

ACADEMIC POLICIES
AND
REGISTRATION PROCEDURES

For our new students and as a reminder to all our other students here at CJS, here are the general academic policies and registration procedures of the Center. All students are expected to be familiar with this information.

I. Courses and Credits

a) Courses available and credits

Courses on offer for the Spring 2010 semester and the credits awarded for each course are as indicated below. Students may take each course only once while enrolled at the Center for Japanese Studies. **Note that all full-time students are required to register for the Japanese language courses.** Students are assigned to one of the five levels indicated by means of a placement test. In exceptional circumstances, students who have excelled in their Fall Semester language courses may be eligible to take a special test allowing them to skip a level when registering for the Spring Semester language courses. For further details, please contact the Center Office.

[Courses in the Japanese Language]

13000	Intensive Japanese 300	8 credits
14000	Intensive Japanese 400	8 credits
15000	Intensive Japanese 500	8 credits
16000	Intensive Japanese 600	8 credits
17000	Intensive Japanese 700	8 credits

[Lecture Courses in Japanese Area Studies]

21020	Japanese Economy II	3 credits
22020	Japanese Business II	3 credits
24010	Japanese Foreign Policy	3 credits
31040	Japanese Culture and Art II	3 credits
31060	Cultural History of Tea Ceremony	3 credits
32070	Fieldwork Research Methods for Japan II	3 credits
33010	Japanese History	3 credits
34010	Japanese Religions II	3 credits
61040	Japanese Literature IV	3 credits

[Japanese Seminar Courses]

42050	Introduction to Teaching Japanese as a Foreign Language	2 credits
51010	Elementary Translation	2 credits
51020	Intermediate Translation	2 credits
52015	Japanese Writing I-S	2 credits
52025	Japanese Writing II-S	2 credits
52060	Creative Writing	2 credits
52070	Introduction to Academic Japanese Writing	2 credits
52080	Academic Japanese Writing	2 credits
62020	Classical Japanese II	2 credits
63020	Readings in Social Sciences II	2 credits
63040	Readings in Japanese Literature II	2 credits
71010	University Preparatory Japanese	2 credits
71020	Business Japanese	2 credits
71030	Japanese in Tourism: Hotel Japanese	2 credits
71060	Introduction to Business Japanese	2 credits

[Practical Courses in the Japanese Arts]

81021	Calligraphy (<i>Shodō</i>) II-A	2 credits
81022	Calligraphy (<i>Shodō</i>) II-B	2 credits
82010	Chinese Black Ink Painting (<i>Sumie</i>)	2 credits
83010	Flower Arrangement (<i>Ikebana</i>)	2 credits
84010	Woodblock Printing (<i>Hanga</i>)	2 credits
85010	Japanese Culture and Tea Ceremony (<i>Sadō</i>) A	2 credits
85011	Japanese Culture and Tea Ceremony (<i>Sadō</i>) B	2 credits

b) Registration requirements

Full-time students at the Center are required to register for a minimum load of 14 credits (or 15, in the case of IES Abroad students) and a maximum load of 18 credits per semester. The maximum

load for part-time students is 12 credits per semester.

c) Certificate of Completion

A “Certificate of Completion” is awarded to full-time students who have earned 28 credits or more over a period of two semesters.

d) Auditing

Full-time students may elect to take up to one course on an auditing basis. This course is not included when calculating the required credit load, but is to be recorded on the registration form. An auditing student is expected to attend classes regularly and to prepare for the lectures and activities, but is not required to take examinations nor submit assigned papers. Please note that courses in the Japanese arts may not be taken on an auditing basis.

II. Assessment

a) Grades

Assessment of courses is based on the award of grades A, B, C, D, and P for the successful completion of a course. Those who fail to complete a course successfully are awarded an F grade. A description of grades awarded is as follows:

A Excellent	D Below average
B Above average	P Pass
C Average	F Fail (no credit given)

b) Changing course assessment status to Pass/Fail

In principle, assessment of courses is based on the award of grades as described above. The Center does, however, provide students with the option of being assessed according to the Pass/Fail system. Unless requested otherwise by the student, all courses taken at the Center are assessed according to the Center’s grading system. Thus, students wishing to change to Pass/Fail status should notify the Center Office of their wishes during the period for changing course assessment status to Pass/Fail, which is between Friday, 2 April and Thursday, 15 April 2010. The request form is available from the Center Office.

