

Notice about Changes to Office Names and Responsibilities due to Office Restructuring

APU is planning to change the office organization during the 2024 academic year.

As a result, the name, responsibilities, and location of each office and the consultation services provided will change.

The information about office names and responsibilities included in the Course Registration Guides for each college is accurate as of March 2024.

Please check the latest information about office names and responsibilities from the university's websites.

All Course Registration Guides are current as of March 12, 2024.

General Academic Information

English-basis

Course Registration Guides

Ritsumeikan Asia Pacific University

Academic Office

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| Basic Academic Information

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| Curriculum and Graduation Requirements

For graduation requirements, please review the PDFs listed on the following pages for each college and curriculum.

https://en.apu.ac.jp/academic/course_registration_guide/



1. Academic Calendar

The Academic Calendar contains all the important dates throughout the year, from the Entrance Ceremony to the start of classes and even the date of the graduation ceremony.

There are instances where the Academic Calendar may be changed due to unforeseeable events.

Downloads

AY 2024 Academic Calendar

- [AY 2024 Academic Calendar](#)  (New August 1, 2023)
- [AY 2024 Academic Calendar](#)  (New August 1, 2023)

AY 2023 Academic Calendar

- [AY 2023 Academic Calendar](#)  (Updated January 10, 2023)

2. Academic Progression and Graduation

2-1. Academic Progression

Course length refers to the period of time required to complete a course’s curriculum. At APU, this is four years for undergraduate courses. The maximum term of enrollment refers to the maximum period of time a student can remain enrolled at APU, which is eight years for undergraduate courses.

At APU, the academic year is split into the Spring Semester (April 1 – September 20) and the Fall Semester (September 21 – March 31 following year). In addition, students can enroll at APU from April or September each year.

APU uses two methods to express a student’s academic year: year level and semester level. Year level is counted by how many years a student has been enrolled at APU, whereas semester level is based on how many semesters a student has been enrolled for.

Students become first-year students upon enrollment and progress to the next year and semester level based on how long they have been enrolled at APU, regardless of how many credits they have completed.

Students who have not completed their graduation requirements by the end of their 4th year (8th semester) will become 5th-year students, then 6th-year students, and so on. However, students cannot remain enrolled at APU for longer than eight years (sixteen semesters). It is not possible to repeat a year either.

The following tables demonstrate the relationship between year level and semester level.

Students who Enroll in Spring

Semester	Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall
Year Level	1st Year		2nd Year		3rd Year		4th Year	
Semester Level.	1st Semester Student	2nd Semester Student	3rd Semester Student	4th Semester Student	5th Semester Student	6th Semester Student	7th Semester Student	8th Semester Student

Students who Enroll in Fall

Semester	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring
Year Level	1st Year		2nd Year		3rd Year		4th Year	
Semester Level.	1st Semester Student	2nd Semester Student	3rd Semester Student	4th Semester Student	5th Semester Student	6th Semester Student	7th Semester Student	8th Semester Student

2-2. Graduation

Students must fulfill all of the following requirements to graduate from APU's undergraduate colleges. Students who have already fulfilled these requirements cannot remain enrolled at APU.

Requirement 1: Be enrolled at APU for at least four years

However, this requirement is different for the following students:

- Accelerated Graduation Program Students: Be enrolled for at least three years
- 2nd-Year Transfer Students: Be enrolled for at least three years
- 3rd-Year Transfer Students: Be enrolled for at least two years

Requirement 2: Complete all the credits required to graduate

Students must complete a total of at least 124 credits and fulfill all the credit requirements specified by their respective curriculum to graduate. For more details, please check the pages for your college and curriculum.

1. Syllabus

APU Syllabus

[APU Syllabus](#) 

*You will be redirected to the top screen of Campus Terminal.

*The Fall semester timetable and syllabus are subject to change after they are released during the Spring semester.

They will be finalized and updated before the course registration period of the Fall Semester, so please be sure to check the updated timetable and syllabus before registering for the Fall Semester courses.

[Syllabus Search Method]

※No login is required to search the syllabus.

①After accessing the Campus Terminal, select your language from the upper right corner, if necessary.

②Please select the search method that best suits your purpose from the "Syllabus Search" menu.

Course Numbers

APU has introduced "Course Numbers" as a way to specify the placement of courses within the curriculum and the systemization of the curriculum. These numbers are shown on the syllabus so that identifying the field and placement of a course will be relatively simple when students are browsing syllabi.

[Course Numbering](#) 

Viewing the Syllabus Online

The syllabus is an important tool for providing students with information on courses, including the following items.

As course requirements may also be listed in the syllabus, please read the syllabus thoroughly when registering for a course.

- Subject /Class Name
- Semester offered (Fall / Spring)
- Subject Code
- Instructor
- Course outline (course aims, learning objectives, teaching methods, method of grade evaluation, overview of each lesson)
- Requirements for students
- Textbook and further readings, etc.

Finding Textbooks and Reading Materials

The document below describes methods for finding and obtaining materials listed in the syllabus.

[Finding Textbooks and Reading Materials \(PDF\)](#) 

Syllabus Favorites Function

[Note]

Before the Course Registration Period begins, if you click 'Import from Course Data' on the 'Favorites' page of the Syllabus System, some courses that you have not selected as your favorites may be displayed.




These courses are the courses automatically registered for you by the university for the upcoming semester, but please note that the class details are not yet final.


The Academic Office will make announcements regarding classes and timetables on Campus Terminal so please check Campus Terminal for more information.

2. Course Timetable

Course Timetable

AY2024 Spring Semester

- [For 2023 Curriculum Students](#)  (xlsx, updated 2024/3/4)
- [For 2017 Curriculum Students](#)  (xlsx, updated 2024/3/4)
- [For 2011 Curriculum Students](#)  (xlsx, updated 2024/3/4)
- AY2024 Summer Session Course Timetable (Scheduled to be released in July 2024)




* For an explanation of how to read the timetable, please click [here](#) .

* The Course Timetable for automatically registered subjects, such as mandatory Japanese language classes, etc., will be announced via Campus Terminal on Friday, September 16 (tentative).

* There are two grade evaluation methods: "Letter Grades (A+, A, B, C, F)" and "P/F".
Please check which evaluation method applies to the lectures that you wish to take before proceeding to course registration.
- Results evaluated by the Pass/Fail method will not be included in your Cumulative GPA or Semester GPA.

* The Course Timetable for automatically registered subjects will be announced via Campus Terminal on Monday, March 18 (tentative).

AY2024 Fall Semester

- [For 2023 Curriculum Students](#)  (xlsx, updated 2024/3/4)
- [For 2017 Curriculum Students](#)  (xlsx, updated 2024/3/4)
- [For 2011 Curriculum Students](#)  (xlsx, updated 2024/3/4)
- AY2024 Winter Session Course Timetable (Scheduled to be released in January 2025)

* The Fall Semester timetable and syllabus are subject to change and will be updated in September 2024. Please be sure to check the updated timetable and syllabus before registering for the Fall Semester courses.

Open Classrooms for Attending Online Classes

If the subjects taken are offered in an online format, the following classrooms may be used.

[Open Classrooms for Attending Online Classes \(AY2023 Winter Session\)](#) 

Course Timetable and Class Times

Regular Course Timetable

Period	Class Time	Mon	Tue	Wed	Thu	Fri
1	8:45 - 10:25	A (1)	F (1)	K (1)	L (1)	F (2)
2	10:35 - 12:15	A (2)	G (1)	K (2)	L (2)	G (2)
3	12:30 - 14:10	B (1)	H (1)	K (3)	B (2)	H (2)
4	14:20 - 16:00	C (1)	I (1)	K (4)	C (2)	M (1)
5	16:10 - 17:50	D (1)	I (2)		D (2)	M (2)
6	18:00 - 19:40	E (1)	J (1)		E (2)	J (2)

The time period combination for courses with class held twice a week will be either of the following:

① Set of consecutive time periods on the same day

Period	Class Time	Mon	Tue	Wed	Thu	Fri
1	8:45-10:25	A1		K1	L1	
2	10:35-12:15	A2		K2	L2	
3	12:30-14:10					
4	14:20-16:00		I1			M1
5	16:10-17:50		I2			M2
6	18:00-19:40					

② Set of the same time period on different days

Period	Class Time	Mon	Tue	Wed	Thu	Fri
1	8:45-10:25		F1			F2
2	10:35-12:15		G1			G2
3	12:30-14:10	B1	H1		B2	H2
4	14:20-16:00	C1			C2	
5	16:10-17:50	D1			D2	
6	18:00-19:40	E1	J1		E2	J2

Make-up Days and Winter / Summer Session Timetable

Please note that these times differ from the regular timetable.

Period	Make-up Day	Session
1	8:45-10:25	8:45-10:25
2	10:35-12:15	10:35-12:15
3	13:05-14:45	13:05-14:45
4	14:55-16:35	14:55-16:35
5	16:45-18:25	16:45-18:25
6	18:35-20:15	-

Classroom Changes

Information on temporary or permanent classroom changes will be posted on Campus Terminal.

3. Class Evaluation Survey

Every semester, APU administers the 'Class Evaluation Survey' at the end of each course to get meaningful feedback from students on their learning in the class. This allows students to directly contribute to improving the quality of courses offered at APU, while also providing you an opportunity to reflect on your participation and engagement in class.


Purpose of Publishing Class Evaluation Survey Results


We publish the class Evaluation Survey Results to give students information about course content, teaching methods, course design, and other items on reference when choosing their courses.

Points to Consider When Viewing the Results

When viewing the class evaluation survey results, it should be carefully noted that the data presented is based on evaluations from students who have previously taken the course. Please be aware that the data is NOT a complete representation of the course and is for reference purposes only. Moreover, please note that the number of registered students, response rate, and other factors vary by course subject and may affect the reliability of the data. Students are strongly encouraged to refer to the 'no. of students', 'no. of responses', and 'response rate' when considering each course.

Class Evaluation Survey Results

- ① Before viewing the survey results, please refer to :
→ [How to read the survey results](#) 

- ② Survey Questions :
→ [Class Evaluation Survey Questions \(PDF\)](#) 

③ Survey Results :

		APS				APM			
	Liberal Arts	Major subjects (CSM)	Major subjects (ED)	Major subjects (HT)	Major subjects (IRP)	Major subjects (AF)	Major subjects (IE)	Major subjects (M)	Major subjects (SMO)
AY2022 Fall Semester									
AY2022 Spring Semester									
AY2021 Fall Semester									
AY2021 Spring Semester									
AY2020 Fall Semester									
AY2020 Spring Semester									
AY2019 Fall Semester									

* The data does not include Language Subjects, Required Major Subjects, or Lecture Subjects that are co-taught by 2 or more faculty members.

* Please note that only results for questions 1 to 25 are included. (*Results for questions 26 to 31 are not included)

[Response to results from the Survey about Online Classes \(PDF\)](#)

Class Evaluation Survey Response Page

Please click on the link below to answer the survey.

【For Undergraduate students】 (Response period : From January 17th to February 6th)

- Lecture Course
- Language Course
- 3rd year Seminars

【For graduate students】 (Response period : From January 17th to February 6th)

- Graduate Students Course

【For Undergraduate & graduate students】 (Response period : From February 11th to 15th)

- [Session Course](#) 

4. Class Cancellations and Make-up Classes

Information regarding class cancellations and make-up classes will be made available on Campus Terminal. Please be sure to confirm this information before class.

Class cancellations and make-up classes may occur in any subject.

Please do not to make other plans on the Make-up Days shown in advance in the Academic Calendar.

Class Cancellation

If an instructor does not appear after the class starts, please promptly inform the Academic Office.

A class will be cancelled if the instructor does not come to the classroom within 20 minutes after the start of class.

Procedures for classes during severe weather and / or suspension of public transportation

The handling of classes in cases when a storm warning or special warning regarding the weather is issued or in cases when public transportation is suspended due to the weather, classes will be held online, and if classes cannot be held online, make-up classes will be held at a later date.

The announcement of the switch to online classes will be made at the Campus Terminal by around 6.45am.

[How to log into ZOOM]

- [Application](#) 
- [WEB](#) 

[How to check Meeting IDs]

- When classes switch online, a timetable with Meeting IDs will be provided at the Campus Terminal.

Class Cancellation Information

Information regarding the cancellation of classes may be confirmed on Campus Terminal.

Campus Terminal may also be accessed by mobile phone.

Campus Terminal (PC): <https://portal2.apu.ac.jp/campusp/top.do> 

Campus Terminal (Mobile): <https://portal2.apu.ac.jp/campusp/sptop.do> 

Make-up Classes

As a rule, if a class is cancelled, a make-up class will be held. In principle, make-up classes will be held on the date designated by the university. Make-up classes are usually held on Saturdays, and the dates can be confirmed in the Academic Calendar. In certain circumstances, make-up classes may be held before the actual cancelled class. If a class is cancelled, please follow the instructions of your professor and the notice on Campus Terminal. Make-up class timetables will be posted on Campus Terminal on the Tuesday prior to the make-up day.

As classrooms and class times for make-up classes may differ from regular classes, please be sure to check Campus Terminal.

If a make-up course overlaps in the same class period, please notify the instructor of the course you will be missing.

