



# 履修要項

## Academic Guide Book

For Students entered in AY2021

EMP

経済学部

Faculty of Economics

法学部

Faculty of Law

文学部

Faculty of Letters

経営学部

Faculty of Business Administration

教育学部

Faculty of Education

理工学部

Faculty of Science and Engineering

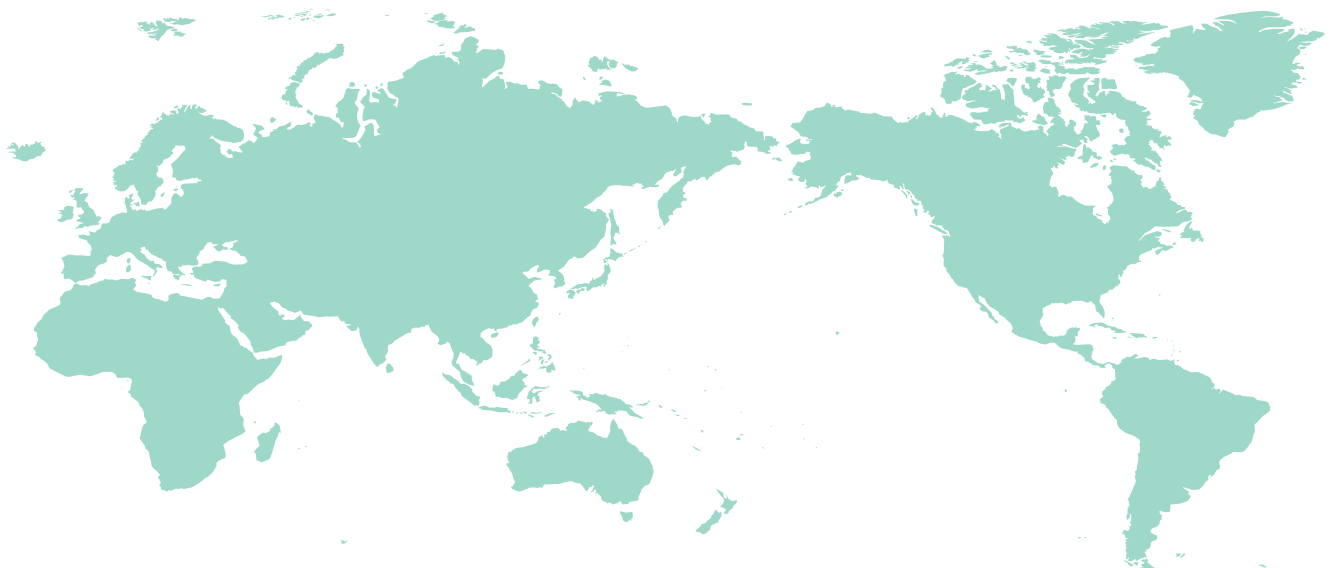
看護学部

Faculty of Nursing

国際教養学部

Faculty of International Liberal Arts

## Get Global, Be Bold



**Please keep this Academic  
Guidebook at hand carefully until  
graduation.**

**This is used until graduation. Please be careful not to lose.**

**(This is not redistributed.)**

**In this Academic Guidebook, it is stated about coursework, classes, course registration, grading, graduation, school attendance, etc.**

**Since these are important contents for your studying, be sure to read and understand firmly.**

**If the changes related this guidebook such as curriculum occurred, the Academic Affairs office will let you know by posting or portal site (PLAS).**

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# Chapter 1. At the Start of Student Life

## 1.1. Soka University Mission Statement

In 1930, educator Tsunesaburo Makiguchi (1871-1944), the founding president of Soka Gakkai, published the first volume of *The System of Value Creating Pedagogy*. "Soka" in Japanese means value creation ("gakkai" means society or association). In essence, to create value means to enhance life. To strive for good, toward peace; to persevere in the challenges to uphold and protect human dignity; to be undaunted by hardship—the essential ideals of Soka education exist in the effort to nurture such creative humanity.

Fellow educator and Makiguchi protégé, Josei Toda (1900-58), succeeded Makiguchi's philosophy of value creation; Toda's vision and values, in turn, was succeeded by Daisaku Ikeda, Soka Gakkai's third president. In 1971, Ikeda founded Soka University, actualizing the goals and ideals of Soka education and put forth the following founding principles:

- Be the highest seat of learning for humanistic education.
- Be the cradle of a new culture.
- Be a fortress for the peace of humankind.

### Be the highest seat of learning for humanistic education.

The primary mission of Soka University is value creation, to nurture the creative, life-enhancing potential of each student and to inspire students to employ that potential for the greater benefit of humanity. This is the founder's call.

University education should not be limited to the teaching and acquisition of specialized knowledge. The lack of distinction between knowledge and wisdom is a prime source of the crisis that modern society faces. What society requires are individuals who are able to freely employ knowledge in order to bring forth the wisdom to creatively confront the challenges of our ever-changing reality. Soka University strives to provide humanistic education that will foster individuals who, exercising wisdom rooted in a rich humanity, can fulfill that requirement.

### Be the cradle of a new culture.

First established in medieval Europe, universities played a significant role in the development of scholastic philosophy based on Christianity that facilitated the birth of the Renaissance. Today, an integrating philosophy that embraces and brings order to the diversity of human susceptibilities, culture, reason and learning is once again imperative. Such a philosophy, firmly grounded in a recognition of our common humanity, can provide the basis for fostering global citizens, or creative individuals enriched by learning.

A global citizen can be defined essentially as an individual of wisdom, courage and compassion—courage to respect and appreciate differences such as race, culture and ethnicity, and to make such differences a source of nourishment for one's own growth; compassion to feel empathy and a sense of identification with people in other parts of the world. Such courage and compassion are themselves a limitless font of wisdom. Soka University aims to be a cradle for the creation of a global culture based on the solidarity of global citizens—a solidarity of creative humanity.

### Be a fortress for the peace of humankind.

Because of their uncompromising opposition to the militarist regime of Japan during World War II, both Tsunesaburo Makiguchi and Josei Toda were harshly persecuted and incarcerated. Makiguchi died in prison, refusing to abandon his beliefs to the very end; Toda, too, refused to recant. He succeeded Makiguchi's ideals, leaving prison a fierce resolve to create a peaceful society. This resolve was encapsulated in an historic public declaration, in 1957, calling for the abolition of nuclear weapons. In order to actualize his predecessors' vision for peace, Daisaku Ikeda has engaged in wide-ranging dialogue with intellectuals and leading figures of the world, while actively developing grassroots exchanges for peace among people of different nationalities and cultures. Thus, the pursuit of peace lies at the very heart of Soka Education.

Makiguchi advocated a concept of humanitarian competition as the ideal form of competition between nation-states. He saw this form of competition—whereby states compete in terms of their humanitarian contributions to global society—as a progression from the military and economic competition that have dominated human history. There is clearly no greater need today than creative individuals motivated by a sense of humanitarian competition—competition to promote

humanity's state of happiness and peace. Soka University's principle of being a citadel for the peace of humankind, a nexus of open dialogue between diverse peoples, encapsulates these ideals.

On the day of our institution's dedication, university founder Ikeda offered the following thoughts as guidelines for students then, now and in the future:

- For what purpose should one cultivate wisdom? May you always ask yourselves this question!
- Only labor and devotion to one's mission in life gives life its worth.

Soka University will continue to foster value-creating individuals through rigorous academia, forever committed to its mission of serving peace of the world and happiness of people.

## 1.2. Soka University Educational Objectives and Three Policies (Applicable University-Wide)

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### 1.2.1. Educational Objectives

Soka University was founded in 1971 by Daisaku Ikeda with the aim of actualizing the goals and ideals of Soka Education. Its founding principles are: to be the highest seat of learning for humanistic education, be the cradle of a new culture, and to be a fortress for the peace of humankind.

Based on these ideals, Soka University aims to foster creative individuals who exercise wisdom in earnestly striving to address each of the global challenges facing humanity. Toward that end, the university is engaged in humanistic education enabling students to hone their intellect while developing their character, and discover and nurture their unique potential.

### 1.2.2. Soka University's Diploma Policy (for granting degrees)

In order to realize its educational objectives as entailed in the description above, Soka University as a whole-in all of its faculties and across all its educational and research departments-is working to nurture global citizens equipped with the following skills:

- Intellectual foundation: Broad knowledge and advanced expertise
- Practical ability: Ability to apply knowledge to society and communication skills
- Internationality: Ability to embrace diversity and cooperate with others
- Creativity: Ability to integrate ideas and think creatively

The university will grant degrees to students that have been enrolled at the university for the designated period of their program, acquired the knowledge, skills, and attitudes as stated above through their coursework, obtained the designated number of credits, and satisfied the GPA requirements.

### 1.2.3. Soka University's Curriculum Policy (for organizing and implementing the curriculum)

Toward Soka University's goal of fostering creative individuals and to ensure students acquire the knowledge, skills, and attitudes indicated in the above diploma policy, university-wide general education courses and departmental courses offered by each faculty are structurally organized under the School for Excellence in Educational Development. The curriculum consists of an appropriate combination of lectures, seminars, and practical training. A course code and number is assigned to each course to indicate its sequence and systematic association within the larger curriculum.

To encourage independent learning among its enrollees, Soka University offers introductory courses for freshman students, such as entry-level seminars on various subjects, academic writing techniques, beginner-level foreign language classes, etc. The Freshman Education Promotion Office organizes and coordinates these courses for the entire university, including pre-enrollment education. Also, in order to enable students to proactively study with an eye on their future, Soka University offers career-oriented courses tailored to each year level of the undergraduate program.

A University-wide Self-study & Evaluation Committee works to inspect and evaluate the appropriateness of course numbers and course allocations in the general education courses and departmental courses. Learning outcomes are also measured using direct/indirect evaluation methods. The results of such evaluations are used when reviewing the curriculum and in making improvements to the program and class levels, thereby ensuring a functional method for

quality assurance.

### 1.2.4. Soka University Admission Policy

Soka University aims to foster “creative individuals” in accordance with its diploma and curriculum policies. It thus requires students seeking admission to understand its educational ideals and have a basic aptitude in the “three components of academic ability” (the first being knowledge and skills; the second being the ability to think, judge, and express oneself; and the third being independence, diversity, and cooperation) which one is expected to have developed through previous education. The basic policy of the entrance examination is to evaluate these abilities in a comprehensive manner. Specifically, this refers to the following:

1. Individuals who understand Soka University’s educational ideals and who want to study at the university in light of their personal objectives

This item is evaluated in the interview portion and in both the PASCAL entrance examination and entrance examination on recommendation (general) as a criterion for admission.

2. Individuals with basic academic abilities, expected to have been acquired through previous education up to high school

These basic academic abilities, described earlier, are considered in the PASCAL entrance examination, entrance examination on recommendation (general), National Center Test for University Admissions, unified entrance examination, general entrance examination, and entrance exam for international students.

