

II. University Courses

Many students enter the University with expectations and hopes and are going to experience university courses for the first time. At university, students are required to take an autonomous and independent-minded approach to their studies.

At university, the opportunity to express your own opinions increases. For example, some courses will require you to hand in papers expressing your opinion at the end of the semester, some courses may require you to state your argument about something in a paper test. You will be asked to express your opinions orally in many courses. There will be courses which have no textbooks to follow. University education may greatly vary from your high school education experience.

The following explanation of the university courses can also be found in the Guidance of the Department and Registration System. It is important for you to understand the meaning of course categories and the content of each course.

1. The Framework of the Courses of the School of Liberal Arts

The courses of the School of Liberal Arts are divided into three groups: General Education Courses, Specialized Courses, Optional Courses. They are constituted to correlatively achieve the goal of the School.

2. University Class Study and Autonomous Study

Study at the University consists of studying in class and autonomous study by students. Studying at university goes beyond the classroom. Students are asked to study autonomously and independently. Studying in the library, English Study Center, joining a study group or circle will enhance a more autonomous and independent approach to study and deepen your understanding. This is the main difference between *gakusei* (student) and *seito* (pupil). The meaning of academic study is to apply one's mind purposefully and critically to the acquisition of knowledge and understanding of a subject which in turn leads to the ability to create new thoughts based on the analysis and evaluation of the acquired knowledge through the sharing with one's peers.

3. Credit System

To graduate from the University, students must acquire 124 or more credits. The number of credit points is determined for each course based on the number of hours necessary to study for the course. Students can earn the credits of a course when they have completed the required hours for the course and have passed the examination of the course.

4. Credit Calculation

One credit is defined as 45 hours of study, which is the sum of class study hours and independent study hours. The percentage of class study hours and independent study hours differs according to the type of course. Except for the courses specified by the Rules of the University, the percentage is determined based on the types of courses as in the following:

1. In a course in which lecture is the main style of teaching, one-hour of class study requires two hours of accompanying independent study. A 15-week one-hour weekly course of this type constitutes 1 credit.
2. In the case of a course in which lecture and practice or exercise are combined, two hours of class study requires one hour of independent study. A 15-week, two-hour weekly course of this type constitutes 1 credit.
3. In the case of a course in which experiment or practical skill training is the main content, a 15-week, three-hour weekly class constitutes 1 credit.

Ratio of class hour and independent study hour for one credit point

Types of course	Weekly class hour	Independent study hour	Week
Lecture	One hour	Two hours	15 weeks
Combined course	Two hours	One hour	15 weeks
Practice course	Three hours		15 weeks

There are exceptional courses in which the achievement of graduation thesis or research study constitutes a certain number of credits.

5. Academic Semester

The academic year has two semesters. They are called first semester or spring semester and second semester or fall semester. The first semester begins April 1st and ends September 30th and the second semester begins October 1st and ends March 31st. Each semester has 15 weeks of class time. Except the Graduation Thesis, which requires coursework over consecutive semesters, courses do not exceed one academic semester. The start of the semester may vary in the practical academic calendar due to holidays.

6. Class Time

In the University 90 minutes is one class period which is regarded as equivalent to two hours of class study.

The following is the timetable of everyday class time.

Period	Time
1st period	9:00 - 10:30

2nd period	10:40 – 12:10
3rd period	13:10 – 14:40
4th period	14:50 – 16:20
5th period	16:30 – 18:00

7. Course Enrollment

Study at university requires self-initiative. Each student makes her own plans for the courses to achieve her own goal of study as well as for the purpose of obtaining certificates and fulfilling the credit requirements for graduation. You need to fulfill the enrollment procedure at the beginning of each semester. The curriculum consists of required courses and elective courses. There are areas of courses that require the acquisition of a specified minimum number of credits for graduation. You may consult the models of course enrollment based on the goals of study for these requirements. After reading the guidance for the enrollment procedure in this book and the syllabi, you need to make your own study program. You should talk with your academic advisers before you submit an Enrollment Form to the Academic Affairs office.

If you attend a course in which you are not enrolled or a course from which you have already acquired credits, you will not be able to acquire any credits for attending the course.

If you need to cancel a course you once enrolled, you need to submit an application of cancellation with Academic Advisors' approval to Academic Affairs office within a week. Also in withdrawal system, you can withdraw the course in the 6th week with Academic Advisors' approval.

The details of the enrollment procedure will be given through the "Enrollment Guidance" of each department. If you have any questions or need something clarified, you should talk to the teachers of your department or the Academic Affairs office staff.

8. Approval of Credits and Grading System

The University adopts an absolute evaluation system, not a relative evaluation system. Each teacher will determine your grade based on how well you have achieved the criteria set by each teacher. The following table shows the grading standards:

Grade	Score Criterion	Pass/Fail
AA	100 points - 90 points	Pass
A	89 points - 80 points	
B	79 points - 70 points	
C	69 points - 60 points	
F	59 points - 0 points	Fail

The transcript of your grade will be issued within the specified period. You should keep the enrollment form and the transcripts while you are a student in order to check if you are acquiring enough credits and are taking the necessary courses for graduation and certificates.