5. Class Absences (Illness or Bereavement)

In the event that you are unable to attend classes due to unavoidable circumstances such as illness or the death of a family member, please inform your instructors of your absence from classes.

Each instructor will determine how to handle your absence in these cases.

These procedures, however, will differ depending on the length of the period absent. Please read the following information.

Class Absences

If a student is absent due to illness or bereavement, the procedure differs depending on the reason and the length of the absence. Before inquiring, please refer to the following information.

Approach to Class Absences

[Bereavement]

- Bereavement leave may be taken for first-degree relatives (parents and children) and second-degree relatives (grandparents and siblings). Other cases are not eligible for the procedure.
- The applicable period is within 7 days for first-degree relatives and within 5 days for second-degree relatives, calculated from the date of passing or the date of the funeral (Saturdays, Sundays, and holidays are included).
- Please refer to "[Short-term Absences](#)" for details of the procedure.

[1~4 day absences due to illness, injury, hospitalization, etc.]

- These absences are not subject to Office procedures. Please explain the situation to your professors on your own.
- In case of legal infectious diseases (Influenza or COVID-19 etc.), please check "[Class Absences due to Infectious Disease](#)".
- The following cases shown are not subject to Office procedures (4 class days absent):

	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.	Sun.
Week 1	Attend	Attend	Attend	Attend	Absent ^①	–	–
Week 2	Absent ^②	Absent ^③	Absent ^④	Attend	Attend	–	–

[Absences of more than 5 consecutive class days ~ 3 weeks due to illness, injury, or hospitalization of the student]

- The absence may correspond to Short-term Absences.
- For details of the procedure, please refer to "[Short-term Absences](#)".
- Please refer to the following table for how "more than 5 consecutive class days" is determined. The absence of more than 5 days excludes Saturdays and Sundays.

	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.	Sun.
Week 1	Attend	Attend	Attend	Absent①	Absent②	–	–
Week 2	Absent③	Absent④	Absent⑤	Absent⑥	Attend	–	–

[If a student is absent more than half the lessons in a course due to illness or hospitalization of the student]

- The absence may correspond to "[Long-term Absences](#)".
- The first step is to consult the Academic Office as soon as possible.
- For details of the procedure, please refer to "Long-term Absences".

[Absence due to a legally-recognized infectious disease]

- You may fall under "Class Absences due to Infectious Disease".
- Please refer to "[Class Absences due to Infectious Disease](#)" for more details about the absence procedures.

Short-term Absences

A "Report of Absence from Class due to Injury or Illness / Report of Absence from Class due to Bereavement" is issued for illness or injury of the student or when bereavement is necessary for blood relatives or relatives by marriage among second-degree relatives.

Please note that this "Report of Absence from Class due to Injury or Illness / Report of Absence from Class due to Bereavement" does not automatically guarantee approval of the absence. All decisions regarding absence from class will ultimately be determined by individual instructors.

Absences for reasons other than those listed below are not eligible for this procedure.

If you meet the application requirements for long-term absence from class, you fall under the category of "long-term absence".

Eligible reasons for absences, application criteria, official certificates required

[Illness / Injury]

Application Criteria	Absent for 1 ~ 3 weeks (at least 5 consecutive class days) due to personal illness or injury. *This report does not apply to illnesses or injuries of family members or friends.
Applicable Period	Within the period written on the medical certificate from the doctor. *Applications cannot be made for periods outside the period stated on the medical certificate.
OfficialCertificatesRequired	<ol style="list-style-type: none"> 1 A copy of the medical certificate from the doctor that specifies the name of the illness and the period necessary for recovery (start date and end date) 2 A copy of the receipt for medical services 3 A copy of a valid student ID or other valid photo ID. 4 The "Report of Absence from Class due to Illness or Injury" form with the necessary information filled in



[Bereavement]

Application Criteria	Bereavement for first-degree relatives (parents and children) and second-degree relatives (grandparents and siblings) *Third-degree relatives (such as uncles, aunts, and great-grandparents) are not covered by this leave.
Applicable Period	The applicable period will be calculated from the date of passing or the date of the funeral as follows: First-degree relatives: Within 7 days including Saturdays, Sundays, and holidays Second-degree relatives: Within 5 days including Saturdays, Sundays, and holidays *The days calculated will be the days written on the official document submitted.
OfficialCertificatesRequired	1 A copy of either the funeral attendance letter or official death certificate showing the date of passing 2 A copy of a valid student ID or other valid photo ID 3 The "Report of Absence from Class due to Bereavement" form with the necessary information filled in

Application Method

1. Please fill out Report of Absence form for each class.

Please download the form according to the reason for your absence. One form is required for each class. When filling out the necessary information, please fill out the form in the language that the class is offered in.

- [Report of Absence from Class due to Injury or Illness](#) 
- [Report of Absence from Class due to Bereavement](#) 

2. Please submit the required documentation to acsubmit@apu.ac.jp.

Depending on the reason for absence, please send the official certificates required by email.

3. Please wait for a reply from the Academic Office.

If nothing is missing from the documents submitted, the Office will stamp its seal on the "Report of Absence from Class due to Injury or Illness / Report of Absence from Class due to Bereavement" form and return it to the student by email.

4. Please submit the "Report of Absence from Class due to Injury or Illness / Report of Absence from Class due to Bereavement" form to each professor.

Please submit the form returned by the Office to each professor as soon as possible.

- * Please refer to the syllabus and office hours for the professors' email addresses.
- * If you do not know a professor's email address, please confirm it in class.
- * There may be cases in which the University requests original copies of the documents. Please store the original documents safely even after you have applied.

Application Deadline

Applications must be submitted by 16:30 on the last class day (excluding final examination periods, Back-up class days and make-up class days) of the relevant subject.

* Late applications will not be accepted.

[AY 2024 Spring Semester Courses]

1st Quarter Subjects: Friday, May 24, 2024, 16:30

2nd Quarter and Semester Subjects: Tuesday, July 23, 2024, 16:30

Session Subjects: Monday, August 5, 2024, 16:30

[AY 2024 Fall Semester Courses]

1st Quarter Subjects: Tuesday, November 19, 2024, 16:30

2nd Quarter and Semester Subjects: Tuesday, January 28, 2025, 16:30

Session Subjects: Tuesday, February 11, 2025, 16:30

Class Absences due to Infectious Disease

Students who contract an infectious disease recognized by Japan's School Health and Safety Act will have their attendance "suspended" for the period indicated by their doctor to prevent the spread of disease on campus. If your attendance is "suspended", you are not allowed to come to APU until the period of suspended attendance ends. If you contract a legally-recognized infectious disease, the Academic Office will only notify your professors that your attendance has been suspended if you complete the necessary procedures. If you are unable to attend classes due to your attendance being "suspended", completing all the necessary procedures with the office does not mean that your absence will automatically be "treated as attendance" instead. Your professors will decide how to treat any class absences during your period of suspended attendance. Please make sure you contact your professors about catching up on any class content and assignments you missed during your period of suspended attendance.

Infectious diseases treated as suspended attendance at APU:


Class	Name of Disease
Class1	<p>エボラ出血熱、クリミア・コンゴ出血熱、痘そう、南米出血熱、ペスト、マールブルグ病、ラッサ熱、急性灰白髄炎（ポリオ）、ジフテリア、重症急性呼吸器症候群、中東呼吸器症候群、特定鳥インフルエンザ、新型インフルエンザ等感染症</p> <p>Ebola virus disease, Crimean-Congo hemorrhagic fever, Smallpox, South American Hemorrhagic Fevers, Plague, Marburg Disease, Lassa fever, Poliomyelitis, Diphtheria, Severe Acute Respiratory Syndrome, Middle East Respiratory Syndrome, Specified Avian Influenza, Novel Influenza</p>
Class2	<p>インフルエンザ（特定鳥インフルエンザ及び新型インフルエンザ等感染症を除く） /Influenza (excluding specific avian influenza and novel influenza)</p>
	<p>百日咳 / Pertussis (whooping cough)</p>
	<p>麻疹（はしか） / Measles</p>
	<p>流行性耳下腺炎（おたくふかぜ） / Mumps</p>
	<p>風しん（三日はしか） / Rubella (three-day measles)</p>
	<p>水痘（みずぼうそう） / Varicella (Chicken pox)</p>
	<p>咽頭結膜熱（プール熱） / Pharyngoconjunctival fever (PCF)</p>
	<p>新型コロナウイルス感染症 / COVID-19</p>
	<p>結核 / Tuberculosis (TB)</p>
<p>髄膜炎菌性髄膜炎 / Meningococcal meningitis</p>	

Class	Name of Disease
Class3	コレラ / Cholera
	細菌性赤痢 / Shigellosis
	腸管出血性大腸菌感染症 / Enterohemorrhagic E.coli
	腸チフス / Typhoid
	パラチフス / Paratyphoid
	流行性角結膜炎 / Epidemic keratoconjunctivitis
	急性出血性結膜炎 / Acute hemorrhagic conjunctivitis
	ノロウイルス感染症 / Norovirus infection
	ロタウイルス感染症 / Rotavirus infection

Application Method

*You cannot apply using the results of a self-test kit. Please make sure to visit a medical institution.


1. Visit a medical institution.

Visit a medical institution to get a diagnosis, then ask the doctor to fill in the "[Certificate of Recovery from Infectious Disease](#) ". (Please save your receipts.) You need to submit this certificate in Step 3. Print the "Certificate of Recovery from Infectious Disease" and take it to the medical institution. If you forget to take the "Certificate of Recovery from Infectious Disease" when you go to the doctor, ask your doctor to fill in the "Certificate of Recovery from Infectious Disease" at a later date.


2. Rest and recuperate for the period indicated by your doctor.

Please focus on recovering from your illness at home for the period indicated by your doctor. If you catch a legally-recognized infectious disease, your absence from class will be excused and treated as a suspension of attendance. The office will notify your professors about your illness after you complete Step 3. If you need to notify your professors of your absence before then, please contact them yourself.

3. Complete the class absence procedures at the Academic Office after you recover.

Please complete the absence procedures before the deadline using the "[Absence Notification Form due to Infectious Disease](#) ". You need to upload the following two documents to the application form.

[Required Documents]

- ① "[Certificate of Recovery from Infectious Disease](#)  " form filled out by a doctor (copy)
- ② "Medical Expenses Receipt" from your visit to the medical institution (copy)

4. If there are no problems with your documentation, the Office will share the absence information with your professors.

Please note that you will receive an email from the office titled "Absences due to Legal Infectious Disease" after the information is shared with your professors.

Application Deadline

Applications must be submitted by 16:30 on the last class day (excluding final examination periods, Back-up class days and make-up class days) of the relevant subject.

* Late applications will not be accepted.

[AY 2024 Spring Semester Courses]

1st Quarter Subjects: Friday, May 24, 2024, 16:30

2nd Quarter and Semester Subjects: Tuesday, July 23, 2024, 16:30

Session Subjects: Monday, August 5, 2024, 16:30

[AY 2024 Fall Semester Courses]

1st Quarter Subjects: Tuesday, November 19, 2024, 16:30

2nd Quarter and Semester Subjects: Tuesday, January 28, 2025, 16:30

Session Subjects: Tuesday, February 11, 2025, 16:30

Long-term Absences

If a student is absent for more than half the lessons of a course (or more than a quarter of Language subjects, Student Success Workshop, or Multicultural Cooperative Workshop) due to illness or injury, removal of registration in that course may be approved upon application.

Please note that if this cancellation is approved, all courses in the affected semester, quarter or session will be cancelled. You may not cancel only specific subjects.

Eligible reasons for absence, application criteria, official certificates required


Application Criteria	<ul style="list-style-type: none">● Absence for more than half the lessons of a course (or more than a quarter of Language subjects, Student Success Workshop, or Multicultural Cooperative Workshop) due to illness or injury● The absence must have been unforeseen during the registration correction period.● The reason for the absence cannot be the result of actions willfully taken by the student.
Applicable Period	The applicable quarter, semester, or session
Official Certificates Required	<ol style="list-style-type: none">1 A copy of the medical certificate from the doctor that specifies the name of the illness and the period necessary for recovery (start date and end date)2 A copy of the receipt for medical services3 A copy of a valid student ID or other valid photo ID

Notes

- The illness or injury must be of the individual. Absences resulting from the illness or injury of a family member or friend will not be approved.
- If the student wishes to cancel their registration in a session course due to reasons other than those above such as extracurricular activities or job hunting, they should consult the Academic Office no later than one day before classes start.

Application Method

1. Please consult the Office as soon as a situation occurs that prevents you from attending class.

As soon as a situation occurs that requires a Long-term Absence, a student should apply to acsubmit@apu.ac.jp  as soon as possible.

2. Following the instructions of the Office, please proceed with the application.

Please prepare the necessary documents and apply to the Academic Office by the application deadline.

3. The Office will carry out the procedure for removing the course.

If nothing is missing from the documentation, the Academic Office will remove the course.

4. Please confirm that the course has been removed on Campusmate.

When you have received a notice from the Office that the course has been removed, the process is complete. Please also confirm whether the course has been removed from Campusmate.

Application Deadline

Applications must be submitted by 16:30 on the last class day (excluding final examination periods, Back-up class days and make-up class days) of the relevant subject.

[AY 2024 Spring Semester Courses] *Late applications will not be accepted.