3. Individuals with basic English language proficiency

High value is placed on English language proficiency in the entrance examinations for Soka University. In particular, at the National Center Test for University Admissions and in the general entrance examination, more weight is given to the English language test than other test subjects. In addition, in the entrance examination on recommendation (general), unified entrance examination, and general entrance examination, preferential treatment will be given to applicants with a score that indicates at least a certain level of practical English proficiency.

4. Individuals who display an eagerness and certain depth of character to proactively work in collaboration with a diverse range of people to solve various issues

In the PASCAL entrance examination and entrance examination on recommendation (general), a “screening of school records” and “interview exam” will be held to evaluate independence, cooperative skills, and eagerness to learn. These shall be evaluated through looking at one’s activities in high school and earlier, and through components such as the “group discussion” and the “short essay” in the PASCAL entrance examination.

## 1.3. Guidelines for Behaviors and Expectations

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### 1.3.1. Academic Integrity at Soka University

*Academic integrity* means “honesty in academia,” and is the core principle throughout the higher education world. Students who study at the highest seat of learning must approach their studies conscientiously, responsibly, and fairly. In addition, Soka University, as an academic community, will cultivate an environment in which people’s rights are mutually respected and the efforts of all people are equally valued and will honor an individual’s personal dignity without tolerating falsehood and deception. Academic integrity also means developing students of decent character who do not either conduct or support dishonesty.

Cheating and plagiarism cited below as examples are regarded as violations of the philosophy of Soka University, and may result in such punishment as suspension from school or revocation of credits.

#### ■ Cheating in class or during exams

Submitting answers that are copied from other students or allowing others to copy answers without permission from professors is considered cheating, whether during tests or carrying out assignments in or outside of class. Please refer to the Section “Examinations and Papers” regarding academic dishonesty including cheating particularly during tests.

## ■ Plagiarism

Plagiarism is the act of using another person's writing or ideas as one's own, whether on assignments, papers, or exams without specifying sources.

Examples:

- Submitting assignments/papers written by other people as your own.
- Allowing others to submit assignments/papers written by you.
- Quoting other people's writings and ideas without specifying sources (including information obtained from the Internet).

### 1.3.2. Attendance

University education requires strict grading and evaluation, and class attendance is an essential premise for evaluation. Soka University takes attendance for all classes through a variety of ways, from roll call to attendance slips to utilization of an electronic Attendance Confirmation System. The following policies pertain to student attendance in class:

1. Attendance is recorded from the first class.
2. Obtain permission from the class instructor whenever leaving class early. Leaving early without authorization is regarded as an absence.
3. Confirm with each instructor what constitutes tardiness, as instructors define their own rules for arriving late to class.
4. Students who forget to bring their student ID to a class which uses IC card readers with the Attendance Confirmation System should inform the class instructor before class starts. Attendance will not be counted for students who report their attendance anytime later.
5. In classes utilizing attendance slips, students not in class when attendance slips are distributed will be regarded as tardy or absent. Attendance will not be counted for students who report their attendance anytime later.
6. Students who forget to complete an attendance slip or to swipe their student ID card will be regarded as absent. Attendance will not be recorded for students who report their attendance anytime later.
7. Students in courses that utilize IC card reader for attendance can confirm their attendance status on the Attendance Confirmation System page on the PLAS site.
8. In classes using IC card readers with Attendance Confirmation System, any student who is found registering attendance on behalf of another student or leaving without taking class after registering attendance will not only have class attendance revoked, but the credits may be canceled. This rule applies to both the student who makes the request and the student who carries out the act.

### 1.3.3 Classroom Behaviors

In order to earnestly engage in study as a student of Soka University,  
please carry out the following conducts in class

- ◆ Talking is allowed only with the permission of the instructor.
- ◆ Cell phones and other devices are allowed only with the permission of the instructor.
- ◆ Only enter or leave the class in session when necessary and with the permission of the instructor.
- ◆ Give the instructor your full attention.
- ◆ \* Students who are disrespectful in class (by sleeping, disruptive behavior, declining to participate in the discussion) may be suspended for the class session.
- ◆ Be considerate of other students in the class.



## Chapter 2. Basics regarding student life

### 2.1. Notices from the university

If there are any notices from the university to students, we will post them on the bulletin board, the portal site "PLAS", or the website. **The university will not be responsible for issues arising due to students' negligence in failing to obtain the information provided.** so please check it regularly.

#### 2.1.1. PLAS (Portal for Learning Assisted Service)

The following notices are posted on the portal site "PLAS". There are various functions other than this, so please access the portal site once a day and check it.

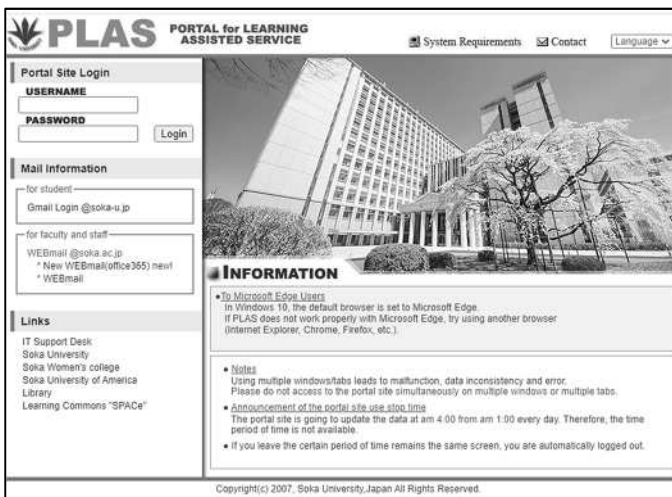
- Announcements; Information from university departments is posted.
- Information for you; Notices for individual students are posted.
- Class cancellations & Make-up classes information • • • Information on class cancellations, make-up classes, and classroom changes for registered classes is posted.
- Notice from subject teacher • • • Notices from teachers in charge of registered classes are posted.

○ PC: <https://plas.soka.ac.jp/>

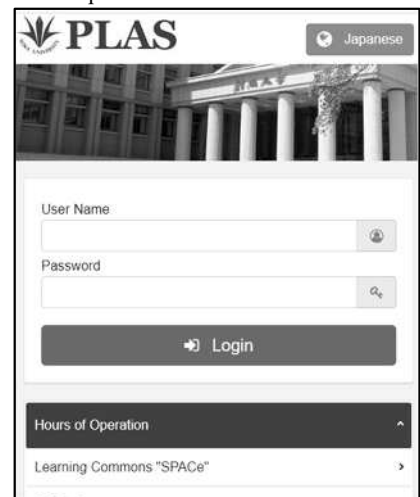
○ Smartphone: <https://plas.soka.ac.jp/csp/plasm/login.csp>

\* It is convenient to bookmark in advance.

■ PC



■ Smartphone



#### 2.1.2. Website

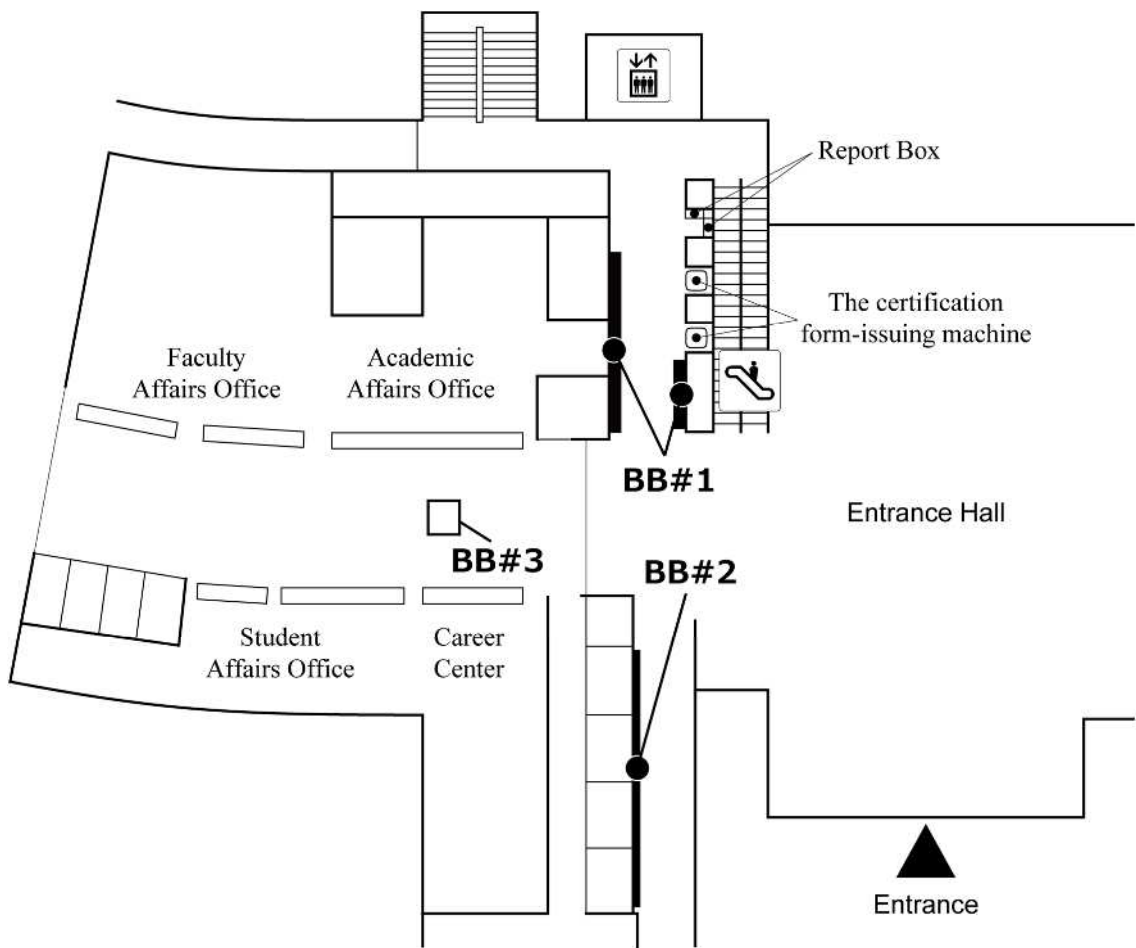
General information from the university may be posted on the website. Below is the URL of the page where information from the Academic Affairs Office is posted, so please check it accordingly.

○ Soka University website: <https://www.soka.ac.jp/en/>

### 2.1.3. Bulletin board

The bulletin board for contacting the university is located on the first floor of the Global Square. Please be sure to check when you come to the university.