9. Credit Accumulation and Credit Transfer

The credits you have acquired at other universities and colleges might be counted as part of the credits necessary for graduation within this university. If you have such credits, you need to talk to your academic adviser first. You will need to have an official transcript issued from the university or college where you obtained the credits. For details, refer to the “the Credit by Transfer from Other Institutions” document.

10. Examinations

10-1 Final Examinations

Final examinations will be given at the end of each semester. The types of examinations include essay examinations, paper examinations, practical examinations. Some other types of examinations may be given.

10-2 Qualification to Take Examinations

According to the Regulations on Course Registration, you need to satisfy the following requirements to be eligible for taking a final examination:

1. Being officially enrolled in the course.
2. Having more than two-thirds of attendance rate.
3. Having paid tuition and other fees.

10-3 Procedure of Final Examination

1. Students may not enter the examination room after a lapse of 20 minutes.
2. Students who are not qualified for the examination cannot enter the examination room.
3. Students must not bring in anything other than a writing instrument, unless otherwise permitted.
4. Students must present their student identification card during the examination.
5. The details of final examination procedures (time schedule, examination style, etc.) will be posted on the bulletin board at least one week before the first day of the examination week.

10-4 Make-up Examinations (Regulations on Course Registration, Article 27)

A student who cannot take a final examination due to unavoidable reasons may be permitted to take a make-up examination if she submits a Request Form for Make-up Examination. A student who may be qualified for a make-up examination will fall into one of the categories in the following list. The qualified student must report to the academic office and submit a Request Form for Make-Up Examination by the designated day. The student can take a make-up examination once in principle during the period and by the stated method specified by the university.

Students qualified for a Make-Up Examination

1. Those who could not take the final examination due to an extraordinary natural

- phenomenon.
2. Those who could not take the final examination due to illness and have reported to the Academic Affairs Office before the examination and submitted a doctor's statement promptly.
 3. Those who could not take the final examination due to an employment examination and have reported to the office before the examination.
 4. Those who are permitted by the President to take a make-up examination.

Students who want to request a make-up examination must write the detailed reason in the request form and submit the form to the Academic Affairs office. Dates, rooms, examination style of each make-up examination will be posted on the bulletin board.

10-5 Re-Examination (Regulations on Course Registration, Article 28)

A student who did not pass a final examination may submit a Request Form for Re-Examination and may be re-evaluated. The student who passes the re-examination gets a C grade.

Disqualification for a re-examination

The following students will lose qualification for re-examination:

- a. A student who did not submit the answer sheet in the examination or one who expressed verbally her withdrawal from the examination.
- b. A student whose answer sheet was confiscated due to cheating at a final examination.

Students applying for a re-examination must submit a Request Form for Re-Examination to the Academic Affairs Office by the designated day.

10-6 Report Submission

The theme and the number of pages of report assignments will be posted on the bulletin board by the designated day. There may be a make-up examination or re-examination in this case.

Students must submit the paper by the deadline, by putting the paper into the box placed at the academic office. They must use the specified manuscript paper or other paper specified by the instructor and put the (specified) front cover on top. Submission of the report after the deadline, submission of the report directly to the teacher, or mailing the report will make it invalid.

10-7 Academic Misconduct on Final Examinations

Any student who commits academic misconduct at a final examination, upon the decision made at the faculty meeting, will lose the right for the credits of the course and will be suspended for a defined period.

11. Absence

11-1 Notification of a Long Term Absence

If you have to be absent from classes for more than 7 days due to illness, injuries, or other accidents, submit the doctor's certificate or a statement of reason for the absence to the Academic Affairs Office.

11-2 Official Absence

An official absence means that the President allows the student to be absent from class due to a reason for which the President authorizes the absence as necessary. An official absence will not be counted as an absence.

11-3 Bereavement Leave

Bereavement leave will be treated as follows:

Relation	Allowed days of bereavement leave	
	Blood relation	In-law relation
parent	7	3
grandparent	3	1
sibling	3	1
spouse	10	
child	5	

The days of absence due to bereavement leave will not be counted as absences within the days specified. The student taking bereaved leave must submit a Bereaved Leave Form to the Academic Affairs Office.

You should pay attention to the number of absences because you will be disqualified from taking the final examination if you are absent more than one-third of the class days.

12. Measures for Emergency

Temporary class management in an emergency is as follows:

1. Definition of an emergency is as follows:
 - a. When there is a storm wind warning (Bofu-Keiho) or a heavy snow warning (Ouyuki-Keihou) for Toyoake City (*1) .
 - b. When the main transportation systems are suspended due to a strike or other conditions.
 - c. When the President of the University declares an emergency due to an earthquake, fire, or other conditions.
2. Cancellation of emergency measures is as follows:
 - a. When a storm wind warning (Bofu-Keiho) or a snow storm warning (Ouyuki-Keihou) for Toyoake City (*1) is called off.
 - b. When the main transportation systems (*2) recommence operations.
 - c. When the President's emergency declaration is cancelled.
3. Classes will run as follows when there is an emergency:
 - a. School will follow the regular schedule when the warning is called off by 7 o'clock in the morning.
 - b. When the warning is called off by 11 o'clock in the morning, first and second periods call will be canceled.
 - c. When the warning is not called off by 11 o'clock in the morning, all classes of the day will

be cancelled.