1st Quarter Subjects: Friday, May 24, 2024, 16:30

2nd Quarter and Semester Subjects: Tuesday, July 23, 2024, 16:30

Session Subjects: Monday, August 5, 2024, 16:30

[AY 2024 Fall Semester Courses]

1st Quarter Subjects: Tuesday, November 19, 2024, 16:30

2nd Quarter and Semester Subjects: Tuesday, January 28, 2025, 16:30

Session Subjects: Tuesday, February 11, 2025, 16:30

Important points for absence procedures

- Please note that forging documents is a serious offense and may result in disciplinary measures under Article 5 of the Ritsumeikan Asia Pacific University Regulations on Punitive Measures for Students.
- Applications will not be accepted after the deadline.
- Class absences only apply to reasons related to the student. Family illnesses and caregiving will not be approved.
- Please confirm the handling of absences for the "Off-campus Programs" in the respective application guidelines.

Other Reasons for Absences

- Absence due to job-hunting activities: Please consult with the Career Office.
- Absence due to extracurricular activities: Please consult with the Student Office.
- Absence due to Japan's lay judge system or other trial-related reasons: Please consult with the Academic Office beforehand.


Tardiness

There are no Office procedures.

In you are late due to a public transportation scheduling delay or disruption, the transportation company will issue official delay certificates if requested.

Show this certificate to your instructor and they will determine how to handle your tardiness.

6. Course Formats

Courses at APU are offered in one of two formats: "In-person" or "Distance Learning (Online / On Demand)."
The format of each course can be checked from "[2. Course Timetable](#)  " under "Chapter 2: Classes & Syllabus."

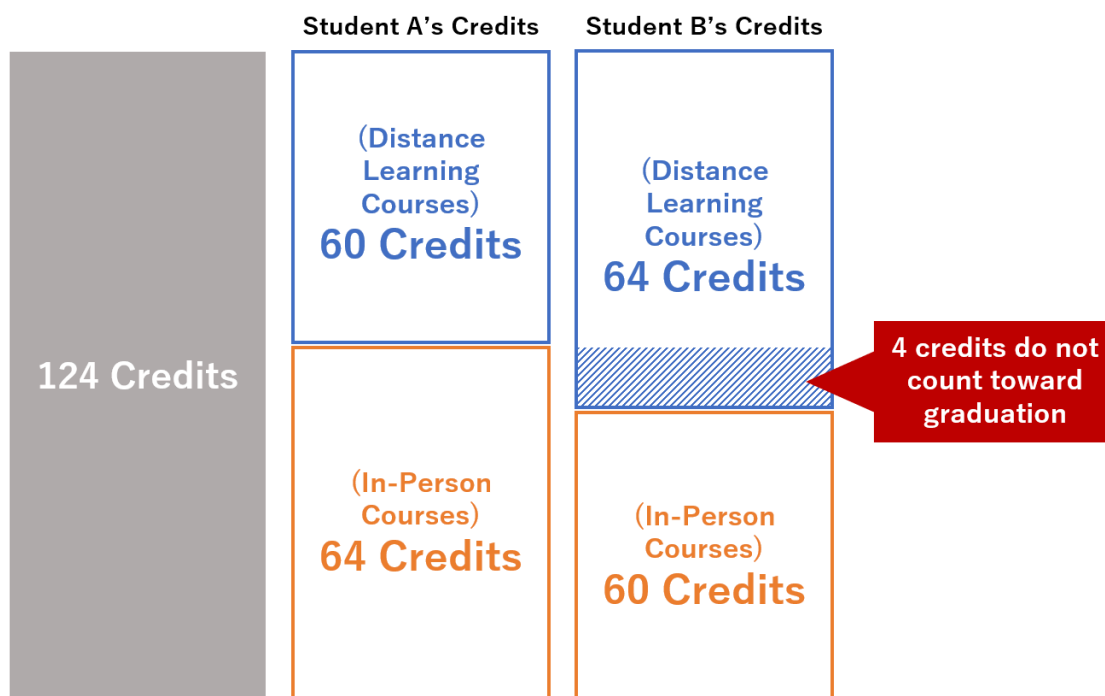
Number of Credits from "Distance Learning Courses" Included in Credits Counted Toward Graduation

Under the Standards for the Establishment of Universities and APU's University Regulations, the maximum number of credits from Distance Learning Courses that can be counted towards graduation is 60 credits. If a student earns more than 60 credits from applicable courses, the additional credits will not count toward the number of credits needed for graduation. In addition, please note that even if a student earns more than 60 credits for applicable courses, this will not be indicated under "Subjects Not Counted Towards Graduation" on the "Grade Report [Credit Completion]" page of Campusmate.

As such, students must check and manage the number of credits earned through Distance Learning Courses themselves and make sure they do not exceed 60 credits.

(Example)

As shown in the figure below, both Student A and Student B have earned 124 credits. However, Student B has earned 64 credits from Distance Learning Courses. Only a maximum of 60 credits from Distance Learning Courses can count toward graduation, so the additional 4 credits (blue shaded area) are not recognized as counting towards their graduation requirements. For this reason, Student B has only earned 120 credits that count toward graduation.



List of Distance Learning Courses (from AY 2023 onwards)

Please check which courses (by year offered and subject name) are designated as “Distance Learning Courses” by the university from the document below. A maximum of 60 credits earned from the courses listed in this document may be counted towards graduation requirements. Please see “Subjects for Transferred Credits” below for details on how transferred credits are handled.

[List of Distance Learning Courses \(from AY 2023 onwards\) Updated March 1, 2024](#) 

Courses not listed in the document above are not included in the 60-credit maximum as they were offered online as a special measure during the COVID-19 Pandemic. These courses will count toward graduation as normal.

However, regardless of the actual course format, there are some courses whose credits do not count toward graduation. Please note that credits from these courses are not included in the number of credits earned for graduation. Students should check the “Credit Requirement Area on Campusmate” section of the Subject List for their own college and curriculum for details about applicable subjects.

(Example) “Academic Advising”

Please check below for details on course formats.

In-Person Courses

Classes are held in person. However, for some courses, a number of classes may be held online (via Zoom). In that case, students will need to attend that particular class online via Zoom.

*How to check the Zoom Meeting ID if some classes will be held online or on demand → The course instructor will notify students of the Zoom Meeting ID or access method (URL, etc.).

Distance Learning Courses

Classes are held online (via Zoom or on-demand). However, for some courses, a number of classes may be held in person. In that case, students will need to attend the class in-person in the classroom.

Format / Notation on Course Timetable (AY 2024 Courses)	Maximum Number of Distance Learning Credits Counted Toward Graduation
<ul style="list-style-type: none"> ● “Online)” is written before the course name ● Zoom Meeting ID listed on the Course Timetable 	60 Credits

How to Check the Format of Each Class Session

Information about the format of each class (in person/online/on demand) is written under the “Overview of Each Class” section on the syllabus. Please be sure to check the [syllabus](#) to confirm the format for each class.

(Example)

1st Class (April 9th, [In Person](#))

- Introduction and overview of the course
- The state of education

2nd Class (April 12th, [Online](#))

Difference between Online and On-Demand

Online	Classes are held in real-time. The class will be held interactively via Zoom on the day and period indicated on the Course Timetable.
On-Demand	Materials or recorded lectures are uploaded to Moodle or another platform, and students must watch them and submit any assignments within the set period. In principle, materials will be made available on the day and period listed on the Course Timetable.

Subjects for Transferred Credits

Some of the subjects used for credit transfer count as Distance Learning Sources. These courses have “(Distance Learning)” written after the subject name on the “Credit Transfer Subject List” for the corresponding college and curriculum. Credits from these courses are also included

in the 60-credit maximum for Distance Learning credits that can be counted toward graduation. Please check the "Credit Transfer Subject List" for each college below.

[College of Asia Pacific Studies \(APS\)](#)

[College of International Management \(APM\)](#)

[College of Sustainability and Tourism \(ST\)](#)

1. Credits

1-1. Credit System

Coursework at APU is based on the credit system. The number of credits earned per course is determined by the Japanese University Establishment Criteria, and is based upon the number of class hours (including study conducted outside of class, homework, etc.). Students who receive a passing grade in a class for which they are registered receive credits based on the hours completed.

<Example>

Course Type	Number of Classes	Number of Credits
Lecture Course	14 classes + out-of-class study, homework, etc.	2
Language Course	56 classes + out-of-class study, homework, etc.	4

1-2. Credits and Course Type

Course Type	Credits	Offered	Classes per Week	Total No. of Classes
Lecture	2	Quarter-basis (2 months)	2	14
		Semester-basis (4 months)	1	
Seminar	2	Semester-basis (4 months)	1	14
Language	4	Semester-basis (4 months)	4	56
	2		2	28

1-3. From Registration to Credit Completion

1. Plan your Course of Study

Looking towards graduation, students should create a study plan while being aware of what they will study over the course of four years.

2. Register for Courses

Please be sure to register for the courses you would like to take during the Course Registration Period.

3. Take Courses

Please carry out course preparation, attendance, and review thoroughly.

4. Grade Evaluation

The professor will provide a grade for daily points (such as participation in class), exams, and reports.

5. Success

When a passing grade is obtained, students will receive credits.

1. What is Course Registration?

1-1. What is the Course Registration?

Course registration is the process of each student registering for classes they would like to take, as well as a declaration of intent. Course registration is the most important part of course planning, and absolutely necessary in order to attend classes, receive credits, and graduate. Please use extra caution when registering for classes to ensure that you are able to progress smoothly in your study plan.

1-2. Credit Registration Limits

- There is a fixed maximum number of credits for which students may register each semester.
- There are no minimum credit requirements per semester.
- However, there are minimum requirements when applying for certain scholarships and programs.
- As the number of credits registered may impact visa status for international students, please consult the Student Office in this matter.

Maximum Number of Credits

Semester	Regular Students	Accelerated Graduation Program Students
1st Semester	18 Credits	—
2nd Semester	18 Credits	—
3rd Semester	20 Credits	24 Credits
4th Semester	20 Credits	24 Credits
5th Semester	20 Credits	24 Credits
6th Semester	20 Credits	24 Credits
7th Semester	24 Credits	24 Credits
8th Semester and over	24 Credits	24 Credits

1-3. Course Registration Overview

In order to take classes, students must first register for courses during "Course Registration Periods" held before each semester begins.

[Registration Steps]

1. Check th course registration schedule.

2. View syllabi and decide on which subjects to register.

3. Using the Subject List for your college and curriculum, confirm the subject fields, prerequisites, and Area of Study for each subject.

4. Check the course timetable.

5. Register for courses online during the designated Registration Period via Campusmate.

6. After completing course registration, print or save the "Registration Confirmation Screen."

7. Attend classes.

8. If desired, make any course registration changes during the appropriate Correction Period.

1-4. Procedures available during the Course Registration Period

Period	Available Subjects	Registration Changes Possible			
		Semester Courses	1Q Courses	2Q Courses	Session Courses
Registration Period A	Language, Common Liberal Arts, Major Subjects (from own college)	Add Drop	Add Drop	Add Drop	Add Drop
Registration Period B	All subjects (Including Major Subjects from other colleges)	Add Drop	Add Drop	Add Drop	Add Drop
Semester and 1st Quarter Classes Begin					
Correction Period 1	All subjects	Drop only	Drop only	Add Drop	Add Drop
2nd Quarter Classes Begin					
Correction Period 2	All subjects	–	–	Drop only	Add Drop
Session Classes Begin					

[Notes]

- Course Registration Period A is only available to current APU students. Newly enrolled, re-enrolled, and reinstated students will begin registration from Course Registration Period B.
- Automatically registered subjects and designated classes will be registered by the University.

1-5. Trading Registered Courses with Other Students

Course registration is an incredibly important procedure for studying at university. Trading or exchanging registered courses violates APU's rules regarding course registration.

Registering for courses you do not plan on taking with the intent of trading or exchanging them is a severe infringement on other students' rights to study as it prevents them from taking courses they earnestly want to study. Furthermore, the following acts are all subject to disciplinary action: trading a registered course with another student, asking another student to trade a registered course with you, actually receiving a traded course from another student, and intending to trade a course even if you did not in the end.

Dean of Academic Affairs
Ritsumeikan Asia Pacific University

1-6. Important Notes for Course Registration

- Students cannot register over the credit limit per semester.
- Students cannot register for subjects held during the same period on the same day, unless the subjects are held during different quarters.
- Students are not able to register for subjects that have reached capacity.
- If you fail to earn credits for an automatically-registered subject that is required for graduation, the university will automatically register you for the subject again in the following semester.
- Students cannot normally register for subjects that they have already passed, even if the instructor, class letter, or language is different. However, students may register for subjects that can be taken more than once. For information about eligible subjects, please check the "Re-registration Possible" column on the Subject List for your college and curriculum.
- Students are not able to register for subjects that do not appear on their course registration screen.
- Students must complete the necessary procedures in order to register for subjects requiring prior application.
- Courses may be cancelled if the number of students registered does not meet the established minimum quota.
- Students to whom the following conditions apply are not allowed to register for Session Subjects.

Curriculum	Conditions
2017 Curriculum	Students in their 8th semester or above ^{*2} who have already earned at least 100 credits ^{*3}
2011 Curriculum ^{*1}	Students in their 8th semester or above ^{*2} who have already earned at least 100 credits ^{*3}

*1 Students who changed from the AY 2006 Curriculum to the AY 2011 Curriculum as a result of a status change or reenrollment will fall under the AY 2006 conditions.