BB #1	<input type="radio"/> Electronic bulletin boards <input type="radio"/> Bulletin board for the entire university <input type="radio"/> Bulletin board for class-related announcement, exam and papers <input type="radio"/> Bulletin board for Faculties <input type="radio"/> Bulletin board for Graduate School
BB #2	<input type="radio"/> Career Center bulletin board
BB #3	<input type="radio"/> Student Affairs Office bulletin board <input type="radio"/> Faculty Affairs Office bulletin board



In addition, some information will also be posted on the bulletin boards on the 1<sup>st</sup> Floor lobby of the B Building and the Faculty of Science and Engineering Building, the 2<sup>nd</sup> Floor of the Faculty of Nursing Building, and on the 3<sup>rd</sup> Floor of the Central Tower.

## 2.2. Counter Services

Business hours for administrative offices and the handling duties for various applications, notifications, consultations, etc. related to student life are as follows. Please note that the business hours will change during the finals period and during various events. When the business hours are changed, we will inform you on the bulletin board or portal site each time.

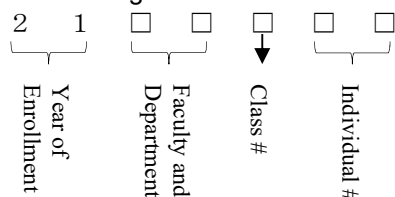
Section	Keyword of business in charge	Business Hours
Academic Affairs Office	Course Registration, Grades, Credit Approval, Graduation, Leave of absence, Withdrawing, Readmission, Faculty / Department Transfer, Cancellation of classes, make-up classes, classroom facilities, Examination, Seminar, Capstone, Attendance, absence, authorized absence, Certificates	[Monday – Friday] 9:30 a.m. - 5:00 p.m.  [Saturday] 9:30 a.m. – 12:00 p.m.  *During holiday breaks, office hours are from 9:30 a.m. to 12:00 p.m., Monday through Friday.
Student Affairs Office	Personal information change (including Parent and Guardian), Student ID card, Certificate of Commuting Status, Certificate of qualification for student discount for public transportation, rental/using of university's facilities, On-Campus/Out-of-school activity notification, Club activities, Authorized absence due to club activities, Student Dormitory, Part-time job information, apartment information, Scholarship, Lost and found items, Other report or consultation regarding your student life	
Career Center	Career, Job hunting, Civil service exam, Lectures on Qualification exam, Authorized absence due to job hunting activities	
International Affairs Office (6 <sup>th</sup> floor of Global Square)	Study abroad program (Exchange or short-term), General information for International Students (Student life, Dormitory, Scholarship, etc.), Japan Studies Center Program	
Teaching Profession Center (1 <sup>st</sup> floor of B Building)	Teaching Profession Program (Japanese), Chief of Social Education Program (Japanese), School Internship in Japan	

## 2.3. Student ID Number and Student ID card

### 2.3.1. Student ID Number

The student ID number is a 7-digit number assigned according to the following numbering method, and a different number is assigned to each student. This student ID number is required for various notifications, issuance of certificates, course registration, and taking the test, so be sure to remember it correctly and specify it correctly when you fill it out.

#### ■Numbering Method



\*Faculty and departments are indicated by the following numbers

06 Economics	21 Business Administration
01 Law	17 Letters / Humanities
26 Education / Education	27 Education / Child Education
58 Science and Engineering / Information and Computer Science	
59 Science and Engineering / Science and Engineering for Sustainable Innovation	
61 Nursing	35 International Liberal Arts

#### ■About PIN (4 digits)

The 4-digit PIN code shown in the notice for deciding the student ID number is required for system registration and automatic certification form-issuing machine. Please keep in mind your PIN.

### 2.3.1. Student ID card

A student ID card proves that you are a student of our university. Please follow the precautions on the back and always carry it with you.

Also note the following:

### ■Notes

- 1) If you do not have your student ID, you will not be able to receive various certificates and student discounts. Also, you will not be able to take final exams, purchase school seasonal tickets, or use on-campus facilities such as SPACe and libraries.
- 2) The student ID card without the enrollment sticker (valid for one year) on the back is invalid. Please be sure to update your enrollment sticker every year. The enrollment seal will be distributed every April. Details will be posted via the bulletin board and portal site.
- 3) If you give a strong impact to your student ID card, the IC chip may be damaged, so please be careful when handling it.

### ■When you lose your student ID

If your student ID is lost or damaged, please reissue it at the Student Affairs Office. Please note that reissuing will take several days. If a lost student ID is found after reissuance, please immediately return the old student ID to the Student Affairs Office.

#### 《How to Reissue a Student ID card》

- 1) Prepare a photo of your face (2.5 cm x 2.5 cm, color) and purchase the "Application form for reissue of student ID card" at the certification form-issuing machine. It costs 2,000 yen for reissue and 1,000 yen for reissue due to IC chip damage.  
 ※The application form can be purchased by pressing the "Enter Student ID Number" button on the certification form-issuing machine, entering "30\*\*\*\*\*" (\* is the student ID number), and following the on-screen instructions.
- 2) Please fill in the necessary items on the purchased form and submit it to the Student Affairs Office.

### ■When you forget your student ID on the final exam day

When you take the exams, you must show your student ID. If you do not have a student ID card, please get a "Permit to take a Final Exam" (valid only on the day of issuance) at the Academic Affairs Office (possible even at the Office of the Faculty of Education, the Faculty of Law, and the Faculty of Science and Engineering) before the start of the examination. The fee for a "Permit to Take a Final Exam" is 300 yen.

#### 《How to issue "Permit to take a Final Exam"》

- 1) Purchase the "Permit to take a Final Exam Application Form" using the certification form-issuing machine, fill in the required information, and submit it to the Academic Affairs Office (also available at the Office of the Faculty of Law, Office of the Faculty of Education, Office of the Faculty of Science and Engineering)  
 ※The application form can be purchased by pressing the "Enter Student ID Number" button on the certification form-issuing machine, entering "30\*\*\*\*\*" (\* is the student ID number), and following the on-screen instructions.
- 2) After verifying your identity at the counter, you will be issued a "Permit to take a Final Exam" with an approval seal. Permits without an approval seal are invalid. During the exam, put the "Permit to take a Final Exam" with the approval seal on the desk so that it can be seen.
- 3) When all exams for the day are finished, submit your permit to the invigilator.

## 2.4. Notification of personal information change

If there is any change in the information of the student or guarantor, please report the change immediately as it will interfere with the emergency communication from the university and the sending of shipping items (such as tuition transfer form). The procedure is as follows.

Information to change	Notification method
Student's name or guarantor's name due to change of family name etc.	Submit a notification of change to the Student Affairs Office
To Change guarantor	
Student's English name/address/phone number	Register for changes at "Change Student Address" in the "Course & Grades" page of the PLAS.
Guarantor's address/phone number (including mobile number)	
Student's mobile number	Register the changes in "Personal environment Setup" on the PLAS.
Student's email address	

## 2.5. Various Certificates

The certificates/proofs listed below are issued by the certification form-issuing machine (Papyrus-mate) or over the counter at relevant offices. Students need to present their students ID when issuing certificates.

### ■Locations of certification form-issuing machines and hours of operation

Certification form-issuing machines are located on the 1st Floor lobby of Global Square (2 units), 1<sup>st</sup> Floor of B Building of the Faculty of Education (1 unit), in front of the Administration Office in the Faculty of Engineering building (1 unit), and the 4th Floor of the Main building (1 unit).

Hours of operation are as follows. Please note that the operating hours may be changed or temporarily closed due to entrance examinations and various events. If you change the operating hours, we will notify you on the bulletin board.

Days of the week	Regular hours	During Spring, Summer and Winter break
Mon., Tue., and Thu.	9:00 – 18:30	9:00 – 17:00
Wed. and Fri.	9:00 – 17:00	
Sat.	9:00 – 12:00	9:00 – 12:00 (Applications at office counters are unavailable)
Sun. and Holidays	Closed	Closed

### ■Notes regarding certificate issuance

Certificates with a circle in the "The certification form-issuing machine (on the spot issuance)" column in the table below can be issued on the spot only when issuing certificates with the certification form-issuing machine. Please note that if you apply for issuing a certificate at the counter due to a lost student ID card, etc., it will take the number of days shown in the table below even if there is a circle in the "on the spot issuance" column in the table. Academic transcripts that reflect the results of the semester can be issued from the next semester. In addition, in order to issue a certificate of expected graduation, it is necessary to meet the conditions such as the number of credits and the cumulative GPA. For details, refer to 3.20. *Issuance of the Certificate of Expected Graduation* on page 37–38.

### ■Certificate that can be issued

Type of Document	Fee	The certification form-issuing machine (on the spot issuance)	Relevant Office	Days needed for issuance over the counter
1) Academic transcript (Japanese/English)	300 yen	○	Academic Affairs Office	2 days
2) Student enrollment certificate (Japanese/English)	200 yen	○		2 days
3) Certificate of expected graduation (Japanese/English)	300 yen	○		2 days
4) Academic transcript/Certificate of expected graduation	300 yen	○		2 days
5) Leave of Absence Proof	300 yen	—		2 days
6) Certificate of health examination	300 yen	○	Health Center	—
7) Certificate of qualification for student discount for public transportation	No charge	○	Student Affairs Office	—
8) Certificate of Course Registration	Japanese	—	Academic Affairs Office	2 days
	English			7 days
9) Certificate of personality assessment	200 yen	—	Teacher Education Career Center	7 days
10) Certificate of expected obtainment of teacher license	300 yen			7 days
11) Certificate of academic skills	300 yen			7 days
12) Certificate of Commuting Status	No charge	—	Student Affairs Office	1 day
13) Certificate of Proof of Dormitory Residence	200 yen	—		2 days

\* Saturdays, Sundays and Holidays are not counted for the days needed for issuance.

\* For certificates that cannot be issued on the spot, students need to obtain and fill in the required application form from the certification form-issuing machine and submit it to a relevant office.

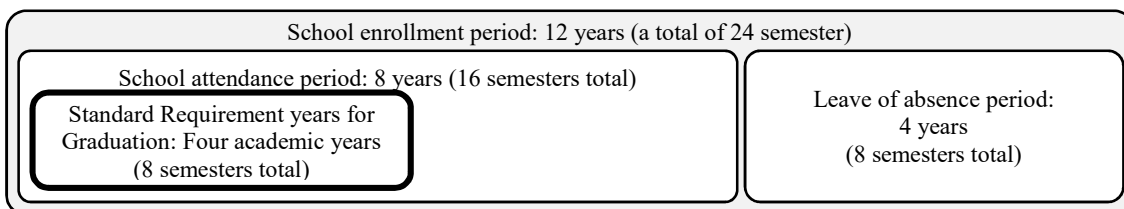
\* Certificates 3) and 4) can only be issued from April 1 of the graduating year.

- \* A Certificate of health examination is issued only to those who have taken the latest year's medical examination. Even if you take a medical examination, you cannot issue a certificate with the certification form-issuing machine if there are untested examination items, reexamination items, or abnormal values. If you cannot issue the certificate of health examination, please contact the Health Center.
- \* To issue a Certificate of Commuting Status, please fill in the required application form at the Student Affairs Office and submit it.