Note:

*1. Toyoake City includes a warning for either Toyoake City , Owari East, Aichi West, or all Aichi Prefecture. If the warning is not for Toyoake City, above measures are not in effect.

You would be able to check the situation of warning on Home Page of Meteorological bureau. The address is ; http://www.jma.go.jp/jp/warn/329_table.html.

Also the address for mobile phone site is ; <http://www.mlit.go.jp/saigai/bosaijoho/i-index.html>

*2. The main transportation systems are Meitetsu Nagoya Line, Nagoya Bus Systems, and the Nagoya Subway system.

13. Changes in Student Registration Status

13-1 Leave of Absence (The Rules of the University, Article 17)

13-1-1 Leave of absence refers to the case that a student is away from school for three or more months due to illness or other reasons.

13-1-2 A student who wants to take a leave of absence must talk with her academic adviser first, and submit a Request Form for the Leave of Absence to the Academic Affairs Office. The student must describe the reason concretely and explicitly in the form. The form must be cosigned by the guarantor, be attached with a doctor's certificate or attached with a note describing the reasons.

13-1-3 Consecutive leaves of absence must be no longer than one year. If the student needs to continue the leave of absence, she must submit a Request for Leave of Absence again.

13-1-4 The President makes a decision on permission for a leave of absence after deliberation of the request at the faculty meeting, and the student will be notified of the decision through the academic office. During the leave of absence, the student status is suspended.

13-1-5 Tuition and other fees need not be paid for the period of leave of absence. The period of leave of absence will not be included in the number of enrollment years.

13-2 Re-Enrollment (The Rules of the University, Article 18)

13-2-1 When the period of leave of absence is completed or when the reason for leave of absence has expired, the student must notify the fact to the Academic Affairs Office, with the specified form cosigned by the guarantor (Request for Re-enrollment Form). The form must include the concrete description of the reason for re-enrollment.

13-2-2 The President makes a decision on permission for re-enrollment after deliberation of the request at the faculty meeting.

13-3 Withdrawal (The Rules of the University, Article 21)

13-3-1 Withdrawal means that a student abandons her student status because of difficulties with the continuation of study due to illness or for financial reasons.

13-3-2 A student withdrawing from the University must talk with her academic adviser first, and submit the request form for withdrawal to the Academic Affairs Office. The student must describe the reason concretely and explicitly in the form. The form must be cosigned by the guarantor. The student must also return her student identification card.

13-3-3 The President will make a decision on permission for withdrawal after deliberation of the request at the faculty meeting.

13-3-4 The Academic Affairs Office will notify the student of the permission for withdrawal.

13-4 Removal from the Register (The Rules of the University, Article 22)

The President may remove the following student from the register upon the deliberation at the faculty meeting. The student and the guarantor will be notified of the decision by mail.

1. A student whose enrollment period is to exceed the limit of the enrollment period.
2. A student who does not take any steps for re-enrollment after the period of a leave of absence.
3. A student whose whereabouts are unknown.
4. A student who fails to pay the fees in spite of the requests from the university.
5. A student who dies during her enrollment.

13-5 Re-enrolled in the School (The Rules of the University, Article 23)

The following student who was removed from the registry can re-enroll in the school upon the deliberation at the faculty meeting:

1. A student whose whereabouts are unknown wants to re-enroll in the school.
2. A student who was removed because she failed to pay the fees paid and wants to re-enroll in the school.

13-5 Disciplinary Action (The Rules of the University, Article 38)

13-5-1 The President may take disciplinary action against a student when it is educationally necessary. The scale of penalties is as in the following:

- 1) Reprimand
- 2) Suspension
- 3) Dismissal

13-5-2 Dismissal of a student will be warranted by any of the following:

1. Improper conduct with doubtful probability of improvement.
2. Excessive absence from class without an acceptable reason.
3. Disruption of the order of the university or infringement of academic and personal standards.

13-6 Transfer to Another Department or School within the University (The Rules of the University, Article 19)

The President may permit a student to transfer to one of the other departments or one of the other Schools of Ohkaguen University, based on the screening of the faculty, and the deliberation at the faculty meeting. The student must be registered in a department for more than two year and have a good reason for the transfer at the end of an academic year. (For details, refer to the Regulations of Internal Transfer Students in Ohkagakuen University)

13-7 Transfer to the University (The Rules of the University, Article15)

The President, upon screening, may permit a student to transfer to the University as a third year student. (For details, refer to the Regulations of Transfer Students.)