*2 Accelerated Graduation Program students will fall under the same conditions as those in their intended semester of graduation.

*3 Credits earned through exchange programs or distance learning programs are transferred as APU credits. As a result, if a student reaches the maximum number of credits in the middle of the semester, the student will no longer be considered eligible to register for session subjects. If it is possible that this will happen to you, we strongly recommend you register for classes other than session subjects.

[Notes]

If an ineligible student registers for a session subject, the University will remove that subject from the student's schedule.

2. Course Registration Schedule & Procedures

The schedule may be subject to change due to unforeseen circumstances. Please check the university website and Campus Terminal regularly for the latest information.

Course Registration Schedule

AY2024 Spring Semester

Period	Eligible Students		Date	Time
Registration Period A 1st Priority: GPA of 3.00 or higher 2nd Priority: GPA of 2.50 or higher * Semester GPA or cumulative GPA, whichever is higher.	ST	1st Priority	Mar.19 (Tue)	9:30 ~ 14:30
		2nd Priority		12:00 ~ 17:00
		Regular		14:30 ~ 19:30
	APS	1st Priority	Mar.20 (Wed)	9:30 ~ 14:30
		2nd Priority		12:00 ~ 17:00
		Regular		14:30 ~ 19:30
	APM	1st Priority	Mar.21 (Thu)	9:30 ~ 14:30
		2nd Priority / Graduate Students		12:00 ~ 17:00
		Regular		14:30 ~ 19:30
Registration Period B	New and Reinstated Students		Apr.4 (Thu)	9:30 ~ 17:00
	Current Students			12:00 ~ 17:00
Correction Period 1	All Students		Apr. 15 (Mon) 10:00 - Apr. 16 (Tue) 10:00	
Correction Period 2	All Students		Jun. 12 (Wed) 10:00 - Jun. 13 (Thu) 10:00	

AY2024 Fall Semester

Period	Eligible Students		Date	Time
Registration Period A 1st Priority: GPA of 3.00 or higher 2nd Priority: GPA of 2.50 or higher * Semester GPA or cumulative GPA, whichever is higher.	APS	1st Priority	Sep.17 (Tue)	9:30 ~ 14:30
		2nd Priority		12:00 ~ 17:00
		Regular		14:30 ~ 19:30
	APM	1st Priority	Sep.18 (Wed)	9:30 ~ 14:30
		2nd Priority		12:00 ~ 17:00
		Regular		14:30 ~ 19:30
	ST	1st Priority	Sep.19 (Thu)	9:30 ~ 14:30
		2nd Priority / Graduate Students		12:00 ~ 17:00
		Regular		14:30 ~ 19:30
Registration Period B	New and Reinstated Students		Sep.30 (Mon)	9:30 ~ 17:00
	Current Students			12:00 ~ 17:00
Correction Period 1	All Students		Oct. 09 (Wed) 10:00 - Oct. 10 (Thu) 10:00	
Correction Period 2	All Students		Dec. 04 (Wed) 10:00 - Dec. 05 (Thu) 10:00	

Procedures available during the Course Registration Period

Period	Available Subjects	Registration Changes Possible			
		Semester Courses	1Q Courses	2Q Courses	Session Courses
Registration Period A	Language, Common Liberal Arts, Major Subjects (from own college) <ul style="list-style-type: none"> Registration times will vary according to student GPA. 	Add Drop	Add Drop	Add Drop	Add Drop
Registration Period B	All subjects (Including Major Subjects from other colleges) <ul style="list-style-type: none"> Subjects from other colleges are available from 2nd year onwards 	Add Drop	Add Drop	Add Drop	Add Drop
Semester and 1st Quarter Classes Begin					
Correction Period 1	All subjects <ul style="list-style-type: none"> After Correction Period 1, changes cannot be made to Semester and 1st Quarter courses. 	Drop only	Drop only	Add Drop	Add Drop
2nd Quarter Classes Begin					
Correction Period 2	All subjects <ul style="list-style-type: none"> After Correction Period 2, changes cannot be made to 2nd Quarter and Session courses. 	–	–	Drop only	Add Drop
Session Classes Begin					

[Notes]

- Course Registration Period A is only available to current APU students. Newly enrolled, re-enrolled, and reinstated students will begin registration from Course Registration Period B.
- Automatically registered subjects and designated classes will be registered by the University.

AY 2025 Course Registration Schedule

The course registration schedule for AY 2025 will be released in January, 2025.

Note

- When you register or cancel subjects online, please be sure to click the Apply button to register your changes.
Upon completion, please make sure to save or print the Course Registration Confirmation Sheet which includes your "Registration No." Without this number on the Course Registration Confirmation Sheet, we cannot respond to inquiries about system errors.
Be sure to record the date the Course Registration Confirmation Sheet was printed/saved.
- Students bear full responsibility for any errors made during course registration.
As no special consideration will be given for such errors, please use extra caution during registration to ensure no mistakes are made.
- The University takes no responsibility for problems with course registration resulting from issues with web browsers.
- Do not log into multiple screens with the same account at the same time.
- This can lead to system errors, preventing registration.
The University will bear no responsibility for any problems a student may experience in this case.
- If you log out or close the registration screen prior to completing course registration, you will lose all changes.
You must first complete your course registration, log out, and then log in again to confirm your course registration is correct.
Mistakes in registration are your own responsibility.
- Please do not share your password with anyone else.
The University recommends regularly changing your password.
- Using another person's APU Net ID and password to access Campus Terminal, Campusmate, or other services is an extremely serious criminal act.
Never use another person's account ID and password.
- Every morning between the hours of 3:00 and 5:00(Japan Standard Time) Campusmate will be offline for maintenance.

4. APU Glossary

This page explains some common terminology used at university as well as some terms that are unique to APU.

Terminology About Classes / Course Registration

Course Registration

The process of registering for the courses you want to take, indicating your intention to attend those courses. If you do not register for courses, you cannot attend classes and earn credits.

Semester

The academic year (April to March) is split into two halves, with each half called a "semester". The first half of the academic year (April to September) is the Spring Semester, and the second half (October to March) is the Fall Semester.

Quarter

Each semester is further divided into two periods called "quarters". The first two months of each semester are called the 1st Quarter, and the last two months are called the 2nd Quarter.

Quarter Break

An approximately week-long break from classes between the 1st and 2nd Quarters.

Course Timetable

A list of courses available each semester. The timetable includes information about the class day, class period, classroom, instructor, semester available, etc.

Syllabus

Instructors use the syllabus to inform students of their plan for the course. The syllabus contains basic and important information about the course, including the semester the course is offered, course content, grading method, requests for students, etc.

GPA

GPA is a value representing a student's overall grade evaluation, calculated based on the individual grades from each of their courses according to the calculation method established by APU. GPA is used when registering for courses and when applying for student exchange, scholarships, etc.

Semester Available From / Semester*

The semester from which you are able to register for a given subject. You can register for a subject if you are in the semester indicated or higher.

*This is written as "Semester" on some documents, including the Subject List and Course Timetable.

Prerequisite Subject

A subject you have to earn credits for before you can register for another subject. If you have not completed the set prerequisite subject(s), you will not be able to register for the subject even if you are in an eligible semester.

Campusmate

This system is used to register for courses, register and change your Area of Study, and check grades.
(2023 curriculum APM students only: Students can register and change their Area of Study using a separate application form)

Campus Terminal

The university sends notices and information to students using this noticeboard system.

Opposite Language

This refers to the opposite language to your enrollment language.
Opposite language for Japanese-basis students: English
Opposite language for English-basis students: Japanese

Subjects Held in English

This does not refer to “English Language Subjects” but rather to “lecture subjects” and “seminars” taught in English. One of the graduation requirements for Japanese-basis domestic students is to complete at least 20 credits of “subjects held in English”.

Types of Subjects (Categorized by Class Term)

Semester Courses

Courses held for the duration of a semester (spring or fall). These courses have 1 class per week. However, there are 2 or 4 classes per week for Language Education Subjects.

1st Quarter Courses

Courses held during the 1st quarter for the first half of the semester (roughly 2 months long). These courses have 2 classes per week.

2nd Quarter Courses

Courses held during the 2nd quarter for the second half of the semester (roughly 2 months long). These courses have 2 classes per week.

Session Courses

These are short, intensive courses held over the course of about a week after the 2nd quarter ends. There are around 2-3 periods of classes per day. Credits earned from session courses are also included in each semester’s maximum credit limit for course registration.

Types of Subjects (Categorized by Registration Method and Graduation Requirements)

Required Subjects

Subjects that you must earn credits for in order to graduate.

Automatically-Registered Subjects

Subjects that APU registers for you automatically.

Types of Subjects (Categorized by Content and Degree of Specialization)

Language Education Subjects (English)

Subjects where you study the English language. Japanese-basis students are required earn a set amount of credits for these subjects to graduate.

Language Education Subjects (Japanese)

Subjects where you study the Japanese language. English-basis students are required to earn a set amount of credits for these subjects to graduate.

Language Education Subjects (AP Languages)

Subjects where you study one of the languages of the Asia Pacific region (Chinese/Korean/Malay-Indonesian/Spanish/Thai/Vietnamese)

Common Liberal Arts Subjects

These subjects cover a wide range of academic fields.

Major Education Subjects

Subjects that cover specialized content for each college (APS/APM/ST).

Abbreviations Used at APU

APS

| Abbreviation of College of Asia Pacific Studies.

APM

| Abbreviation of College of International Management.

ST

| Abbreviation of College of Sustainability and Tourism.

MCW

| Abbreviation of the first-year education subject "Multicultural Cooperative Workshop".

SSAW

| Abbreviation of the first-year education subject "Study Skills and Academic Writing". (2017 curriculum students)

SSW

| Abbreviation of the first-year education subject "Student Success Workshop". (2023 curriculum students)

FGL

| Abbreviation of the first-year education subject "Foundation for Global Leadership". (2023 curriculum students)

DUDP

| Abbreviation of "Double Degree Program".

5. FAQ

The following section is a list of frequently asked questions. Please check here for answers before asking the Office.

For answers which differ depending on the curriculum and college, the applicable curriculum and college are written above the answer. If no curriculum year or college is written above the answer, the information applies to all students.

Basic Information

Q What are “Semesters” and “Quarters”?

A Semester and quarter refer to the length of the course.
Each academic year is split into two semesters, the Spring Semester and the Fall Semester. Each semester is made up of two quarters (the 1st Quarter and the 2nd Quarter), plus the winter or summer session.

Q What is a credit?

A A credit shows that you have learned and mastered the content of a course. Credits are based on the Japanese government’s University Establishment Standards, determined based on the hours of study required to master each course (including preparation and review) expressed in numerical form.
All students must earn at least 124 credits to graduate. The specific types of credits required are established by curriculum based on year of enrollment, college, and language basis. Please confirm the details at guidance sessions or through the website.

Q What is the difference between English A and B? —

A Please refer to the following table.

	English A	English B
StandardTrack	Communication class	Grammar class
AdvancedTrack	Discussion and Debate class	Reading and Essay class

Q What happens if I fail Japanese Foundation III only? —

A [2023 Curriculum Students]
If a student has no prior experience studying Japanese, they will be registered for Japanese Foundation I and Japanese Foundation II (4 credits each) in their first semester, for a total of 8 credits. If they pass Japanese Foundation I and fail Japanese Foundation II, the university will automatically register them for only Japanese Foundation II in their second semester.

[2011 / 2017 Curriculum Students]

If students have no prior experience studying Japanese, upon enrollment they will be registered for the three Japanese Foundation Courses: Japanese Foundation I, Japanese Foundation II, and Japanese Foundation III (4 credits each) at the same time, for a total of 12 credits. If a student passes two of the courses but fails one, the university will automatically register them for the course they failed in the following semester. For example, if a student passes Japanese Foundation I and III and fails Japanese Foundation II, they will be automatically registered for Japanese Foundation II only in the next semester.

Q What is the difference between an English language course and a course taught in English? —

A English language courses are courses in which students study the English language, ranging from levels “Elementary English A and B” to “Advanced English 2A and 2B.” The level of a student’s English language course is determined based on the results of their placement test taken upon enrollment.

Courses taught in English are courses in which students study a topic in English, in other words, Common Education courses or Major Education courses taught in English. Japanese-basis domestic students must earn at least 20 credits from these courses taught in English to graduate.

Q What is an AP Language?

A Languages spoken in the Asia Pacific region are referred to as "[AP Languages](#)". There are 6 AP languages that students can study: Chinese, Korean, Spanish, Malay / Indonesian, Thai, and Vietnamese. As Level I in these courses is often popular, please try to register as soon as possible once the course registration period begins if you are interested in taking one of these courses.

Q I will take the lowest level required language class (Elementary English or Japanese Foundation). Can I still register for an AP Language class?

A No. To register for AP Languages, the following conditions must be met.

Language Basis	Conditions for Registration
Japanese-basis	Completion or exemption of credits for "Elementary English A" and "Elementary English B"
English-basis	Completion or exemption of credits for "Japanese Foundation I","Japanese Foundation II" and "Japanese Foundation III"

Additionally, as a registration requirement for AP Languages, the AP Language you wish to take cannot be your native language. [Asia Pacific Language Education](#)

Q Can I register for an AP Language class and a required language class (English or Japanese) at the same time?