## 2.6. Standards for graduation, school attendance and school enrollment

Soka University has set four academic years (eight semesters) as standard requirement years for graduation. However, some faculties may approve students graduating early (three or three and a half academic years).

The maximum period of school attendance is eight academic years (a total of 16 semesters), excluding periods of leave of absence. The maximum time allowed for school enrollment, including periods of leave of absence, is 12 academic years or 24 semesters.



## 2.7. Leave of absence from school / Withdrawing from school

### 2.7.1. Leave of absence from school

Absence of leave means taking leave while still enrolled in the university with the permission of the president. If you cannot attend the class for a long period due to financial situations, study abroad, illness or injury, you can request one semester or one year of leave of absence. Periods of leave of absence from school are not included in the calculation of either years required to graduate or years of school attendance period. Therefore, graduation will be delayed for the period of absence for students who take a leave of absence from school.

Students are promoted to the subsequent academic year level, regardless of whether or it is during a leave of absence. For example, a first year student who takes a leave of absence for either half an academic year or the entire academic year will be a second year student the following year. In addition, students can use the facilities (library, SPACe, etc.) and systems (portal site, etc.) on campus even during the leave period.

#### ■ Procedure for taking a leave of absence

Students planning to take a leave of absence from school will need to complete a designated application form (available at the Academic Affairs Department), obtain a signature of a guarantor, and submit the application to the Academic Affairs Department. The deadlines for submissions of applications for leave of absence are as follows:

Period of leave of absence	Submission deadline
<ul style="list-style-type: none"> <li>• April 1–March 31 of the following year (Spring and Fall semester)</li> <li>• April 1–September 15 (Spring semester only)</li> </ul>	May 31
<ul style="list-style-type: none"> <li>• September 16–March 31 of the following year (Fall semester only)</li> <li>• September 16–September 15 of the following year (Fall and next Spring semester)</li> </ul>	November 15

- \* Leave of absence due to illness requires submission of a medical certificate.
- \* Leave of absence due to attendance of a privately-funded study abroad program requires submission of a copy of the admission letter from the program.
- \* Once a leave of absence from school is granted, the university will send permission letter to the student applying to take the leave of absence.

### ■Extension of leave of absence

Students wishing to extend the period of their leave of absence must resubmit their leave of absence application and obtain approval from the university.

However, students cannot take a leave of absence for more than two consecutive years (four semesters). The total time allowed for leave of absence must not exceed four years in total (eight semesters).

### ■Returning to school after leave of absence

Enrollment will resume automatically upon expiration of the leave of absence period, and procedures are not required for returning to school. Attend the orientation and register for courses at the beginning of the semester as usual.

### ■Academic fees during leaves of absence

Only the "enrollment fee" will be charged for tuition fees while students are on leave of absence. The fee is as follows. If you have any question regarding academic fees, contact Financial Affairs Office, Accounting Department (Tel: 042-691-2214).

Period of Leave of Absence	Leave of absence for half an academic year	Leave of absence for one academic year
Students enrolled in academic year 2020	30,000 yen	60,000 yen

## 2.7.2. Withdrawing from school

Students withdraw from school for two reasons: either they voluntarily withdraw or are forced to withdraw. Regardless of the reason, the university will (for a fee) issue any certificates you may request as a former student, such as academic transcripts, certificates for the period of school enrollment, and certificates of withdrawal from school.

### ■Voluntary withdrawal

Students planning to withdraw voluntarily from school will need to complete the designated application form for withdrawal (available at the Academic Affairs Office), have it signed by a guarantor, and submit along with their student ID to the Academic Affairs Office during the semester from which they wish to withdraw.

- \* As a general rule, the day of withdrawal will be the date of approval of withdrawal at the prescribed meeting.
- \* If you have not paid academic fees, the treatment will be the same as for "Withdrawal due to non-payment of academic fees".

### ■Forced withdrawal

The following are conditions for compulsory withdrawal from the university:

- 1) Students who have exceeded eight years of school attendance period (Article 5 (3) of Soka University's School Regulations)
- 2) Students who fail to register for courses (Article 10 (2) of School Regulations)
- 3) Students who acquire less than 40 academic credits throughout four years after being admitted (Article 11 (2-2) of School Regulations)
- 4) Students who fail to pay academic fees (Article 42 of School Regulations)
- 5) Students cited for a serious discipline infraction (Article 46 of School Regulations)

## 2.8. Faculty / Department Transfer

Faculty / Department Transfer is a system that allows students to move to a different Faculty / Department. Only if there are vacancies, students can move to the second year or third year of the desired Faculty / Department by fulfilling the conditions of enrollment period and number of credits acquired and passing the transfer exam. In some academic years, faculties or departments may not hold transfer exams due to the number of students already enrolled in those faculties and departments. In addition, the Faculty of Nursing, the Faculty of International Liberal Arts, and the Specialization of Social Welfare will not accept transfer students (the Department of Humanities is possible).

### 2.8.1. Conditions for faculty / department transfer

If students wish to transfer Faculty or Department, they must satisfy all of the following conditions.

	Conditions on Applying	Transfer Exam
Faculty/Department transfer for the 2 <sup>nd</sup> year	A student has school attendance period of one year or longer at Soka University and has acquired or is expected to acquire 14 or more academic credits from General Education Courses and/or Departmental Courses.	A student must pass a transfer exam to the relevant faculty or department. A transfer exam will be held in early December.
Faculty/Department transfer for the 3 <sup>rd</sup> year	A student has school attendance period of two years or longer at Soka University and has acquired or is expected to acquire 62 or more academic credits from General Education Courses and/or Departmental Courses.	

- \* A student may only apply to one faculty or department. Applying to more than one faculty or department is not allowed.
- \* After passing the examination, if a student fails to obtain the required academic credits by the end of the academic year, the passing of the transfer exam will be revoked.
- \* Detailed information regarding transfer exam will be released annually in mid-May on the website, so check it for exam subjects, application documents, application period, etc. In addition, past sample examination (from the past three years) will also be released annually in mid-May on the website.
- \* After changing faculty and/or department, there may be cases where a student needs to enroll longer than the standard required years for graduation and/or may not be able to acquire required credits to obtain a teaching license. Please consult the Academic Affairs Office beforehand (Teaching License Related: Career Support Center for Teacher Education)

### 2.8.2. Credits already earned

Credits earned before changing faculty and/or department will be authorized according to the graduation requirements of the new faculty and/or department except credits and grades which student has failed.

For example, Departmental Courses that a student took in his or her previous faculty or department will be authorized through the new faculty or department as “Departmental Courses of another faculty or department.” In particular, if you are going to change faculty and/or department for the third year, be careful of the number of credits required for graduation of the new faculty and/or department.

## 2.9. Re-admission in school

The university may allow former students, who withdrew from the university previously but have applied for re-admission, to re-enroll in the school after screening. The Student Affairs Committee will review applications, along with the relevant faculty council.

### 2.9.1. Qualifications to re-admit

Only those who meet the following qualifications 1) or 2) can apply for re-admission. If a student has already attended eight years of school or has been withdrawn forcibly due to a serious discipline infraction, he or she will not be allowed to re-admit. Also, a student can only re-admit the faculty/department that you were enrolled in at the time of withdrawal. The year after re-admission will be determined by the period of enrollment until the time of withdrawal and the number of credits earned.

#### ■Qualifications on applying for re-admission

- 1) In case of voluntarily withdrawal from school (excluding non-payment of academic fees), those who are more than a half of year and less than four years from the date of withdrawal from school.
- 2) In case of voluntarily withdrawal without paying academic fees or in case of forced withdrawal due to the reasons other than eight years of enrollment or a serious discipline, those who are more than a half of year and less than two years from the date of withdrawal from school.

### 2.9.2. Admission periods and deadlines for applications to re-admit

Students can re-admit in April (Spring semester) or September (Fall semester). To re-admit, first submit the re-admission application by the deadline shown in the table below. After re-admission is allowed, students will be required to submit



the re-admission procedure documents and pay academic fees. No exam will be conducted upon re-admission. For international students, other procedures such as acquisition of status of residence (COE, visa, etc.) is required. Therefore, please submit the application a month prior to the deadline.

Re-Admission period	Deadlines for applications to re-admit
April (Spring semester)	January 31
September (Fall semester)	June 15

### 2.9.3. Academic Fees

Re-admitted students will be requested to pay academic fees for the semester when proceeding re-enrollment. Admission fees will be exempted.

Once a re-admission is approved, the university will send permission letter and academic fees payment slip to the students applying for re-admission, so pay academic fees by the deadline indicated on the payment slip.

\*For details regarding academic fees, contact Financial Affairs Office, Accounting Department (Tel: 042-691-2214).

### 2.9.4. Credits earned before withdrawing from school

Academic credits earned (except credits failed) before withdrawal will be authorized according to the graduation requirements of the new curriculum for the year of re-admission. The grade (evaluation) will be carried over as it is. In some cases, academic credits may not be approved due to changes in the curriculum. For details, contact the Academic Affairs Office.

# Chapter 3. Basics regarding Classes and Study

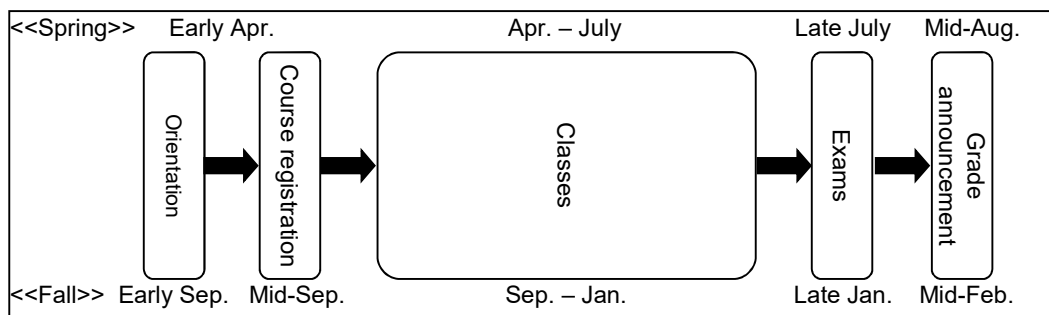
## 3.1. Schedule of each academic year and semester system

Each academic year is divided into two terms, the spring term and fall term, and each school term is called a semester. For example, for students who enrolled in September, the number of semesters will increase as the semester progresses, such as “Semester 1” in the fall semester of 1<sup>st</sup> year in school and “Semester 6” in the spring semester of 3<sup>rd</sup> year in school.