Please note the following provisions in regard to the Pass/Fail option:

- Students may not opt for Pass/Fail assessment if they are receiving one of these scholarships: Toyota–Nanzan, Ibu Hatsue–Nanzan, Hirschmeier, Tomonokai.
- Exchange students (including ISEP students) are required to submit an official letter of permission from their home institutions if they wish to opt for Pass/Fail assessment.
- IES Abroad students are permitted to change one course to Pass/Fail assessment, provided that it counts for no more than 3 credits.
- Courses in the Japanese arts may not be taken on a Pass/Fail basis.

c) Requests for extensions

In special cases, an extension of the period to complete the requirements of a particular course may be granted by the Dean of Academic Affairs (Dr. Nanako Machida) after consultation with the instructor in charge of the course. As a general rule, the extension period is two weeks. Requests for an extension must be submitted in writing to the Dean of Academic Affairs no later than the last day of classes of the semester in question. Students failing to meet the requirements of the course by the end of any extension granted will receive an “F” grade for the course in question.

d) Transcripts

The official academic transcripts of students on exchange programs with Nanzan University and of ISEP students are sent to their respective home institutions about one month after the end of the semester. In the case of IES Abroad students, the official transcripts are mailed directly to the IES Abroad office, to which students should apply for copies thereof. The official transcripts of students sponsored by the UFJ Foundation are mailed to the Nagoya representative of the UFJ Foundation (Mr. Takayuki Yoshida). Requests for official copies of the transcript of academic records must be accompanied by a fee of 200 yen per copy and the appropriate postage fee.

e) Cheating

Cheating and questionable behavior during examinations is strictly forbidden in accordance with University regulations. During closed-book examinations, no books, notebooks, cards, dictionaries, or other materials may be referred to in the examination room while the examination is in progress. All such materials must be stored out of sight. During open-book examinations, only reference materials specifically designated by the instructors may be used. Each examination supervisor will judge these matters in accordance with the written instructions of the course instructor. Any violation of the above regulations is dealt with by an assigned committee in accordance with established procedures and may result in loss of credits for the particular course, loss of credits for the entire semester, or expulsion from the program.

III. Class Attendance Policy

Students should be fully aware that merely attending classes does not guarantee a pass for any course. Regular attendance of all classes is expected by the Center, and exceeding the permitted number of absences for any given course shall result in automatic failure. The maximum number of absences permitted in the case of the Intensive Japanese courses is the equivalent of **twenty-four** 45-minute class sessions, while the maximum number permitted for all other courses is **two** absences. Please take careful note that it is the responsibility of the student to inform the instructor regarding any absence, whatever the reason may be. Absence due to illness or similar unavoidable circumstances will only be excused when supported by a medical certificate or other such official documentation. Please refer to *Excused Absences* p.7. In case of uncertainty, please consult the Center Office.

IV. Registration Procedures

Changes and Cancellation of Course Offerings

Every effort is made to hold courses listed in the scheduled semester, but offerings are subject to change without notice. Courses where teachers are not available or when class size is less than four students are subject to cancellation. Students intending to transfer credit for courses taken at the Center to fulfil graduation requirements at their home institutions should plan their programs with as much flexibility as possible in order to prevent delays in graduation.

Students are expected to carry out registration procedures in strict accordance with the following:

Provisional course registration: Wednesday, 13 January

Course registration is carried out at the end of the academic orientation. Students should read through the syllabus and study the timetable schedule thoroughly before registering for courses in order to ensure that all requirements regarding the number of credits are met.

Confirmation of course registration details: Friday, 15 January

On the designated date, students are required to confirm that their provisional course registration details are

correct by checking their mailboxes, where a copy of the provisional course registration will be placed.

Final course registration: Thursday, 28 January

Any changes in course registration are carried out in the classroom before the beginning of the Japanese language classes in accordance with the instructions issued by CJS staff members. Any changes to be made must be carried out here, as no further changes to course registration are permitted thereafter.

Final confirmation of course registration: Friday, 29 January

On the designated date, students are required to confirm that their final course registration details are correct by checking their mailboxes, where a copy of the final course registration will be placed. In the event that any of the details given on the form are incorrect, students must inform CJS staff immediately in order to deal with the matter. This form is the official course registration form and is to be retained by students for their records until the end of the semester.

Distribution of class lists to instructors: Friday, 29 January – Thursday, 4 February

Students should check that their name is on the class lists for each course that they are registered for. If it is not on a class list, then both the instructor as well as the CJS Office must be informed without delay.

Withdrawal from courses

Withdrawal from individual courses after final confirmation of course registration can be made only with the special permission of the Dean of Academic Affairs and only for reasons unforeseen at the time of registration. Please consult the Center Office for further information.

V. Withdrawal from the Program and Refunds

Tuition fees are, in principle, non-refundable, and official permission to withdraw from the Center's program can only be granted in exceptional circumstances for reasons unforeseeable at the time of admission, such as illness or accident. Before beginning formal withdrawal procedures, students are required to discuss the matter with the Dean of Academic Affairs (Dr. Nanako Machida) as well as their academic advisor. The official date of withdrawal is set by the Center as the day on which the request is accepted by the Office. Unauthorized absence from class is not considered to constitute withdrawal from the program. The request for permission to withdraw must be approved first by an assigned committee and then by the President of the University. It usually takes approximately two weeks to grant an official withdrawal.