A Yes, if the conditions for registering for an AP Language are met. However, most language courses are worth 4 credits, so they have more class meeting times than other courses. Therefore, in order to take a required language course and an AP language course at the same time, self-management and time management are very important.

Q Can I apply for language exemption from my first semester?

A Yes. Applications for language exemption are usually accepted in July and the following January. For details, please refer to the following webpages:

- [Exemptions from taking English Language courses](#)
- [Exemptions from taking Japanese Language courses](#)
- [Exemptions from taking Asia Pacific Language courses](#)



I'm an English-basis student. Can I take an Advanced Track English Course?



Yes.

- To register for "Advanced English 1A /1B":

You can only register if you have a TOEFL ITP® Test score of 500 – 524 points. You cannot apply in the cases below:

Do not have a qualifying TOEFL ITP® Test score

Your TOEFL ITP® Test score has expired

If you wish to register for the course, please submit your TOEFL ITP® Test score sheet in the semester before you want to take the course. If you pass the screening, you can register for the course yourself in the following semester, during Course Registration Period B, if seats are still available.

※ Only students in their 2nd semester or above can apply.

※ Information about how to apply will be posted to Campus Terminal before the start of the semester.

- To register for "Advanced English 2A /2B" or other Advanced Track courses for specific purposes:

If seats are available during Course Registration Period B, you can register for the course(s) yourself.

Curriculum and Graduation Requirements

Q Do I have to register an Area of Study to graduate?

A As explained below, this depends on your college and curriculum.

[2023 Curriculum Students]

(APS)

You must register for an Area of Study to graduate. You can register for or change your Area of Study from your 2nd through your final semester, during course registration periods (Period A, Period B, Correction Period 1, Correction Period 2). For details, please see the [APS Graduation Requirements / Areas of Study / Required Subjects](#) page, select AY 2023 Curriculum, then scroll down to Area of Study.

(APM)

Registration in a Area of Study is not a requirement for graduation. However, if you register and fulfill the requirements, the name of your Area of Study will appear on your degree certificate. Students may register or change their Area of Study during the course registration periods (A-period, B-period, Modification 1, and Modification 2) from the first semester to the last semester of study. For more information, please select the 2023 Curriculum in the APM under "Graduation Requirements, Required Courses, and Areas of Study" and check "Areas of Study".

(ST)

Does not have Areas of Study.

[2017 Curriculum Students]

(APS)

You must register for an Area of Study to graduate. You can register for or change your Area of Study from your 2nd through your final semester, during course registration periods (Period A, Period B, Correction Period 1, Correction Period 2). For details, please see the [the APS Graduation Requirements / Areas of Study / Required Subjects](#) page, select AY 2017 Curriculum, then scroll down to Area of Study.

(APM)

You are not required to register for an Area of Study to graduate. However, if you register for an Area of Study, and earn at least 12 credits from courses in that Area, you can have the name of that Area listed on your diploma.

You can register for or change your Area of Study from your 1st through your final semester, during course registration periods (Period A, Period B, Correction Period 1, Correction Period 2).

[2011 Curriculum Students]

(APS and APM)

You are not required to register for an Area of Study to graduate. However, if you register for an Area of Study and earn the required number of credits, you can have the name of that Area listed on your diploma. For details, please see your college's [Area of Study (2011 Curriculum)] information.


Q Can I register for more than one Area of Study?

A As explained below, this depends on your college and curriculum.

[2023 Curriculum Students]

(APS)

You can only register for one of the 3 Areas of Study. You can change your Area as many times as you like during the Area of Study registration period.

You can change your Area in the same way as you registered for it. ([Area of Study Registration Manual](#) ). APS Area of Study Registration / Change Period: from 2nd semester to final semester, during course registration periods (Period A, Period B, Correction Period 1, Correction Period 2).

(APM)

Of the 4 Areas of Study, you can register for one major and one minor. For details, please see the APM [Graduation Requirements / Areas of Study / Required Subjects](#) page, select the 2023 Curriculum, then scroll down to Area of Study. APM Area of Study Registration / Change Period: Students can register/change their Areas of Study at any point between the start of Period A and end of Correction Period 2.

(ST)

Does not have Areas of Study.

[2017 Curriculum]

In both colleges, you can only register for one Area of Study. You can change your Area as many times as you like during the Area of Study registration period. For details, please see each college's Graduation Requirements / Areas of Study / Required Subjects page, select 2017 Curriculum, then scroll down to Area of Study.

[APS Area of Study Registration / Change Period](#): from 2nd semester to final semester, during course registration periods (Period A, Period B, Correction Period 1, Correction Period 2).

[APM Area of Study Registration / Change Period](#): from 1st semester to final semester, during course registration periods (Period A, Period B, Correction Period 1, Correction Period 2).

[2011 Curriculum Students]

In both colleges, you can only register for one Area of Study. You can change your Area as many times as you like during the Area of Study registration period. For details, please see each college's Graduation Requirements / Areas of Study / Required Subjects page, select 2011 Curriculum, then scroll down to Area of Study.

APS / APM Area of Study Registration / Change Period: from 1st semester to final semester, during course registration periods (Period A, Period B, Correction Period 1, Correction Period 2).

Q I'm a Japanese-basis international student. Do I have to earn 20 credits from courses taught in English to graduate?

A No. Only Japanese-basis domestic students are required to earn 20 credits from courses taught in English to graduate. However, students who graduated from a Japanese high school but do not have Japanese nationality may be categorized as domestic students. Please be sure to check Campusmate to confirm your category.

[How to check Campusmate \(PDF\)](#) 



Can 2017 Curriculum students register for 2023 Curriculum courses?



No.

Curriculums are created by considering how to systematically structure student learning over four years. A student's curriculum stays the same from admission to graduation, and in principle should not change during their course of study. For this reason, even for students in the same college, the 2017 and 2023 curriculums have different course systems, and they offer different courses (however, some courses have not been changed). As such, courses that have been newly added for the 2023 curriculum do not exist in the 2017 curriculum, and cannot be registered.



Can I graduate even if I don't write a graduation thesis?



As explained below, this depends on your college and curriculum.

[2023 Curriculum Students]

(APS)

No. APS students are required to earn credit for "Graduation Research II" in which you write a graduation thesis (or graduation report) as a requirement for graduation. For details, please check the information on the [Seminar Courses](#) page for your curriculum.

(APM)

Yes. You are not required to write a graduation thesis in order to graduate.

(ST)

It depends on the course you select for your final results.

One graduation requirement is to "Complete at least 2 credits of Final Results Subjects." If you choose "Graduation Project" to fulfill this requirement, you will be required to write a graduation thesis (or activity report).

[2017 / 2011 Curriculum Students]

(APS or APM) Yes. You are not required to write a graduation thesis in order to graduate.

FOR APS STUDENTS



I plan to register for the CSM Area of Study. However, I'm also interested in IR, so can I register for both IR introductory-level courses "Introduction to International Relations" and "Introduction to Comparative Politics"? [2023 Curriculum students ONLY]



Yes. APS students are required to take at least one introductory-level course (common liberal arts course) from each Area of Study. If students earn credits for both "Introduction to International Relations" and "Introduction to Comparative Politics," the extra two credits will be counted as Common Liberal Arts subject credits.



Do I need to register for the core courses, Introduction to APS and Introduction to Area Studies? [2017 Curriculum Students ONLY]



These courses are not required. Introduction to APS contains a lot of information that APS students should know, so it is automatically registered by the University in the first semester. Introduction to Area Studies teaches the basic information required to begin studying the Asia Pacific. This course is not automatically registered, but the University strongly recommends taking it.



I have definitely completed 30 credits of subjects in my registered Area of Study Hospitality and Tourism (HT), but when I check the "HT Major Education subjects" field on Campusmate, the number of completed credits shown is only 28. [2017 Curriculum Students ONLY]



If you complete more than the required 28 credits for an "Area of Study's Major Education Subjects," the excess credits count towards "APS Major Education Subjects." For details, please check "[*C in the Garde Report Screen of Campusmaten.](#) 📄"

FOR APM STUDENTS



Will the University register all my required courses, except for mathematics and statistics? [2017 / 2023 Curriculum Students ONLY]



Yes. Mathematics and Statistics are required courses that can be registered from first year, so we recommend taking those courses early.



For APM required subjects, I heard that even if the University is scheduled to register them for me in my second semester, I can register them myself in my 1st semester. How can I do this? [2017 / 2023 Curriculum Students only]



[2023 Curriculum Students]

Normally, "Introduction to Economics," "Introduction to Marketing," and "Finance" are registered for you by the University in your second semester. However, if the University registers 16 or fewer credits for you in your 1st semester, you can register for the courses yourself during your 1st semester. If you earn credits for these courses in your 1st semester, the university will not register them for you in your 2nd semester.

[2017 Curriculum Students]

Normally, "Introduction to Economics," "Accounting I," and "Introduction to Marketing" are registered for you by the University in your second semester. However, if the University registers 16 or fewer credits for you in your 1st semester, you can register for the courses yourself during your 1st semester. If you earn credits for these courses in your 1st semester, the university will not register them for you in your 2nd semester.

Course Timetable / Syllabus

Q How should I create my course schedule? —

A

- ① Check your graduation requirements and credit status, and confirm which subject fields require credits.
- ② Review subject information through the course timetable and syllabus.
- ③ Check the timetable for automatically registered subjects (required subjects and language subjects). The schedule for automatically registered subjects will differ for each student. Confirm your schedule for automatically registered courses by checking the Action Required messages on Campus Terminal.
- ④ Find courses that do not overlap with your automatically-registered courses and that fit into the subject fields of credits still required for graduation. As courses may sometimes fill up before you register, it is recommended that you have a few backup plans.
- ⑤ Register for courses when the Course Registration Period begins.

Q When is the timetable for automatically-registered courses announced? —

A The timetable for automatically-registered courses (required and language courses) is announced a few days before the start of the course registration period. Please check the "Action Required" messages on Campus Terminal periodically.

Q Where can I find the course timetable? —

A The course timetable can be found on the "[Course Timetable / Classroom Changes](#)" page. Please make sure to check the timetable for your particular curriculum.

Q Where can I find the course syllabus? —

A Please confirm the syllabus under "[Syllabus](#)". It may also be found on Campus Terminal.



In the Course Timetable after the “Subject Name,” what do the letters JA, EB, etc. mean?



The first letter after the subject name is the course language, and the second letter is the class.



I can't find the syllabus for a course. Does this mean that the course will not be offered?




Please make sure you are entering the course name correctly (for example, it cannot include any extra punctuation or slashes). If a course is still not shown in the published timetable, the course will not be offered that semester.

Course Registration



I don't know how to use Campusmate.



Please refer to the [Course Registration Manual](#) . Your APU ID and password are required to log in to Campusmate.



If I drop a course during the Course Correction Period, will I receive an F (failing grade) for that course?



Courses that have been dropped correctly are not graded, so you will not receive an F (failing grade).



If I take a Major Education subject from another college, how will those credits be counted?



Credits from courses in other colleges will be applied to the “Other College Courses” subject field and count towards the 124 credits needed to graduate.



I'm a 1st year student, but can I take a course for 2nd year students?



No. Please check the Subject List or the Course Timetable for the "Semester" information to see whether you can register for a course. You must be in that semester or higher to register the course.



Can I register for Major Education courses in other colleges?



Major Education courses in other colleges can be taken from the 3rd semester and can be registered from Course Registration Period B.



Is there a minimum number of credits that must be registered each semester?



There is no minimum number of credits that must be registered each semester, but at least 124 credits are required to graduate. As there is a [maximum number of credits that can be registered each semester](#), it is recommended to register for this maximum number of credits each semester to ensure that you will earn the 124 credits required to graduate. Furthermore, students receiving scholarships often need to register for a certain number of credits to maintain their scholarships. Please refer to the Student Office website for details.



Do I have to register the maximum number of credits possible every semester?



You do not have to register the maximum number of credits possible every semester. However, as it is not guaranteed that you will be able to pass and earn credits for all of the course that you have registered, we recommend registering the maximum number of credits each semester to ensure that you will earn the 124 credits required to graduate.



What is the difference between Semester and Quarter courses?



The period during which classes are held varies.

Semester Course	Students take classes for four months (during the semester) to receive credits
Quarter Course	Students take classes for two months (during the 1st or 2nd Quarter) to receive credits



The courses that I want to take overlap with automatically registered subjects. Is it possible to change the classes or times of automatically registered subjects?



The classes and times for automatically registered subjects cannot be changed.



What are the Winter and Summer Sessions?



These are intensive one-week (five-day) sessions that take place during the long breaks. As with other types of courses, credits will be earned with a passing grade. Winter and Summer Session courses may be registered during Course Registration Period A and B and Course Correction Period 1 and 2. Courses cannot be registered or dropped outside of the Course Registration Period.



How can I check the number of seats available in a class?



Class sizes are not published, but classes with seats available are shown on the Campusmate Course Registration screen. Please check the number of seats available shown during the Course Registration Period.



Can I register for all 4 types of courses (Semester, 1st Quarter, 2nd Quarter, and Session) during Course Registration Period B?