Academic year	Fall semester	Spring semester
Period	Sep. 16 – Mar. 31 in the following year	Apr. 1 – Sep. 15
1 <sup>st</sup> year in school	Semester 1 (S1)	Semester 2 (S2)
2 <sup>nd</sup> year in school	Semester 3 (S3)	Semester 4 (S4)
3 <sup>rd</sup> year in school	Semester 5 (S5)	Semester 6 (S6)
4 <sup>th</sup> year in school	Semester 7 (S7)	Semester 8 (S8)

- \* Classes in the fall semester may start before September 16 in some academic years.
- \* For students enrolled in April, the spring semester of 1<sup>st</sup> year in school is “1<sup>st</sup> semester”.
- \* If you re-admit, the number of semesters will change depending on the period of enrollment before withdrawal. Details will be noticed at the time of re-admit.

The following is an outline of the flow of each academic year. The detailed schedule for the following academic year will be posted on the PLAS every February, so be sure to check it.



- Register for courses in the beginning of spring and fall semester. All students need to complete the course registration within the "Course Registration Period" and "Registration Modification Period". Students cannot to take classes which are not registered. If students do not register any courses before deadline, the university may order them to withdraw from school according to the School Regulations of Soka University.
- Students take final exams at the end of spring and fall semester and their grade is D or higher, they can earn credits. In some cases, assignments such as report submission may be imposed as an alternative to the exam. For details, please check the syllabus for each class.
- Academic transcripts will be mailed to the parents or guardians of students after approval of credits each semester. The transcripts will be mailed to the address registered in the registration/grading system. Please promptly report any changes of address for students (when they leave dormitories, etc. and parents or guardians).

## 3.2. Class Sessions

Each semester has classes for 15 weeks. Some courses may be conducted for 8 weeks, or offered during the summer/spring breaks.

### 3.2.1. Classroom hours

One class session is 90 minutes. Mondays, Tuesdays and Thursdays have five sessions, while Wednesdays and Fridays have four sessions. The timetable is as follows:

1 <sup>st</sup> period	2 <sup>nd</sup> period	3 <sup>rd</sup> period	4 <sup>th</sup> period	5 <sup>th</sup> period
9:00 - 10:30	10:45 - 12:15	13:05 - 14:35	14:50 - 16:20	16:35 - 18:05

### 3.2.2. Class schedule and Classroom

The class schedule for the following academic year (spring and fall semesters) is announced on the “Class schedule (WEB Curriculum)” page in the PLAS in late March every year. At the university, students need to make their class schedule, register courses and take classes by themselves. Therefore, be sure to plan how to take the courses based on the content of this academic guidebook, the notes posted on the “Class schedule (WEB Curriculum)” and the explanations in various guidance.

If there are any changes in the day, time, classroom, etc., they will be informed students on the “Class schedule (WEB Curriculum)” in the PLAS. In addition, for temporary changes, faculty members may inform students directly, so carefully check the announcements in the class and the “Notice from subject teacher” on the PLAS.

### 3.2.3. Cancellation of classes

Faculty members may need to cancel classes due to unforeseen circumstances. Students will be notified of class cancellations via the PLAS and the electronic bulletin board of the Academic Affairs Office on the 1<sup>st</sup> Floor lobby of Global Square. In case of emergency, staff may directly announce cancellations at the classroom.

If a class does not start within 30 minutes from its scheduled start time, please contact the Academic Affairs Office.

### 3.2.4. Make-up Classes

Make-up classes will be held for cancelled classes during the fifth period on Wednesdays or Fridays, or between the first and fourth periods on Saturdays. Students will be notified of make-up class schedules via the student portal site and the electronic bulletin board at the Global Square first floor lobby.

### 3.2.5. University-wide class cancellation

There are cases when classes may be cancelled under the circumstances such as typhoon, heavy snow or suspension of transportation services. All classes will be cancelled under the circumstances written below, when the Director of Academic Affairs Office, the Director of Student Affairs Office, and the Executive Director for University Operation judges that it may be difficult or dangerous for students to come to school.

- 1) When either JR East (Tokyo Metropolitan Area around Hachioji station) or Nishi-Tokyo Bus Company (Route from Hachioji station to Soka University) suspends its transportation services.
- 2) When a “heavy snow warning,” “windstorm warning,” “heavy snowstorm warning” or any other emergency warning regarding weather conditions are in effect the North Tama, West Tama or South Tama areas.
- 3) When it is difficult or dangerous for students to come to school due to an earthquake or other disaster.

Decisions on class cancellation are made at 6:00 a.m. for the 1st and 2<sup>nd</sup> class periods, and at 10:00 a.m. for classes in the 3rd and the following periods. If suspension of transportation service or worsening of weather is anticipated, decisions may be made earlier than the above-mentioned designated time. Even if the above criteria are met, classes will be held as usual if the university judges that it may not be difficult or dangerous for students to come to the university, such as weather recovery.

The status of a university-wide class cancellation will be announced via the university website and the student portal site. In addition, students can confirm the status by calling:

**Telephone number: 042-691-9500**

## 3.3. Attendance and Authorized Absence

### 3.3.1. How to record students' attendance

Students need to attend classes according to the timetable they have registered. Students' attendance is recorded on the "Attendance Confirmation system" on the PLAS using the student ID. Before classes starting, touch a student ID on the card reader installed at the entrance of a classroom to record attendance. When students attend a class being held in a place where a card reader is not installed such as a laboratory, or if a teacher does not use the card reader for special reasons, students need to record their attendance as instructed by the teacher.

The attendance confirmation system records "attendance" if the student ID is touched from 10 minutes before the class starts to the time set by the teacher as attendance. In addition, the attendance confirmation system records "late" if the students ID is touched during the time set by the teacher as "late". After the time set as "late," students cannot record for attendance with a card reader and will be treated as absent in principle.

If students forgot their student ID or cannot record their attendance with a card reader for any reason, be sure to notify the teacher BEFORE the class starts. If students ask for such a thing after class, they will be treated as "absent" in principle.

### 3.3.2. How to check attendance records

Attendance recorded using a card reader can be confirmed at any time via the "Attendance Confirmation system" on the PLAS. In addition, this attendance confirmation system can be confirmed not only on a computer in the university, but also on a computer or tablet at home.

When the number of absentees reaches a certain number (1/5 or 1/3 of the total number of classes), the attendance confirmation system will automatically send a notification to the students' email address.



開講日	状況	打刻時間
04/19	○	10時00分～11時30分
04/26	○	10時03分～11時28分
05/10	×	-
05/17	○	10時01分～11時29分
05/24	○	09時58分～11時27分
05/31	○	10時01分～11時31分
06/07	遅	10時30分～11時28分
06/14	○	10時04分～11時30分
06/21	×	-
06/28	○	10時02分～11時28分
07/05	○	10時05分～11時28分
07/12	○	10時01分～11時31分
07/19	○	09時59分～11時30分
09/20	-	-
09/27	-	-
10/04	-	-
10/11	-	-
10/18	-	-

### 3.3.3. Absence

If a student is absent from class, he/she does not need to take any special procedures. However, be sure to contact a teacher to supplement the missing class. If a student misses more than one-third of the total classes for a course, he/she will not earn credits for the course.

\* When a student miss more than one third of the classes, "N (Not evaluable/Fail)" grade will be given based on the Regulations for Academic Standards and Registration at Soka University.

If a student is unable to attend classes for a long period of time due to sickness or any other reasons, please consult the Academic Affairs Office.

### 3.3.4. Authorized Absence

If a student is absent due to the reasons listed in the following table, he/she is able to arrange as “Authorized Absence”. To arrange an authorized absence, bring the required proof of an authorized absence to the relevant office, obtain an application form for the absence, fill out the necessary items on the form, obtain the necessary seal for proof on the form, and submit the application to the class instructor.

The deadline for submitting an application for authorized absence is the day of the last class of the relevant course. If the day of the last class is the planned authorized absence date, please submit the application to the Academic Affairs Office.

#### ■Supplementary Measures for the Class which Approved for the Authorized Absence

A student with an authorized absence is permitted to be absent from the class and will not be penalized on their assessment for the absence. The instructor shall give due consideration to the student as follows:

1. The absence shall not be counted toward the number of attendance days required.
2. The instructor shall provide students with the items listed below:
  - Handouts distributed in class
  - Information on what was covered in class as well as the key points in class
  - Instructions on self-study content
  - Academic guidance and support relating to classes such as making substitute arrangements for reports or small quizzes that the student missed.

#### ■Reason for Authorized Absence

Reason	Location of Application/Issuance
1) When students participate in a teaching practice program (teaching practice/ observation), museum practice or required experience for acquisition of a teacher’s license, including nursing care.	Teacher Education Career Center
2) When students participate in on-site practice and training for the Faculty of Nursing	Office of Faculty of Nursing
3) When students participate in a consultation social work practice and observation for the Faculty of Letters	Office of the Faculty of Letters
4) When students participate in a training or a practice program carried out as a seminar / general seminar (*1)	Academic Affairs Office *Office of the Faculty of Science and Engineering for students of the faculty
5) When students take employment exams (excludes company visits) or civil service exams (*2)	Career Center
6) When students take Teacher Recruitment Exams	Teacher Education Career Center
7) When students attend class study training hosted by the faculty, department, and major	The person in charge of the training
8) When students attend official events of the university as student representatives	Student Affairs Office
9) When students participate in official sports games (*3)	Student Affairs Office
10) When students take bereavement leave (*4)	Academic Affairs Office *Office of the Faculty of Science and Engineering for students of the faculty
11) When students are imposed the responsibility to participate in trials due to enactment of the “Act. Concerning Participation of Lay Assessors in Criminal Trials” (*5)	Academic Affairs Office
12) When students are suspended from school due to infectious disease (*6)	Academic Affairs Office
13) Any other reason approved by the Director of Academic Affairs Department as appropriate reason (*7)	Academic Affairs Office

\*1 Reason No. 4 applies only when a teacher in charge submits a study training plan and it is approved by the Director of Academic Affairs Department.

\*2 Reason No. 5 applies when participating in information meetings involving employment and/or selection, employment exams such as interviews and written exams, unofficial job offer ceremonies, or workshops required for employment.

\*3 Reason No. 9 pertains to students who belong to sports clubs of the Student’s Association (Gakuyu-kai) of Soka University participating in official sports games as regular players, substitute players, or officials. Official sports games include Tokyo Metropolitan-wide official team/ individual tournaments and higher level competitions hosted

by the leagues or organizations to which the clubs concerned or belong. When applying due to reason No. 9, the club should apply to the Student Affairs Office at once.

\*4 Number of days of bereavement leave for Reason No. 10 is as follows, including the days indicated in the proof. These are the maximum number of days that can be acquired, including moving days in any case. Furthermore, Saturdays, Sundays, and National holidays are included in this number of days and students need to obtain it in a row.