Permission to withdraw is not granted automatically upon request. Since students are permitted to enter the country on the condition that they maintain full-time student status, it is the responsibility of Nanzan University to report any withdrawal to the Immigration Office. Withdrawal from the program usually results in the student having to change visa status or leave Japan.

Any request for a refund of tuition fees must be stated on the request for permission to withdraw. Refunds of tuition fees are not usually given in Japanese universities, but after consideration of the reasons for withdrawal the Director of the Center for International Education may, with the approval of the President of the University, grant a partial or full refund in accordance with the following.

Withdrawal before the end of the 2nd week	100% refund
Withdrawal before the end of the 4th week	75% refund
Withdrawal before the end of the 6th week	50% refund
Withdrawal before the end of the 8th week	25% refund
Withdrawal after the end of the 8th week	No refund

A 30,000 yen withdrawal fee is deducted from the tuition fees paid, and the above percentage is applied to the remaining balance. **Please note that the request for withdrawal must be submitted in writing. Oral requests are not accepted.**

ATTENTION

Registration at the Center does not mean that students are automatically registered at their home universities. It is the responsibility of all students to make sure that they are properly registered at both institutions.

<Excused Absences>

The CJS (Center for Japanese Studies) permits students to be absent in the circumstances outlined below. Students wishing to have an absence excused should obtain an Excused Absence Request Form from the CJS Office and submit it with the necessary supporting documents. CJS Office staff will notify you when a decision is made. As a general rule, this form is to be submitted before an absence. In cases where this is impossible, hand in this form within one week from the day following the period of absence.

The period of excused absence, the prerequisite circumstances for approval, the necessary documentation and the measures for dealing with assessment occurring during the period of absence are as follows.

Funerals

Absence of up to five lecture days is excused for funerals of close family members, as defined as parents, siblings, grandparents, uncles and aunts, children or spouse, or in the case of a home-stay the immediate host family. Please attach a letter from your father or mother to the Letter of Excused Absence Request as supporting documentation.

The following measures will be taken:

- A make-up test will be carried out if major pieces of assessment such as scheduled course examinations are missed. However the highest attainable mark will be 90%.
- Make-up tests will not be carried out to cover quizzes missed.

Note: If overseas travel is involved, please submit a copy of the departure and return date stamped pages of your passport to the CJS Office.

Weddings

Absence of up to three lecture days is excused for weddings of parents, siblings or grandparents. Please attach a letter from your father or mother to the Letter of Excused Absence Request as proof of attendance at the wedding.

The following measures will be taken:

- A make-up test will be carried out if major pieces of assessment such as scheduled course examinations are missed. However, the highest attainable mark will be 90%.
- Make-up tests will not be carried out to cover quizzes missed.

Note: If overseas travel is involved, please submit a copy of the departure and return date stamped pages of your passport to the CJS Office.

Religious reasons

Obtain an Excused Absence Request Form from the CJS Office, attach documentary proof supporting your application and return it to the office. The CJS Director or CJS Dean of Academic Affairs will consider the application and decide whether or not your absence is to be excused and how many days will be granted if it is excused.

The following measures will be taken:

- A make-up test will be carried out if major pieces of assessment such as scheduled course examinations are missed. No marks are deducted in the case of an excused absence.
- Make-up tests will not be carried out to cover quizzes missed.

Note: If overseas travel is involved, please submit a copy of the departure and return date stamped pages of your passport to the CJS office.

Illness

Submit official documentation such as your medical receipts or medical documents with the Excused Absence Request Form. The CJS Director or CJS Dean of Academic Affairs will consider the application and decide whether or not your absence is to be excused, and how many days will be granted if it is excused.

The following measures will be taken:

- A make-up test will be carried out if major pieces of assessment such as scheduled course examinations are missed. However, the highest attainable mark will be 90%.
- Make-up tests will not be carried out to cover quizzes missed.

Other reasons

As general rule, absence because of attendance at awards ceremonies or conferences will be excused if the event is of an academic nature or is related to the study of the Japanese language. Please submit a letter from the organizer, or some event-related material supporting your application. Exchange students and Toyota-Nanzan Scholarship students must also submit a letter from the University authorizing the absence. Students from IES Abroad should submit a letter from the IES Abroad Office granting you permission to be absent. The CJS Director or CJS Dean of Academic Affairs will consider the application and decide whether or not your absence is to be excused and how many days will be granted if it is excused.

The following measures will be taken:

- A make-up test will be carried out if major tests such as scheduled course examinations are missed. However, the highest attainable mark will be 90%.
- Make-up tests will not be carried out to cover quizzes missed.

Note: If overseas travel is involved, please submit a copy of the departure and return date stamped pages of your passport to the CJS Office.

Please contact the CJS Office if you have any questions or require more detailed information.