Course During Course Registration Period A (for current students only) and Course Registration Period B, all courses can be registered or dropped.

However, during Correction Period 1, courses offered in the Semester or 1st Quarter which have already begun cannot be registered, only dropped. During Correction Period 2, courses offered in the 2nd Quarter can only be dropped, and Session courses can be registered or dropped.

Please be sure to refer to "Basic Information on Course Registration" for details. Any registration or dropping is not permitted outside of the Course Registration Period.



If I drop a course during Correction Period 1, can I register for another course instead?



You can drop the course, but you can only newly register 2nd Quarter or Session courses that still have seats available. For details, please be sure to refer to "Basic Information on Course Registration."

Other

Q I have questions about course registration or classes. —

A Please use the three resources listed below. More details are available on the website.

1. [Academic Office](#)

We accept questions about course registration, course planning, or graduation requirements anytime.


2. [Academic Advising](#)

We provide support for finding your own academic or personal goals. If you are concerned about your student life or future, please talk with our faculty advisors about your concerns.

3. [Speaking with Professors during their Office Hours](#)

If you want to discuss the courses you are currently taking or consult about seminars, please make an appointment with a faculty member and speak with them directly.

Q What kind of instructors does APU have? —

A Information about faculty members such as their field of expertise can be found on our [Faculty Information Page](#) .

Q I'm worried because I'm not good at math. —

A If you are having issues in your Fundamental Mathematics, Advanced Mathematics, Business Mathematics, or Statistics course, please consider making use of the [AMC \(Analytics and Math Center\)](#). Support is offered in English or Japanese in one-on-one sessions with trained tutors.

Q I'm having trouble writing a report. —

A All 1st-year students are automatically registered for Study Skills and Academic Writing (SSAW). In SSAW, students learn about how to be "proactive, self-motivated, independent learners who can identify problems and find solutions on their own," important qualities for writing reports. Furthermore, if you have questions or concerns about a writing assignment you can use the [Writing Center](#) service and receive one-on-one support.

Q How do I get the textbook? —



Please be sure to refer to the syllabus for required learning materials. When purchasing a required textbook, please use the COOP store or online shop, or online retailers.

1. Final Exams



Final exams are those implemented during the Final Exam period as designated on the Academic Calendar.

The following schedule will be taking place. When the exam period approaches, please be sure to confirm the subjects implementing final exam, exam time and classroom in the Timetable & Venue PDF file.

For details, please ask your course instructor.

Final Exam Schedule

Check below the "Final Exam Timetable" for courses implementing final exams. For details, please ask your course instructor.

[2023 Fall]	Exam Period	Back-up Exam Date	Timetable & Venue
1st Quarter	Wed, Nov 22 - Fri, Nov 24, 2023	Fri, Nov. 24	PDF published on Nov. 8, 2023
2nd Quarter	Thu, Feb 1- Wed, Feb 7, 2024	Sat, Feb 3 Sun, Feb 4 Wed, Feb 7 Thu, Feb 8	Excel  PDF  Updated Jan. 25, 2024

Exam Times

Final exams are held based on the normal class timetable, shown below.

However the exam time may differ in some cases, so please follow the directions of your course instructor.

[Quarter 1 & 2]

period	Exam Time	Warning Bell	Exam Begins	Exam Ends
1	8:45 - 10:25	8:45	9:05	10:25
2	10:35 - 12:15	10:35	10:55	12:15
3	12:30 - 14:10	12:30	12:50	14:10
4	14:20 - 16:00	14:20	14:40	16:00
5	16:10 - 17:50	16:10	16:30	17:50
6	18:00 - 19:40	18:00	18:20	19:40

[Session]

period	Exam Time	Warning Bell	Exam Begins	Exam Ends
1	8:45 - 10:25	8:45	9:05	10:25
2	10:35 - 12:15	10:35	10:55	12:15
3	13:05 - 14:45	13:05	13:25	14:45
4	14:55 - 16:35	14:55	15:15	16:35
5	16:45 - 18:25	16:45	17:05	18:25

Notes on Final Examinations

In-Person Examinations

- Students without their Student ID card will not be authorized to take an examination. Students who forget their ID card must go to the Academic Office before the exams start and ask for a "Permission to Take Examination". Students who do not realize they have forgotten their Student ID until after the examination has begun, MUST inform this fact to the exam proctor immediately. They can take the examination but, MUST NOT leave the examination room during the exam period. They must go to the Academic Office AFTER the examination ends, together with an exam proctor.
- Students must bring all supplies necessary for the examination (such as pens and pencils). These items will not be provided by the University.
- The day, period, and classroom of final examinations may differ from that of the normal class. Please be sure to confirm the correct information on the Academic Office website.
- Students are not allowed to take an examination for subjects and classes (JA / JB / EA / EB, etc.) for which they have not registered. Please double check your course registration in advance.
- Students who do not arrive within 20 minutes of the beginning of an examination will lose the right to take that examination, and will not be permitted to enter the examination room.
- Smart phones, cell phones, smart watches, and other internet-capable devices may NOT be used as watches.

Online Examination

[Notes and Warnings for Taking Online Exams \(PDF\)](#) 

* Please be sure to read this before taking online exams.

If an Exam is Postponed

The exam date/time may be changed in the situations shown below: ("Suspension of Public Transport", same conditions as class cancellations apply)

- When a storm warning or special weather warning is issued for Beppu City
- If both Oita Bus and Kamenoi Bus have completely stopped bus service to the university
*Even if the above do not occur, it is possible the exam date/time may be changed for other reasons.

All announcements will be posted to Campus Terminal. Please be sure to check it.

Time of Decision	Time of Announcement	Response
6:30 a.m.	approx. 6:45 a.m.	Period 1 and 2 will be cancelled. The cancelled examinations will be held on the back-up examination day.
10:30 a.m.	approx. 10:45 a.m.	Examinations from period 3 onward will be cancelled. The cancelled examinations will be held on the back-up examination day.
After 10:30 a.m.	As decided	Decisions regarding make-ups will be made as appropriate.

* The new exam date and time, final report details, etc. will be announced as necessary via Campus Terminal.

* Please avoid making plans during the backup exam dates shown on the Academic Calendar. If you are unable to take an exam for a personal reason, you will not be eligible to take a make-up exam.

Academic Misconduct

Examinations at APU are conducted in order to assess students' level of achievement in their studies, and as such must be conducted fairly and impartially. Cheating during an examination amounts to an abandonment of one's own right to learning and will result in a student's disqualification from study at APU. As a university providing scholarships and other forms of support from both internal and external sources, APU cannot permit activities such as cheating. From this standpoint, APU strictly enforces the rules for examinations.

Cheating

The following are considered academic misconduct.

Students who commit academic misconduct will be subject to disciplinary measures based on the Student Disciplinary Regulations.

- To have another person take an examination;
- To take a cheat sheet into an examination;
- To exchange examination papers with another student;
- To look at another student's examination paper;
- To write unauthorized information on a desk or other location;
- To enter false information on an examination paper or an attendance register;
- To take an examination paper from the classroom or destroy it;
- To whisper, peep, or look aside during an examination;
- To use any unauthorized materials which are not permitted for the examination; *Even for "open book" exams, electronic communication devices may not be used
- To access the exam questions from outside of the designated exam room;
- To access websites or files not necessary for taking the exam using a computer, mobile phone, smartphone, or any other network capable electronic device;
- To show an offensive attitude or otherwise engage in unfavorable behavior during an examination, which may prevent the fair implementation of the examination.

[Warning Regarding Cheating \(PDF\)](#) 



[Notes and Warnings for Taking Online Exams \(PDF\)](#) 

Consequences of Cheating

Students found to be cheating may be punished in several ways, including the following:

- Receive an F grade for the course
- Punishment pursuant to the Ritsumeikan Asia Pacific University Regulations on Punitive Measures for Students
- Revocation of student scholarships

For Exam Proctors

- [Warning Regarding Cheating \(pptx\)](#) 
- [Clock \(URL\)](#) 

2. Make-up Exams

If a student is unable to take the final exam due to hospitalization, sudden illness, job hunting activities, disaster or any other unavoidable reason, the student may be allowed to take a make-up examination. After preparing the necessary certificates, please follow the application procedure described below.

Depending on the subject, the make-up examination may be in the form of a written test or a report.

There is no limit to the number of subjects for which a student may apply to take make-up examinations.

Application Period and Make-up Examination Schedule


2023 Fall	Application Period	Make-up Examination Schedule
1st Quarter	Wed, November 22 - Mon, November 27, noon	Wed, December 6
2nd Quarter	Thu, February 1 - Fri, February 9, noon	Thu, February 15 Fri, February 16
Winter Session	Tue, February 13 - Fri, February 16, noon	Separate notification

How to apply




Please apply using the application form below.

[Application form for Final Exams](#)

[Application form for Session's Final Exams](#)

- Applications will not be accepted at the Academic Office counter.
- This application is intended to confirm if the student qualifies or not to take the make-up examination. It is not to approve the student to take the make-up examination.
- When submitting the applications, you are required to upload the certificates and necessary documents. Please allow enough time before the deadline to submit the application.
- Application submitted after the deadline will not be accepted.
- In case the required certificates cannot be prepared on time for the application or in case of inquiries about the reasons for NOT taking the examination listed below, please consult the office **in advance** at examteam@apu.ac.jp . After the exam, consultations are not accepted.

For the necessary certificates please refer to the table below.

Reason for Not Taking Examination	Necessary Document or Requirement
Illness of the student	<p>Documents ① and ② described below, both MUST be submitted. If only one of the two is submitted, the application will NOT be accepted.</p> <p>① One of the following (*Only certificates proving the exam date is the date of medical examination or is within the period required for hospitalization or medical treatment etc, are valid).</p> <ul style="list-style-type: none"> ● Certificate Proving Hospital Visit/Certificate of Recovery from Infection Disease  ● Medical Certificate (Shindansho) or other equivalent issued during medical treatment <p>② Medical Expenses Receipt</p> <p>※Applications using self-examination kits or thermometer results are not acceptable. You MUST go to a medical institution to receive medical examination.</p>
Bereavement (death of a relative to the 2nd degree, i.e. spouse, parent, child, sibling, grandparent or grandchild)	Official death certificate with the actual date of death (Funeral thank you letter or official death certificate showing the date of death applicable for 7 days, including public holidays, from the date of death of parent, spouse or child, or 5 days, including public holidays, from the date of death of grandparent or brother/sister).
Disaster	Certificate for disaster victim
Job interview	Verification of Job Hunting Activities  (After applying to receive it at the Career Office, only certificates with official stamp are valid)
Graduate school examination	Examination admission slip
Transportation delay	Delay certificate from transportation company
Absence connected to Japan's lay judge system	Advance permission from the Dean of Academic Affairs
Unavoidable reasons such as participation in extracurricular activities. (or in case of Natural Disaster, traffic accidents and other unexpected circumstances)	<p>'Extracurricular activities' are limited to activities from organizations registered as APU clubs and circles, which are eligible of recognition within the [Absences Authorized by the University]  system and approval from the Student Office is required. Thereafter, upon prior notification to the Academic Office, the Dean of Academic Affairs will make the decision.</p> <p>'Other unavoidable reasons' are mainly natural disasters, traffic accidents and other unexpected circumstances beyond the student's control. In such circumstances, upon prior notification to the Academic Office, the Dean of Academic Affairs will make the decision.</p>

Notes

- You will not be permitted to take a make-up examination for reasons that are not included in the above chart.
- The make-up exam system described above, only applies to examinations held during the final examination period.
- There is no official make-up examination system for mid-term examinations. Please seek advice from the individual instructor in these cases.
- There is no official make-up examination system for language subject examinations. Please seek advice from the individual instructor even if the examination is held in the final examination period.
- Students participating in APU's English Teaching Certificate Program who cannot take both the original exam and make-up exam due to the teaching practicum, etc., should consult with the Academic Office in advance.

3. Final Reports

Only designated final reports are collected by the Academic Office.

Please check the list of designated courses below. For courses not included in the list, please consult the professor of the subject.

Report collection will be conducted via Moodle.


Please read [the Final Report Submission Manual](#)  carefully.

Be aware that submissions made in a rush may cause problems. Please allow yourself enough time before the deadline to submit your reports.


Reports submitted after the submission period will not be accepted. No exceptions.

Submission period and details

[2023 Spring]	Submission Period	List of Subjects (Reports to be submitted)
1st Quarter	Thu, May 25 10:00 - Wed, May 31, 2023 by 16:30:00 (JST)	PDF Scheduled published on May 17, 2023
2nd Quarter	Tue, Jul 25 10:00 - Mon, Jul 31, 2023 by 16:30:00 (JST)	PDF Scheduled published on July 12, 2023

[2023 Fall]	Submission Period	List of Subjects (Reports to be submitted)
1st Quarter	Thu, Nov 16 10:00 - Wed, Nov 22, 2023 by 16:30:00 (JST)	PDF Scheduled published on Nov. 8, 2023
2nd Quarter	Tue, Jan 30 10:00 - Mon, Feb 5, 2024 by 16:30:00 (JST)	PDF  Scheduled published on Jan. 17, 2024

Points to Remember When Writing Final Reports

When quoting from the internet or from another person's work, please follow the citation methods outlined in the "[APU Style Guide for Writers](#)"  and in the "[Plagiarism Policy](#)" webpage, in order to avoid plagiarizing any material. Students who do not follow these APU guidelines may be accused of plagiarism.