Parents (including adoptive) [Relation in the first degree]	Up to 7 days
Brothers, sisters, and grandparents [Relation in the second degree]	Up to 3 days

\*5 Includes cases when students attend trials as lay assessor

\*6 Infectious diseases and the period for leave are pursuant to the Ordinance for Enforcement of the School Health and Safety Act, and are as follows. The applicable infectious diseases shall correspond with the revised version of the Ordinance for Enforcement of the School Health and Safety Act or any other related ordinance upon any revision.

Type of Infectious Diseases	Targeted Diseases	Period of Suspension
Type 1	Ebola (virus) hemorrhagic fever, Crimean-Congo hemorrhagic fever, Smallpox, South American hemorrhagic viral fever, Plague, Marburg disease, Lassa fever, Acute poliomyelitis (Polio), Diphtheria, Severe acute respiratory syndrome (SARS, limited to the strains whose pathogens are SARS Coronavirus of the genus of Coronavirus), Middle East respiratory syndrome (MERS, limited to the strains whose pathogens are MERS Coronavirus of the genus of Coronavirus), Bird flu (limited to the strain whose pathogens are the type A virus of influenza virus and its serosubtype is H5N1), and new and reemerging influenza infections, designated infections, and new infections that are defined in the provisions of Article 6 (7) to 9 of the Act on Prevention of Infectious Diseases and Medical Care for Patients Suffering Infectious Diseases	Until completely cured
Type 2	Influenza (Excludes bird influenza H5N1)	After 5 days have lapsed since development of the disease, and a lapse of 2 days after any fever ends
	Whooping cough	Until distinctive cough ceases or until the completion of 5 days treatment using appropriate antibiotics
	Measles	After 3 days have lapsed since the fever ended
	Mumps / epidemic parotitis	After 5 days have lapsed since development of swelling of the parotid gland and submandibular gland, and when the physical condition improves
	Rubella or German (three day) measles	Until the rash disappears completely
	Chicken pox	Until all rashes have formed a scab
	Pharyngoconjunctival fever	After 2 days have lapsed since the main symptoms ended
Type 3	Tuberculosis, Meningococcal meningitis	Until the Health Center or any other medical doctor considers that the pathological condition of the student does not carry the risk of infecting others
	Cholera, Shigellosis, Enterohemorrhagic E. coli infection, Typhoid, Paratyphoid, Epidemic keratoconjunctivitis (EKC), Acute hemorrhagic conjunctivitis, and any other infection requiring suspension from school attendance	

\*7 Reason No. 13, *Cases approved by the Director of Academic Affairs Office*, is defined as:

- a) When students participate in the "Inter-seminar" as a representative of Soka University
- b) When students who belong to an art or cultural club attend performances and speech contests.
- c) When students attend programs hosted by governmental or public institutions, or presents at conferences hosted by academic organizations
- d) When students take national exams

### ■ Number of Authorized Absences

If the reason for an authorized absence is either No. 5, 6, 8, or 9 in the table, students may have up to four authorized absences for courses that have class sessions twice a week and up to two authorized absences for courses that have class sessions once a week. However, these rules will not apply in cases approved by the Director of Academic Affairs Department.

If the reason for an authorized absence is No. 12 in the table, students may have up to ten authorized absences for courses that have class sessions twice a week, and up to five authorized absences for courses that have class sessions once a week. In addition, if the total number of applications for authorized absence for the same course based on reasons No. 5 through 13 exceeds ten times for courses that have class sessions twice a week, or five times for courses that have class sessions once a week, students must follow the directions of their instructor and make up the class sessions by submitting

assignments or attending make-up classes.

If the reasons for an authorized absence are No. 1 through 4, students must follow the directions of their instructor and make up the class sessions by submitting assignments or attending make-up classes, regardless of the number of authorized absences.

### ■ Notes regarding Specialized Courses

If the reasons for an authorized absence are either No. 1 *Teaching practice program* or No. 6 *Teacher Recruitment Exam*, please refer to the following:

- Teaching practice program
  - a) The university approves authorized absences only for the periods stated in the official letter (official document) issued by the schools where the student takes part in teaching practice.
  - b) The university will not approve any authorized absence for periods before or after the teaching practice.
  - c) The university will not approve any authorized absence for pre-meetings and prior activities for finding a school for teaching practice.
- Experiences, such as nursing care, required for acquiring teachers' licenses
  - a) The university will approve authorized absences for required experiences, such as nursing care, for no more than seven days.
  - b) The university will not approve any authorized absence for periods before or after the required experiences, such as nursing care
  - c) The university will not approve any authorized absence for pre-meetings and prior activities for arranging a required experience, such as nursing care.
  - d) Students shall submit a document of a Proof of Required Experiences such as Nursing along with their applications for authorized absence. The university will approve the authorized absence after confirming authentication with the head of the school or institution.
- Teacher Recruitment Exams
  - a) As a general rule, the university permits authorized absences for Teacher Recruitment Exams as a part of the job search activities.
  - b) Students shall submit documents issued by the Board of Education that specify the date of the examination, such as the “Examination Admission Card for Teacher Recruitment Exam” when applying for an authorized absence.
  - c) As a general rule, the university will approve the authorized absence only for the examination date.
  - d) Both first stage examinations and second stage examinations are treated in the same manner.

## 3.4. Credit-based system

In the credit-based system, students earn predetermined academic credits assigned to individual courses by taking the classes and passing exams, etc. When the total credits that students have earned meet the academic credit requirements for graduation predetermined by each faculty, department or specialization, they are eligible to graduate. Credits for courses are defined by Soka University's School Regulations as follows:

**Article 12:** A class subject worth one credit is normally to be organized to contain content requiring 45 hours of study taking into account study undertaken both inside and outside of class hours, and the number of credits for each class subject is to be calculated based on the following standards, in accordance with class methods.

- (1) Learning based on lectures or seminars is to involve classes totaling 15 or 30 hours for one credit, depending on the faculty.
- (2) Learning based on experiments, practice, or practical training is to involve classes totaling 30 or 45 hours for one credit, depending on the faculty.
- (3) If a combination of lectures, seminars, experiments, practice and practical training is used, one hour of lectures or seminars is to be deemed equivalent to two hours of experiments, practices, or practical training. In such case, one credit will require classes totaling 15 to 45 hours.

For example, students need to take 30 or 60 hours of classes and have a total of 90 hours or more of study both inside and outside of class hours in order to acquire two credits. Since most of the two credits lecture courses offered at Soka University are held 30 hours of class, so students are assigned 60 hours (four hours per week) of study outside the classroom in order to acquire two credits for lecture courses.

Therefore, it is necessary for students to actively study not only during class hours but also outside of class hours in order to acquire credits. Students are able to check the number of academic credits and class hours by using the table for the General Education Courses and the tables issued by individual faculties and departments for Departmental Courses.

### 3.5. Curriculum Outline

A curriculum means an educational plan such as the arrangement of courses and the course registration year in order to achieve the university’s educational objectives.

Soka University offers three types of courses: General Education Courses, Departmental Courses and Specialized Courses for Qualifications (necessary for acquiring teaching credentials and other credentials). Classes are held in the form of lectures, seminars, laboratory work, practical training and skill practice. Courses can be categorized as follows depending on the nature of courses.

Required Courses	Courses that students <u>must take</u> in order to graduate
Required Elective Courses	Courses for which students must take a predetermined number of credits among classes set by individual faculties and departments
Elective Courses	Courses that students can freely choose and take from course groups set by individual faculties and departments

To graduate from Soka University, there are requirements such as “earn more than XX credits for Departmental Elective Courses,” so make sure carefully check the number of credits required for graduation designated by individual faculties and departments and plan how/when to acquire credits.

### 3.6. Course numbering and course codes

Course numbering and course codes, which are a combination of alphabetical and numerical characters, indicate the type of course and department, as well as the level of the course and the order of study, clearly indicating the sequence of the curriculum. With the course numbering and code system, students can determine the characteristics of the class and judge the level when selecting courses.

■ **Alphabetical four-letter codes: The letters of course codes indicate the course description**

Code	Description	Code	Description
GFDC	Core Academic Skills	ECON	Economics
GUNI	University Studies & Soka Education	BUSI	Business Administration
GENG	English as Foreign Language	LAWP	Law and Politics
GSFL	Foreign Languages (excluding English)	HUML	Humanities / Languages
GOFL	Foreign Languages (excluding English)	HUMC	Humanities / Cultural
GGCE	Global Citizenship Education	HUMS	Humanities / Social
GHUM	Humanities	EDUC	Education
GSOC	Social Sciences	PRED	Primary Education
GNAT	Natural Sciences / Health & Physical Education	SCEN	Science and Engineering
GCAR	Career Development	INFO	Information Systems Science
GGCP	Global Citizenship Program	SESI	Science and Engineering for Sustainable Innovation
GJLC	Japanese Language & Culture	NURS	Nursing
TETC	Teacher-training course	INLA	International Liberal Arts

■ **Three-digit numbers: The numbers of the course codes indicate the course levels**

Numbers	Levels of courses
000	Remedial Courses (not counted towards graduation)
100	General Education Courses / Basic level Departmental Courses
200	Advanced level General Education Courses /Introductory level Departmental Courses
300	Intermediate level Departmental Courses
400	Advanced level Departmental Courses



### 3.7. Requirements for academic year advancement and graduation

No requirements must be met for academic year advancement. All students are promoted to the subsequent academic year level once the new academic year starts, regardless of the number of credits they have acquired. For example, all students will be second year students the year after they enroll in school (students who are taking leaves of absence are also promoted to the subsequent level).

However, students must meet the following four requirements for graduation:

- 1) Four years or more of the period of school attendance (excluding periods of leave of absence)  
However, students meeting the requirements of early graduation are exempted from this requirement (\*1)
- 2) Acquisition of all academic credits necessary for graduation as designated by individual faculties and departments (\*2)
- 3) Cumulative GPA of 2.00 or higher (\*3)
- 4) Complete payment of academic fees

\*1: For requirements regarding early graduation, refer to 3.19. *Early Graduation* on page 36.

\*2: For academic credits students are required to earn by graduation, refer to 3.9. *Credit requirements for graduation* on page 22–23 or the information provided by individual faculties and departments.

\*3: For information about the GPA system, refer to 3.15. *Calculating GPA* on page 29–30.

### 3.8. Soka Core Program

In the Soka Core Program, all students regardless of their faculties take prescribed courses in order to follow Soka University's educational philosophy and goals, and are expected to aspire to acquiring a broad liberal arts education. These General Education Courses include: (1) Academic Core Skills Courses, (2) University Studies & Soka Education, (3) Languages, and (4) Global Citizenship Education.

**In principle, students should aim to complete the program by the end of their second year (Students in the Faculty of International Liberal Arts aim to complete the program by the end of their third year.)**

The Soka Core Program has the following features:

#### 3.8.1. Acquisition of Core Academic Skills Courses

Students are required to complete *Freshman Seminar*, *Academic Writing*, and other courses. The number of credits students must acquire vary depending on faculties and departments; therefore please check the pages related to individual faculties.

