequisite for Graduation Thesis Research II: students must take Graduation Thesis Research I before Graduation Thesis Research II. For Courses in Specialized Fields excluding Graduation Thesis Research I and II, some course names are followed by "I" or "II". In such cases, it is advisable to take course "I" before course "II".

Among the Courses listed in Appended Table 2, those allocated for third year students may be taken from the spring semester of the second year.

### 2. Course registration at other schools:

Students may need to obtain the permission of course instructors in advance to register for courses at other schools. The registration procedure for taking courses at other schools is determined by the school in which the student is enrolled.

### 3. GPA (Grade-Point Average) and the course withdrawal system:

- (1) Starting with AY2011, performance will be assessed using five grades. The Grade Point Average (GPA) score will be calculated as a weighted average of your grades based on credit points. (From the spring semester of AY2020, the grade scale will be A+= 4.3 points, A= 4 points, B= 3 points, C= 2 points, C-= 1 points and F= 0 points; this grading system is applied to all the credits of all students admitted to the School of Economics after AY2011)
- (2) If students receive a failing grade of F, the total GPA will be reduced. If for some reason students wish to withdraw from a course for which they initially registered, they may be able to use the Course Withdrawal System.
- (3) In principle, students may withdraw from a course before the end of November for the fall semester and before the end of May for spring semester; however, this may be adjusted to reflect the circumstances, which will be subject to decision by the course instructor. For permission to withdraw, students must fill out the "Course Withdrawal Request" form (issued at Bunkei kyomu-ka, the School of Economics section in the Academic Affairs Office), submit it to and obtain permission from the instructor. If you are absent from the regular examinations or do not submit the required assignments without following the designated withdrawal procedure, you will receive an F grade, not a 'W' grade.
- (4) Some course syllabi may include a warning that the Course Withdrawal System does not apply to the course. In this case, being absent from semester-end examinations or failing to submit assignments will

result in a 'W' grade, not an F grade. In other words, if the Withdrawal System does not apply to a course, it is unnecessary for students to follow the withdrawal procedure.

- (5) There may be special procedures in some courses, so please ask the instructor if you have any questions about course withdrawal or registration procedures
- (6) Credits transferred from other universities are not reflected in the GPA.
- (7) Optional Courses that fall outside the graduation requirements and are graded using the Six-step assessment, are not reflected in the GPA.
- (8) If you re-take a failed course (graded "F") and receive an "A+," "A," "B," "C," "C-" or "F" the second time, the first F will not be counted in the Cumulative GPA.

#### **4. Seminars:**

Seminars refer to courses offered under the names of the "Seminar on Economics" and "Graduation Thesis Research on Economics", held under the supervision of the academic advisor.

- (1) Students in the Social Sciences Program must take the Seminar on Economics I and II as well as Graduation Thesis Research on Economics I and II offered specifically for them.
- (2) Students in the Social Sciences Program are able to take Seminars and Graduation Thesis Research from programs other than the Social Science Program with the permission of course instructors of these courses. When a student is given such permission, students must register for the Seminar on Economics I and II as "Special Studies (Seminar on Economics I/ II)", and for Graduation Thesis Research on Economics I and II as "Special Studies (Graduation Thesis Research on Economics I/II)". Notes regarding course registration and the details will be announced separately on the School bulletin boards in November of the second year.

#### **5. Credits and time of graduation for students who have participated in a study-abroad program:**

- (1) Credits for the Seminar on Economics I/II and Graduation Thesis Research on Economics I/II offered at the School of Economics:

Students who have studied abroad may register in their fourth year for each of the following pairs of courses within the same semester, provided that said students have fulfilled all the graduation requirements in their first three years except the Seminar on Economics I and Seminar on Economics II: Seminar on Economics I and Graduation Thesis Research on Economics I, Seminar on Economics II and Graduation Thesis Research on Economics II, and Graduation Thesis Research on Economics I and Graduation Thesis Research on Economics II.

Students who are scheduled to study abroad may, after consideration of their case, be treated in the same way.

- (2) Recognition of credits in the School of Economics:

Students who are unable to take the regular examinations for courses they have registered for and participated in because of enrollment in a study-abroad program may, provided that they have attended the necessary classes to be eligible to take the exams, ask the course instructor if they may take the

examinations before they depart for their study abroad; in this case, a special examination (includes writing assignments, reports, etc.) may be assigned.

(3) Recognition of credits acquired during a study abroad program:

If students wish the School to recognize credits acquired at an overseas university as part of a study-abroad program, they must apply by submitting the relevant documents (issued by the Educational Affairs Division) to the Educational Affairs Division within one month after the end of the study-abroad program.

(4) If students are unable to graduate in September because of their participation in a study-abroad program, they may submit their graduation thesis on the thesis due date the following March. In addition, students who satisfy all graduation requirements in the fall semester following their completion of study abroad may then graduate that March.

The "study-abroad programs" mentioned in this Handbook refer only to study at our partner universities (both inter-departmental and inter-university programs, including self-supported ones). If students join other study-abroad programs, they must take temporary leave from the Social Sciences Program, so (1)-(4) above are not applicable.