4. Plagiarism Policy

What is Plagiarism?

Plagiarism is the copying of a copyrighted work without acknowledgement, and is against academic rules and ethics. Plagiarism is also illegal and offenders may be fined or imprisoned.

At APU, plagiarism, improper citations, and fabrication of data are considered forms of academic misconduct or cheating. Cases of plagiarism will be handled in the same manner as cheating on examinations is handled. Students found to have plagiarized materials will be disciplined severely.

● Consequences of Cheating

Students found to be cheating may be punished in several ways, including the following:

- Receive an F grade for the course
- Punishment pursuant to the Ritsumeikan Asia Pacific University Regulations on Punitive Measures for Students

Reports etc.

“Reports, etc.” refer to any reports and other items for assessment created by students to be submitted or presented within APU. This includes reports, answer sheets, presentation materials, resumes, and all other media resources.

Copyrighted Work

“Copyrighted Work” refers to all works as defined by the Japanese copyright law. This includes written/verbal works such as dissertations and lectures, and also includes broadcasts, music, performances, works of art, architecture, maps, technical drawings, models, movies, photographs, programs, etc. Online documents, data, and images are also considered copyrighted works.

Quotations

“Quotation” is the act of using the contents of an existing copyrighted work for your own use in line with the rules below. Although there are a number of ways to use quotations in reports, papers, etc., students may use the method taught in class or as directed by individual instructors.

- An individual's work must form the main part of a work with quotes only used to supplement the main work.
- A quote must be considered necessary.
- The source must be clearly shown.
- The parameters of the quote must be clear.
- There must be no changes to the content of the quote.

1. Grades and GPA

Grading System

The APU letter grade system is as follows.

Letter	Grade (%)	Grade Point Value	Pass / Fail
A+	90% or higher	4.0	Pass
A	80-89%	3.0	
B	70-79%	2.0	
C	60-69%	1.0	
F	59% or lower	0.0	Fail

Grades are evaluated using a 5-level letter grade scale: A+, A, B, C, and F. Each letter grade is also given a corresponding grade point value.

Other Evaluation Codes

Code	Definition	Memo
P	Pass	Utilized in some subjects
T	Transfer	A maximum of 60 credits*
R	Approved for Re-registration	Credits are not counted
E	Exemption	Credits are not counted

* Credits transferred at the time of enrollment at APU do not count toward the 60 credit limit for 2nd or 3rd year transfer students ONLY.

Grade Evaluations Shown on Transcript of Academic Record and Grade Reports

Please note that Transcript of Academic Record and student grade reports may vary in content. See below for details.

All Curriculum

Grade Evaluation	Official Transcript	Student Grade Report
All grades except "F"	Will be printed *Grades cannot be cancelled once received.	Will be printed *Grades cannot be cancelled once received.
"F" grade	Will be printed	Will be printed

For Readmitted or Reinstated Students whose curriculum change from AY2006 Curriculum to the AY 2011 Curriculum.

Grade Evaluation	Official Transcript	Student Grade Report
All grades except "F"	Will be printed *Grades cannot be cancelled once received.	Will be printed *Grades cannot be cancelled once received.
"F" grade	Will not be printed	Only "F" grades for that semester will be printed.

Grade Point Average (GPA)

A GPA is a value representing a student's overall grade evaluation, calculated from the individual grades of their classes according to a specific set of rules established by the University.

Cumulative GPA and Semester GPA

"Cumulative GPA" is calculated from the time of a student's enrollment through to a student's last semester. This is the number that is printed on official transcripts. Cumulative GPA is used when applying for exchange programs, the Accelerated Graduation Program, priority registration, etc.

"Semester GPA" is calculated using only the grades acquired in the present semester. This is the number that is not included on official transcripts. Semester GPA is used when applying for scholarships, priority registration, etc.

Calculating GPA

All Curriculum

Cumulative GPA:

$$\frac{(\text{No. of A+credits} \times 4) + (\text{No. of A credits} \times 3) + (\text{No. of B credits} \times 2) + (\text{No. of C credits} \times 1) + (\text{No. of F credits} \times 0)}{\text{Total registered credits (excluding P/T)}}$$

Semester GPA:

$$\frac{(\text{No. of A+credits} \times 4) + (\text{No. of A credits} \times 3) + (\text{No. of B credits} \times 2) + (\text{No. of C credits} \times 1) + (\text{No. of F credits} \times 0)}{\text{Registered credits for given semester (excluding P/T)}}$$

For Readmitted or Reinstated Students whose curriculum change from AY2006 Curriculum to the AY 2011 Curriculum.

Cumulative GPA:

$$\frac{(\text{No. of A+credits} \times 4) + (\text{No. of A credits} \times 3) + (\text{No. of B credits} \times 2) + (\text{No. of C credits} \times 1) + (\text{No. of F credits} \times 0)}{\text{Total completed credits (excluding P/T)}}$$








当該セメスターGPA:

$$\frac{(\text{No. of A+credits} \times 4) + (\text{No. of A credits} \times 3) + (\text{No. of B credits} \times 2) + (\text{No. of C credits} \times 1) + (\text{No. of F credits} \times 0)}{\text{Registered credits for given semester (excluding P/T)}}$$

Undergraduate Student GPA Data

A distribution chart of student Cumulative GPA and Semester GPA is posted below each semester. This data will give students an approximate idea of their academic standing at APU.

【2023AY Spring Semester】

Semester	1	2	3	4	5	6	7	8
GPA Data								

2. Release of Grades & Grade Evaluation Comments

The schedule for 2023 Fall semester is as follows.

Student grades will be released on the following dates. After grades are released, students may check their grades via Campusmate. Grades cannot be released before these dates and students are not permitted to contact faculty members directly regarding grades.

Release of Grades

Announcement of Grades for Current Students and Graduation Results • Grades for Graduating Students : February 28th (Wed), 2024 10:00 JST

- Graduating students are those in their 8th semester or above and students registered in accelerated completion program who applied to graduate in March 2024.
- Graduating master students are those in their 4th semester or above and students registered in accelerated completion program who applied to graduate in March 2024.
- The result for students eligible for graduation is shown in Campusmate as 「Successful / Unsuccessful」

Announcement of Grades for Winter Session Courses: March 6th (Wed), 2024 10:00 JST

- Only students who attended Winter Session courses, please check.

Grade Evaluation Comments

At the same time that grades are released, grade evaluation comments will also become available for download from the following link.

- [2023 Fall Semester Grade Evaluation Comments \(Published on March 6, 2024\)](#) 

3. Graduation Assessment

This procedure will assess whether a student is eligible to graduate within a certain period of study (generally four years for regular students). In Japan, students are often requested to submit a “Certificate of Prospective Graduation” during job-hunting activities.

Please note that these certificates only indicate the prospect of graduation and do not guarantee a student’s graduation.

Assessment Criteria

AY 2017 and AY 2011 Curriculum

	Period of Assessment	Criteria	Timing of Issuance
Regular Students	At completion of 6th semester	Completion of at least 76 credits	Spring Semester: Early April Fall Semester: Early October
	After completion of 7th semester,at completion of each semester	Completion of at least 100 credits*	
Accelerated Graduation Program Students	After completion of 4th semester,at completion of each semester	Enrolled in the Accelerated Graduation Program	

* Those who have completed 76 credits or more can apply for prospective graduation assessment at the Academic Office.

For Students who Experienced a Curriculum Change from the AY 2006 Curriculum to the AY 2011 Curriculum upon being Readmitted or Reinstated to APU

	Period of Enrollment	Period of Assessment	Criteria	Notes
Regular Students	Spring Semester (April)	After completion of 6th semester, at completion of each semester	Completion of at least 80 credits	Those who have completed 64 credits or more can apply for prospective graduation assessment at the Academic Office.
	Fall Semester (Sept.)	After completion of 5th semester, at completion of each semester	Completion of at least 66 credits	Those who have completed 44 credits or more can apply for prospective graduation assessment at the Academic Office.

- A "Certificate of Prospective Graduation" may be printed from the automatic certificate dispensers located on the first floor of Building A and in the APU Library for those who complete the above criteria. There are periods at the end of each semester during which Certificates of Prospective Graduation cannot be issued.
- Application procedures for various certificates and information regarding certificates at the graduation ceremony can be found in the Student Office website.
- Prospective graduation assessments will be held every semester until graduation from the period of the assessment onwards.

4. Grade Inquiries

Grade inquiries will only be accepted in the following cases where there is a clear error in the grade announced.

- A grade is not shown for a registered subject.
- A grade is shown for a subject that the student did not register.
- Errors in the grade report.
- The grade shown does not match the grade calculated from the actual marks received on exams and / or reports.

If you will be submitting a grade inquiry, first check the syllabus and grade evaluation comments for the course. Then, submit your inquiry through the prescribed form providing objective evidence based on the information mentioned above to explain the reason for the inquiry. Inquiries that do not provide objective and concrete facts for the inquiry or are not submitted within the application period will not be accepted.

Grade Inquiry Period

Regardless of the reason, any application received after the deadline below, will not be accepted. No Exceptions.

- **Fall Semester Subjects | AY 2023**
Application Period : 2024, February 28th (Wednesday) 10:00 ~ March 1st (Friday) noon 12:00:00 (JST)
- **Winter Sessions Subjects | AY 2023**
Application Period : 2024, March 6th (Wednesday) 10:00 ~ March 8th (Friday) noon 12:00:00 (JST)

※ Grade Inquiries for Off-campus Programs differ depending on the semester grades are awarded. Please check the application guidelines of each program for details.

Off-campus Programs HP <https://en.apu.ac.jp/abroad/> 

How to Apply

※ From AY2021 Spring Semester, the application method for grade inquiries have changed. Please submit your application as follows.

Be sure to read carefully the manual before submitting your inquiry.

[Grade Inquiry Manual \(PDF\)](#) 

Please apply within the application period through the corresponding grade inquiry form.

① [Inquiry Form for Graduating Students](#) 

* For undergraduate students eligible for graduation, in their 8th semester or above and students registered in accelerated completion program who applied to graduate in March 2024.

* For master students eligible for graduation, in their 4th semester or above and students registered in accelerated completion program who applied to graduate in March 2024.

② [Inquiry Form for Current Students \(Non-Graduating\)](#) 

③ [Inquiry Form for Session Courses](#) 

Notes

- The application form includes descriptive-open questions. Allow yourself enough time to complete the form for submission.
- Notification of acceptance or non-acceptance of grade inquiries will be sent to the student's APU email address.

1. Accelerated Graduation Program

The accelerated graduation program has been devised to encourage the academic efforts of outstanding students who wish to graduate in three years or three and one half years. Those who wish to enroll in the "accelerated graduation program" must meet a number of specific criteria.

Once enrolled, as long as students meet the assessment criteria at the end of the 4th semester, they will continue on the program through the time of their graduation.

*This program is not for APS students in the 2023 curriculum.

Schedule

	Application forAY 2023 Fall Semester	Application forAY 2024 Spring Semester
Application Materials Available	Early July 2023	Early January 2024
Application Period	Mon. July 3 -Fri. July 7, 2023	Mon. January 8 -Fri. January 12, 2024
Results Announced	Wed. September 6, 2023	Wed. March 6, 2024
Program Registered	Thu. September 21, 2023	Mon. April 1, 2024

In the following cases, students will be ineligible to register for the Accelerated Graduation Program.

- Transfer from a non-4 year university or 3rd Year transfer students.

Application and Selection Procedures

Initial Application

Students in their 2nd semester are eligible to apply to begin the program from the 3rd semester.

Screening will be conducted upon completion of the 4th semester. Those who do not meet the following criteria will be removed from the Accelerated Graduation Program.

Screening Criteria

- Completion of at least 32 credits by the end of the 2nd semester, and a cumulative GPA of at least 3.20

Re-evaluation Criteria

- Completion of at least 74 credits by the end of the 4th semester, and a cumulative GPA of at least 3.20
- Completion of all required language courses by the end of the 4th semester.




Supplementary Application

Applications to the Accelerated Graduation Program are also accepted in the 4th semester for entrance into the program in the 5th semester. Applications will be accepted from new applicants and from those who previously applied unsuccessfully.

Screening Criteria

- Completion of at least 64 credits by the end of the 4th semester, and a cumulative GPA of at least 3.20
- Completion of all required language courses by the end of the 4th semester

Application guideline / Documents for Submission (new and supplementary applications)

- [Application guideline](#) 
- [Accelerated Graduation Program Application Form / Essay Form](#) 
- [Application Form \(Forms\)](#) 

Tuition

Students who register for the Accelerated Graduation Program will be charged tuition under a different model from regular students, shown below. As such, after registering for the Accelerated Graduation Program the tuition costs per semester will be higher than those of regular students, so please be sure to check each semester's tuition costs carefully.

In addition, it is not possible to switch back to the regular program after registering for the Accelerated Graduation Program unless you fail the re-screening process in your 4th semester.

APU Tuition is split into two parts: Tuition A (the same for all students) and Tuition B (differs by year). Tuition A is charged to all current students each semester, so if you graduate in three years you will not have to pay Tuition A in your 4th year.