#### 3.8.2. Acquisition of University Studies & Soka Education Courses

Students are required to obtain at least four credits for the *University Studies & Soka Education* courses. The *University Studies & Soka Education* courses are the courses to learn the founding spirit and history of Soka University, and the following 7 courses are offered.

Soka Education, Human Educational Theory A, Human Educational Theory B, Human Educational Theory C, Basic Seminar in University Studies, Modern Civilization Theory, History of Soka University

#### 3.8.3. Acquisition of Foreign Languages

In order to cultivate students' ability to interact in the multicultural environment that today's globalized society requires, students are required to earn 6 credits in the first language courses (for the Faculty of Business Administration: 10 credits; for the Faculty of International Liberal Arts: 16 credits) and 4 credits all in one single language in Other Foreign Language courses (excluding the Faculty of Business Administration) to further enhance their language education, which the university has by tradition emphasized as basic education. Generally, **students should complete the required credits for the first foreign language by the end of the second academic year, and complete the required credits for the second**

foreign language by the end of their first academic year (the Faculty of International Liberal Arts students should complete in their third year). Students unable to complete their study within these periods may adversely affect their course loads, as the schedule for other courses might be impacted. In addition, please note that students must have acquired all the required credits for foreign language courses in order to issue a Certificate of expected graduation.

- \* English Medium Program (EMP) Students must take Japanese as their first Foreign Language.
- \* International students (except EMP students) whose scores are below 330 points in the Japanese section of the Examination for Japanese University Admission for International Students (EJU) or below 140 points in the new version of Japanese-Language Proficiency Test (N1) must take Japanese as their second foreign language.
- \* Please carefully check the explanation provided by individual faculties and departments, the web class schedule, etc., for details.

### 3.8.4. Acquisition of Global Citizenship Education

Students are required to earn 4 credits from Global Citizenship Education Courses. These courses are designed to provide education for global citizenship on the themes of peace, environment, development, and human rights which are global issues to tackle proposed in the lecture entitled "Thoughts on Education for Global Citizenship" that the founder delivered at Teachers College, Columbia University (this requirement does not apply to the Faculties of International Liberal Arts).

## 3.9. Credit requirement for Graduation

The table below shows the required credits for graduation settle by individual faculty and department. Please check the graduation requirements of individual faculties and departments starting on page 56 for the details. Also, as described in 3.7. *Requirements for academic year advancement and graduation* on page 20–21, Students with a cumulative GPA of less than 2.00 are not eligible for graduation even if they have earned enough credits as listed in the table below.

### ■ General Education Courses / Foreign Language Courses of Individual Faculties and Departments

Faculty	Dept.	General Education Courses / Foreign Language Courses											計	
		1) Core Academic Skills				2) University Studies and Soka Education	4) Global Citizenship Education	5) Humanities	6) Social Sciences	7) Natural Sciences and Health & Physical Education	8) Career Development	First Foreign Languages		Second Foreign Languages *3
		Freshman Seminar	Academic Writing	Natural Science *2	Others									
Econ.	Econ.	2	2	—	—	4	4	—	—	—	2	6	4	24
Law	Law	2	2	2	—	4	4	—	—	—	—	6	4	24
Letters	Human Studies	2	2	2	—	4	4	—	2	—	—	6	4	26
Business Admin.	Business Admin.	2	2	2	—	4	4	—	—	—	2	10	—	26

\*1: Students in the Faculty of International Liberal Arts must take Academic Writing offered as a departmental required course.

\*2: "Natural Science Courses" in Foundation Courses, students must take 2 credits from one of the following courses: Introduction to Mathematics, Introduction to Statistics, or Computer Literacy.

\*3: Students must obtain 4 credits from one language in Language Course (except the Language which students take as the 1st Foreign Language). This does not apply to the Faculty of Business Administration.

### ■ Departmental Courses / Open Elective Courses

Faculty	Dept.	Departmental Courses				Open Elective	Total	GE / Language (Above)	Grand Total
		Required	Required Elective	Elective	Sub Total				
Econ.	Econ.	—	28 *1	38	66 *2	34	100	24	124
Law	Law	6	2	60	68 *3	32	100	24	124

Letter	Human Studies	14	4	42	60 *4	38	98	26	124
Business Admin.	Business Admin.	8	34 *5	36	78	20	98	26	124

- \*1: In Departmental courses in Economics, Students must complete 28 credits from Required elective courses as follows; Microeconomics: 4 credits / Macroeconomics: 4 credits / Mathematics: 4 credits / Econ. & Hist.: 4 credits Statistics: 4 credits / Accounting: 2 credits / Seminar 1: 2 credits / Seminar 2: 2 credits / Seminar 3: 2 credits
- \*2: In Departmental courses in Economics, Students must complete 18 credits from their chosen cluster (Courses marked with ▲ in the Economics Departmental Course List).
- \*3: In Departmental courses in Law, Students must complete 24 credits from their chosen “course”. In addition, students who choose “International Peace and Diplomacy course” must complete 9 credits from “All English Courses.”
- \*4: Departmental courses in Human Studies are divided into “Introductory,” “Basic,” and “Advanced” courses. Students must complete 60 credits from departmental courses as shown in the table below. In addition, Students must complete 2 credits from “Global Courses (Courses marked with “G” in the Human Studies Departmental Course List).”

	Introductory		Basic		Advanced		Total
	Required Elective	Elective	Required Elective	Elective	Required	Elective	
Credit Requirement	2	4	2	24	14	14	60

- \*5: Departmental Required Elective courses in Business Administration are divided into “Group A” and “Group B,” and Students must complete 34 credits as follows:

Required Elective Courses	Requirement	Remark
Group A	18	Students must complete 18 credits as follows; Business Management: 4 credits / Bookkeeping: 4 credits / Statistics: 4 credits / Economics 4 credits / Humanistic Management: 2 credits
Group B	16	

## 3.10. Examinations

Examinations include final exams and midterm exams. In some cases, instructors give exams on the last day of class sessions before the final exams week. In addition, some course instructors give paper assignments and quizzes to students during classes. For the description of examinations, check the website under Academic Affairs Office and student portal site.

### 3.10.1. Final Examinations

Final exams are held within a special timeframe at the end of each semester. The schedule of final exams will be noticed via the student portal site and the website under Academic Affairs Office. Please be sure to bring student ID when taking the exams.

Note that regular classes will not take place during the final exams period. If the university cannot offer final exams due to a weather event like heavy snow and typhoon, or any other reason, exams will be rescheduled and conducted on the predetermined make-up exam dates.

### 3.10.2. Midterm Examinations

Midterm exams take place around the midpoint of each semester. Unlike final exams, not every course conducts a midterm exam. In many cases, courses that hold two class sessions per week conduct their midterm exams during regular class time (with some exceptions). Notification about courses that are holding midterm exams as well as their exam schedules are provided through the bulletin board and on the website under Academic Affairs Office. This mid-term test will not be subject to the make-up examination described below, so when students cannot take the midterm exam, follow the instructions of the class instructor.

### 3.10.3. Eligibility requirements for examinations

Students may take examinations only for courses in which they are registered.

### 3.10.4. Timetable for final examinations

The final examinations will be conducted in the following times. The test time is 60 minutes in principle (90 minutes for some courses). Please note that it is different from normal class time.

Period of time	1 <sup>st</sup> period	2 <sup>nd</sup> period	3 <sup>rd</sup> period	4 <sup>th</sup> period	5 <sup>th</sup> period	6 <sup>th</sup> period
Start time – End time	9:00-10:00	10:45-11:45	13:00-14:00	14:45-15:45	16:30-17:30	18:15-19:15

### 3.10.5. Answer sheets

A student's ID number and name must be written on all answer sheets, even if the sheet does not contain any answers. At the end of exam, proctors may check the number of answer sheets submitted.

### 3.10.6. Guidelines and procedures when taking examinations

Before taking the final exams, please review the following guidelines. Midterm exams will also be conducted in accordance with these guidelines.

- 1) Arrive at the classroom 15 minutes prior to the start of the exam. Taking traffic into account, students who commute by bus should aim to arrive at the university 30 minutes prior to the scheduled exam time.
- 2) Students must bring their student ID card in order to take an exam. Students with outdated ID cards will not be permitted to take exams. Place the ID card with the photo side up on the desk during the exam. In the event of the loss of an ID card, immediately follow the procedure to get the ID card re-issued. For Students who forget to bring their ID cards, apply for a "Permit to Take a Final Exam" by using a certification form-issuing machine, which is located in the lobby of the Global Square, the Faculty of Science and Engineering building, the Faculty of Education building and the Central Tower, bring the application form to the relevant office to obtain an approval seal. During the exams, place the issued permit on the desk. Permits without an approval seal are invalid. (For details regarding the Permit to take a Final Exam, refer to page 8.)
- 3) Personal belongings must be placed under the chair. Leaving unauthorized belongings in desk drawers or compartments may be considered cheating.
- 4) Bringing electronic devices, such as calculators with dictionaries, watches with calculators, watches with dictionaries, and electronic dictionaries, is strictly prohibited unless otherwise stated. Cell phones should not be used for timekeeping; be sure to turn off cell phones before examinations begin. Bringing a personal watch is highly recommended since clocks are not placed in the Global Square.
- 5) Students are required to sit in alternating (every other) seats in the examination room.
- 6) Students may not leave the room after the exam starts.

### 3.10.7. Postponement of final examinations

If the date for final examinations is in the following situations, the exams may be postponed to an Additional exam days scheduled.

However, the university will hold final exams as scheduled, even if the following situations are occurred, but when they are judged not to influence the implementation of exams. If the following situations are resolved by 10:00 a.m., only the examinations in the morning will be postponed, and examinations in the afternoon will be held as scheduled.

- 1) When either the East Japan Railway Company (the Tokyo metropolitan area around Hachioji Station) or Nishi Tokyo Bus Company fully suspends their transportation services as of 6 a.m.
- 2) When the Japan Meteorological Agency issues any of the following warnings: storm, heavy snow, snow storm, or any other emergency warning, to the Northern Tama, Western Tama or Southern Tama area

The postponement of final examinations will be announced via the university website and the student portal site. In addition, students can confirm it by calling:

**Telephone number: 042-691-9500**

If Students are unable to take an exam due to stoppages or delays of transportation services, they may be able to take the make-up exams by submitting a delay certificate issued by the relevant public transportation company and performing the prescribed procedure. For details of the make-up examinations, please refer to 3.11. *Make-up Examinations* on page 24–25.

### 3.11. Make-up examinations

Make-up exams are held for students who are unable to take final exams due to compelling reasons such as an accident or illness. They are not open to students who do not have such compelling reasons. In order to take the make-up examinations, it is necessary to submit the application for the make-up examinations together with the documents proving the reason for the absence of the final exams within the application period.