If you graduate in three and a half years, you will have already completed your Tuition B payments so you will only be required to pay Tuition A in your 7th semester and will not be charged for Tuition B.

Please check the Tuition Fees page of the APU homepage for details.

<https://en.apu.ac.jp/home/life/content9/> 

First year enrollee on the Accelerated Graduation Program (Students enrolled since AY 2020)

Year	Tuition	1	2	3	4
Semester		1 · 2	3 · 4	5 · 6	7 · 8
Example A (half year)	Tuition A	¥380,000	¥380,000	¥380,000	¥380,000
	Tuition B	¥270,000	¥555,000	¥555,000	—
Total (half year)		¥650,000	¥935,000	¥935,000	¥380,000
Total (1 year)		¥1,300,000	¥1,870,000	¥1,870,000	¥760,000
Example B (half year)	Tuition A	¥380,000	¥380,000	¥380,000	¥380,000
	Tuition B	¥270,000	¥555,000	¥277,500	¥277,500
Total (half year)		¥650,000	¥935,000	¥657,500	¥657,500
Total (1 year)		¥1,300,000	¥1,870,000	¥1,315,000	¥1,315,000
Example C (half year)	Tuition A	¥380,000	¥380,000	¥380,000	¥380,000
	Tuition B	¥270,000	¥370,000	¥740,000	—
Total (half year)		¥650,000	¥750,000	¥1,120,000	¥380,000
Total (1 year)		¥1,300,000	¥1,500,000	¥2,240,000	¥760,000

● **Example A:**

A first year enrollee registers for the accelerated graduation program in their second year.

● **Example B:**

A first year enrollee registers for the accelerated graduation program in their second year, but is removed from the program during a re-evaluation at the end of their fourth semester.

● **Example C:**

A first year enrollee registers for the accelerated graduation program in their third year.

Seminar for Accelerated Graduation Program

For students enrolled in the accelerated graduation program, the registration of seminar subjects (3rd and 4th year) will differ from that of normal students. In particular, students planning to graduate in their 6th semester will write and submit an undergraduate thesis in just one year. You may begin writing your thesis during your third-year seminar, with the assistance and guidance of your instructor.

Accelerated Program students should refer to the following chart for information on registering 3rd and 4th year seminars.

Period	Registration Details	Application Period
6th Semester Graduation	Registration of Major Seminar, Research Seminar and Undergraduate Thesis in 6th Semester (Total 8 credits)	Applications will be accepted during the regular application period. For students who do not obtain credits for Research Seminar or Undergraduate Thesis in their 6th or 7th semester, the University will register these subjects again the following semester.
7th Semester Graduation	Registration of Research Seminar and Undergraduate Thesis in 7th Semester (Total 6 credits)	

Notes on Study Abroad

Certain students should consult with a study abroad officer before applying for the Accelerated Graduation Program. Please contact the office if in the future you plan to:

- apply for an international student exchange program.
- apply for the Ritsumeikan University domestic student exchange program.
- participate in an independently arranged study abroad program.

Please note that students cannot study abroad during their final semester (of scheduled graduation).

Current Accelerated Graduation Program Students

Application for Preferred Graduation Date

Each semester, students registered for the Accelerated Graduation Program will be contacted to confirm their preferred graduation date.

Application Method

Students will be contacted via [Action Required] of the Campus Terminal.

Important

In the case that a requested graduation period was changed, course schedules for seminar subjects (3rd and 4th year seminars) will also change. The changes will be reflected during the Course Registration Period B.

- Students intending to speed up their graduation period are required to speak to a professor or faculty member about their course plans.
- Please refer to the "Seminar Subjects" section of the "Undergraduate Academic Handbook" for course schedules.
- Please be aware that Accelerated Graduation Program Students are unable to participate in Exchange Programs and take Session subjects in their final semester.

Announcement of Graduation Assessment Results

Schedule

Results will be announced on the graduation result release date of the semester of their intended graduation.

Conditions of the Accelerated Graduation

- Submission of the Graduation Selection Period Application at the beginning of the semester of intended graduation.
- Completion of at least 124 credits in the requisite fields.
- Cumulative GPA of 3.20 or higher.
- Completion of at least 20 credits of lecture/seminar subjects held in the non-basis language (excluding J/E classes)

Interview

- An interview by a faculty member is required on the semester immediately preceding your graduation.

Scholarships

International students receiving a reduction in tuition fees who have become Accelerated Graduation Program students should review "The Guide to Scholarship" available on the student office website for information regarding the conditions of the reduction.

2. College Transfer

"Transfer within the University" is a system whereby an APU student, scheduled to proceed to the 2nd or 3rd year level, transfers from the College in which they are currently studying to another College within the University. As a general rule, transfer from a college is only available when there are openings in the other College.

Schedule

	Transfer from AY 2023 Fall Semester	Transfer from AY 2024 Spring Semester
Application Materials Available	Early June 2023	Late November 2023
Application Period	Mon. June 12 - Fri. June 16, 2023	Mon. November 27 - Fri. December 1, 2023
Interviews	Mon. June 26 - Fri. June 30, 2023	Wed. January 10 - Tue. January 16, 2024
Results Announced	Fri. September 8, 2023	Wed. March 6, 2024
Procedure Deadline	Mid September, 2023	Late March, 2024
Effective Date of Transfer	Thu. September 21, 2023	Mon. April 1, 2024

Application and Screening

Application Period

- When moving to 2nd year: Apply during 2nd semester
- When moving to 3rd year: Apply during 4th semester

Eligibility

- Transfers at the 2nd year level (2nd semester students): Students must obtain at least 30 credits by the end of their first year of study and maintain a cumulative GPA of at least 2.50.
- Transfers at the 3rd year level (4th semester students): Students must obtain at least 60 credits by the end of their second year of study and maintain a cumulative GPA of at least 2.50. In Addition, students must have completed all required language courses by the end of the 4th semester.

* Please note that Accelerated Program students cannot apply for transfer at the 3rd year level.

* Please note that students on Academic Leave cannot apply for transfer.

Screening Method

After completing document screening, there will be an interview held, after which the faculty council will determine whether or not to approve the transfer.

Credit Transfer

Credit received in your college prior to transfer will be evaluated by the Division of Academic Affairs and transferred. In the new college, the major subject credits from the previous college will be treated as "credits from another college" (with certain exceptions).

* Once the college transfer has been approved please complete the required procedures within the allowed time. If these procedures are not completed, you will be expelled from the university.

Application

Application Guidelines

[Information on "College Transfer Within the University", Spring Semester 2024 \(PDF\)](#) 

Application Materials

- [College Transfer Application \(DOC\)](#) 

- * [College Transfer Application sample \(PDF\)](#) 

- * Only signatures and seals of the actual "primary tuition provider" will be considered valid. The signature of the "primary tuition provider" (international students only) will be sufficient in the case that the "primary tuition provider" does not possess a seal (inkan). The "Application for College Transfer within the University" is able to be downloaded prior to the start of the application period. Please make sure that you have your "primary tuition provider" sign the documents so that you are able to submit them during the designated application period.

- College Transfer Fee of 10,000 JPY

- [College Transfer Essay](#) 

How to Submit

Please submit through [Forms here](#) .

Application Notes

- Once you submit your application, you cannot change or cancel it for whatever reason. Please consider your situation carefully before applying.
- The screening schedule cannot be changed at your request for any reason whatsoever.
- If your transfer is approved, you will be removed from the register of your current College on the final day of the semester in question.
- Please conduct the necessary procedures within the prescribed timeframe. If you do not complete procedures by the deadline, your permission for transfer will be revoked and you will be forced to withdraw from your current College at the end of the semester.

3. Graduate School Subjects Early Enrollment Program

About the Program

The Graduate School Subjects Early Enrollment program provides undergraduate students in their 7th or 8th semester with the opportunity to take subjects of their choice in one of the graduate schools while retaining their undergraduate status.

If the student later enrolls in an APU graduate school, credits earned while studying in this program can be transferred upon application as long as they are deemed academically beneficial by the graduate school in question.

Taking graduate school subjects early will reduce students' workload after enrollment in graduate school and will allow them to focus on their research. Students who want to use their time wisely and prepare for proceeding to the next stage of their studies before advancing to graduate school are encouraged to take full advantage of this program.

Schedule

AY 2024 Spring Semester	
Timetable and syllabus available online	Monday, March 4, 2024
Application period	Monday, March 4 - Monday, March 11, 2024 by 16:30
Notification of screening results	Monday, April 1, 2024
Course registration period(Registration period B)	Thursday, April 4, 2024 9:30 - 17:00
Classes resume for all students	Monday, April 8, 2024

Application

For more information on qualifications and application procedures, please check [the Application Guidelines](#)  (PDF).

Please download Student Information Card form [here](#). 

Eligible Subjects


Under this program, students can take first-year (first semester) AY 2014 Curriculum subjects from the Graduate School of Asia Pacific Studies (GSA) or first year (first semester) AY 2023 Curriculum subjects from the Graduate School of Management (GSM).

[Note]

- *They cannot take seminars or Japanese language subjects.
- *Students who study as non-degree students in the Graduate School of Asia Pacific Studies (GSA) cannot take subjects offered by the Graduate School of Management (GSM) and vice versa.

- [\[GSA\] Subject List](#) 

- [\[GSM\] Subject List](#) 

Please refer to the timetables for both graduate schools available [here](#). 

4. Pre-enrollment Credit Transfer

APU understands the significance of learning through a wide range of channels; therefore, the university will allow students to transfer credits obtained prior to enrollment under certain conditions. Credits will be transferred only upon application. To apply, students should submit a "Credit Transfer Application" to the Academic Office.

Credit Transfer for Studies Conducted at Other Institutions Prior to Enrollment

APU will transfer a maximum of 30 credits for studies conducted at other universities prior to enrollment at APU in the instances outlined below. APU will authorize:

- Credits obtained at another university or junior college before enrolling at APU.
- Credits obtained as a part-time APU student prior to enrollment.

A maximum of 60 credits in any form may be transferred after enrolling at APU.

* Credits transferred at the time of enrollment at APU do not count toward the 60 credit limit for 2nd or 3rd year transfer students ONLY.

Application Period

Applications are only accepted immediately after a student's enrollment at APU. Students must submit their application form to the Academic Office by 16:30 on the final day of the 2nd Course Registration Correction Period. APU will not authorize credit transfers after this time under any circumstances.

- Application Information ([PDF](#) ) *1st Semester Students Only
- Credit Transfer Application Form ([Excel](#) )

Credit Transfer Procedures

- ① APU will authorize a credit transfer if a correlation can be made with an APU subject, and the contents of the subject taken at the former institution can be verified by an syllabus (outline).
- ② If a direct correlation cannot be made between the subject taken at the former institution and APU, the credits might be transferred into one of the subject fields, as appropriate.

Transfer of Grades

A grade of "T" (transfer) will be shown for all transferred subjects in the evaluation section of student's grade reports.

5. Certifications

GIS Analyst

APU will be a GIS Analyst course accredited school in AY 2023. Please refer to the "AY 2023 List of Certified Courses" attached for the courses required for acquiring GIS Analyst qualifications. Please also refer to the following information regarding the application process to receive qualifications. The results of course approval for AY2024 will be announced by the end of March 2024.

What is a GIS Analyst?

A GIS Analyst is a professional who analyzes regions making use of geographic information systems. This profession is applicable to practices in a wide range of fields including city planning and marketing.





Eligible Curriculum

- 2023 ST curriculum students
- 2017 APS curriculum students
- 2017 APM curriculum students

AY 2023 List of certified courses

- A Category: 038306 Internet Technologies and Applications (2023 ST)
020092 Internet Technology Integration (2017APS/APM)
 - B Category: 020038 Introduction to GIS
 - C Category: 030273 GIS and Remote Sensing
 - D Category: 037156 Graduation Research II (2017APS)
 - D Category: 031071 Undergraduate Thesis (2017APM)
- *Additional application for the course as an ST Category D course will be carried out during AY 2025.

Reference

- [\[23ST\] AY 2023 List of certified courses \(Categories A~D\)](#) 
- [\[17APS\] AY 2023 List of certified courses \(Categories A~D\)](#) 
- [\[17APM\] AY 2023 List of certified courses \(Categories A~D\)](#) 
- The Association of Japanese Geographer HP (<http://ajg-certi.jp/gis/becomes.html> )

Process for Acquiring Qualifications

1. Credits must be earned for courses corresponding to all of [A], [B], [C], and [D].
[Category A: at least 1 credit, Category B: at least 2 credits, Category C: at least 2 credits]
2. Credits will be received for Category D courses through writing a graduate thesis using GIS.
3. The Association of Japanese Geographers: Please fill out the required information in the application form prescribed by the Qualification Specialist Committee and apply to the Association of Japanese Geographers Qualification Specialist Committee together with the certification fee.

Important Points to Note

- ※Category D courses will include an additional course application for the "Graduation Project" in the future.
- ※Faculty in charge of Category D courses will vary by academic year. Even if a faculty member is able to teach the course, Category D courses may not be offered depending on the academic year. Therefore, if you wish to acquire this qualification, please confirm with the applicable faculty member whether it is possible to write a graduate thesis using GIS before taking the major seminar.

Contact

apust@apu.ac.jp 