#### 3.11.1. Courses that can provide make-up exams

Make-up exams will be provided only for courses that held final examinations. In-class examinations and courses substituting final exams with reports are excluded.

#### 3.11.2. Procedure for taking make-up examinations

To take make-up examinations, obtain an “Application to Take a Make-up Exam” from the Academic Affairs Office (students of the Faculty of Science and Engineering and the Faculty of Nursing can obtain an application from the Administration Office of their respective faculty), complete all necessary information, and submit the application along with the certificate or document described in Eligibility requirements for examinations, below. Please note that students who fail to submit the “Application to Take a Make-up Exam” during the designated period, will not be eligible to take a make-up exam.

In addition, students must submit the application for the permit in person. However, if a student who is eligible to take a make-up exam, but cannot come to the office due to a compelling reason such as hospitalization or bereavement leave, a proxy may file the application on the student’s behalf. When a proxy performs the procedure, bring a “Letter of Attorney” in addition to the application.

The permit for taking a make-up exam will be granted after the submitted “Application to Take a Make-up Exam” is reviewed by the Dean for Academic Affairs. Not all students will be eligible. In particular, if attendance of regular classes is less than two-thirds of total classes, a student may be denied permission to take the make-up exam.

#### 3.11.3. Eligibility requirements for examinations

Students who were absent from the final examination due to the reasons shown in the table below, when those reasons can be verified by certificates or documents, are eligible to take make-up exams. However, if students are “late” for the final exams and “take” the exams due to the following reasons, students cannot apply for the make-up examination.

Reason	Certificates/Documents
National exams, the Japanese Teaching Staff Examination, Civil-service exams for local governments	Documents for verification, including examination admission slip
Employment exams (excluding job fair or information session)*1	Documents for verification, including examination admission slip
Participation in a national sports championship	Certification issued by the Student Affairs Office
Student accident or illness	Medical certificate*2
Bereavement leave (within two degree of kinship)*3	Thank you notes for funeral attendance
Delay in trains and buses due to accident, storm, etc.	Delay certificates (issued by the train stations)
Traffic accident or disaster	Accident report, victim’s certificate
Participation in practical training in classes offered by the University	Proof of participation
Any other reason approved as due cause by the director of the Dean for Academic Affairs	Documents certifying its reason

\*1: Students should obtain an “Application for Permit to Take an Examination” from the Career Center with an approval seal and submit it to the Academic Affairs Office.

\*2: In principle, a medical certificate should be issued by a public institution, such as a hospital. For details, refer to “About Conducting make-up exams” announced when the timetable for final exams is published.

\*3: The period of bereavement leave is seven days for the death of parents (including adoptive parents) and three days for the death of brothers, sisters, and grandparents (including Saturdays and Sundays).

### 3.11.4. Announcement of students who are permitted to take make-up exams and the timetable for the exams

Students who are permitted to take make-up exams, and the timetable and the venue for the exams, will be posted on the bulletin board of the Academic Affairs Office in the Global Square (and the bulletin board of the Faculty of Science and Engineering), as well as on the website under the Academic Affairs Office. Be sure to confirm the information, as there are some cases in which papers are assigned instead of exams.

Students taking a make-up examination must bring their school ID card to the exam. If students forget their student ID card, obtain the “Permit to Take a Final Exam” as in the case of final examinations.

## 3.12. Term Papers

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Term papers are an alternative to final exams for assessing academic achievement. Therefore, rules for term papers are enforced as rigorously as for final exams.

Students may not share their papers with other students, copy the work of other students, or quote from other source of information without citing the source, except for group work or study approved by the instructor. If students catch committing any dishonest acts in term papers, they will be punished as in the exams.

Please submit term papers by the method specified by instructors. The main term papers submission destinations are as follows.

### 3.12.1. Submitting a term paper through student portal site

To submit a term paper, log in to the “PLAS” and send the term paper file following the instructor’s rule. Make sure to check the “Status of Paper Submission” to see if it has changed to “Submission Completed” after submitting the paper on the student portal site. Please submit the paper in advance of the deadline. If the submission deadline set by the instructor has passed, students will not be able to submit the paper.

When creating a file, use the application specified by the instructor. If students create a file by a method other than that specified by the instructor, it may not be accepted even if the file is sent successfully.

### 3.12.2. Submitting the term paper itself

When submitting papers to the instructor, be aware of the following. In addition, when submitting to the report box, please submit the term papers to the designated report box. Submission after the due date will not be accepted under any circumstances. Furthermore, no changes or modifications are allowed once papers have been submitted. Therefore, be sure to submit completed papers only.

- \* Use designated forms and styles when writing papers and be sure to bind the pages together with staples, string, glue or any other methods before submitting papers
- \* Strictly observe the deadline; due dates are strictly observed and late term papers will not be accepted

#### ■ Locations where Report boxes are installed

- Next to the Papyrus-mate on the 1st floor of the Global Square building
- In front of the Administration Office on the 1st floor of the Faculty of Education building
- In front of the Administration Office on the 1st floor of the Faculty of Science and Engineering building
- In front of the Administration Office on the 8th floor of the Central Tower
- Next to the lounge on the 1st floor of the Faculty of Nursing building

## 3.13. Consequence for cheating

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If students are caught cheating or engaging in dishonest behavior during examinations, credits for all courses in the semester or academic year will be cancelled based on “Internal Regulations Regarding the Handling of Wrongdoers in a Soka University Final Examination.” Furthermore, such students will be subject to punishment pursuant to Article 46 of the School Regulations of Soka University.

Any dishonest behavior during examinations held within regular class time rather than the final exam period, including plagiarism or use of a cheat sheet, is handled in the same way.

### 3.13.1. Behavior subject to punishment pursuant

Cheating in examinations is absolutely unacceptable. Having cheat sheets and other cheating materials inside the classroom is considered cheating. Even if you have no intention of committing a dishonest act, if the supervisor considers you to have done so, you will be subject to punishment.

The following behaviors are not acceptable during examinations and will result in disciplinary action:

- 1) Students who write information on the desk, their hand, their clothing, etc., or bring a cheat sheet into the examination room;
- 2) Students who bring in copies of “Roppou Zensho” (compendium of Japanese laws), dictionaries, etc., in which information has been written in advance;
- 3) Students who refer to textbooks, study guides, notebooks, etc. that are not allowed as reference materials during exams;
- 4) Students who uses or refer to cell phones, electronic dictionary, any reference materials, etc., without permission;
- 5) Students who replace their answer sheets with others’;
- 6) Students who communicate verbally, by gestures, or by any other means with other students who are taking the exam;
- 7) Students who copy by looking at the answer sheets of other students;
- 8) Students who leave their seats without permission and legitimate reasons who engage in other activities in violation of the instructions of the supervisor;
- 9) Students who ask another person to take the exam on their behalf or who take the exam on the behalf of another student;
- 10) Anyone creating an answer sheet for other students, students who submit an answer sheet that was created dishonestly, or students who ask others to engage in such acts;
- 11) Students who employ any other dishonest activities when taking an exam.

### 3.13.2. Types of punishment

Students caught committing any dishonest acts will be strictly punished pursuant to Article 46 of the School Regulations of Soka University and the Internal Regulations Regarding the Handling of Wrongdoers in a Soka University Final Examination. Types of punishment are as follows.

#### ■ Disciplinary actions

- Reprimand [1]~8) and 11) above]
- Suspension from school [9] and 10) above] (This includes students who had received a reprimand in the past and again committed a misconduct, or students who commit other significant misconduct)
- Dismissal from school (This includes students who has been suspended from a school in the past and again committed a misconduct)

#### ■ Credit cancellation

In the case of Reprimand, the university will not approve any credits for registered courses in the relevant semester. In the case of Suspension and Dismissal from school, the university will not approve any credits for registered courses in the relevant academic year.

## 3.14. Grading

Students' grades are determined based on comprehensive evaluations from final exams, term papers, other assignments, class attendance, etc. Grading methods and criteria differ among courses, so verify grading criteria in the syllabus (on the website). The grade determined comprehensively in this way is described as follows, and students can only earn credits for courses described "Pass."

### ■ Criteria for grades:

Grading Method	Grade	Score	GP	Pass/Fail	Description
ABC	A+	100~95	4.0	Pass	Excellent
	A	94~90	4.0		Good
	A-	89~85	3.7		Satisfactory
	B+	84~80	3.3		
	B	79~75	3.0		
	B-	74~70	2.7		Meets the requirements for the subject
	C+	69~65	2.3		
	C	64~60	2.0		
	D+	59~55	1.7		Does not meet the desired standard, but not poor enough to fail
	D	54~50	1.3		
	E+	49~45	1.0		
	Fail	E	44~0	0	Close to passing level but not meeting passing criteria
N		No Grade	0	Fail	
				Impossible to evaluate *Explained below	
PF	P	Passed	Not included	Pass	Meets passing criteria
	F	Fail		Fail	Does not meet passing criteria
Credit Approval	R	Recognized		Pass	Credits are recognized which students earned from another higher educational institution, etc.
	I	Incomplete		-	Grade to hold evaluation temporarily
Note: If a student miss more than 1/3 (one third) of the class, grade will be "N". In addition, "N" grade can be given when it is not possible to evaluate grades, such as not taking final exam, not submitting reports.					

\*1: There are two type of Grading method at Soka University: the ABC evaluation which is carried out in a twelve scale from A+ to E, and the PF evaluation which only judges pass or fail. The PF evaluation is employed in some courses in which the evaluations with "ABC" are not considered appropriate. The syllabus shows whether each course is employed the ABC or PF evaluation.

\*2: "Pass" means students successfully earned credits, while "fail" means students did not earn any credits.

\*3: Academic transcripts issued for use outside the university only show passed grades. However, the GPA is shown with figures calculated including the fail grades.

\*4: Grades are given based on percentages: the upper limit of grade A+ includes about 5 percent of all registered class attendees, and the upper limit of grades A+, A and A- combined includes about 25 percent of all attendees. However, this rule does not apply to courses approved by the Faculty Meetings and the steering committee of the School for Excellence in Educational Development.

### ■ Incomplete (the grading suspension)

Generally, the grade evaluation for each semester is to be submitted by the faculty member to the university immediately after the end of the final examination period.

However, despite the fact that students have achieved a certain level of achievements (\*), when the circumstances listed in the table on the next page occur after the course cancellation period, and students are unable to meet any of requirements for credit acquisition for the course (submitting a paper, etc.), the instructors are allowed to extended the deadline for grade evaluation until the end of the semester, based on application.

\*More than two-thirds attendance up to that point and the status of assignments etc. is good

#### <Procedure for Incomplete>

Students corresponding to the reason listed on the next page are able to apply for "Incomplete." To apply for the incomplete, bring the required proof of the reason to the Academic Affairs office, obtain an application form for the incomplete system, fill out the necessary items on the form, obtain the necessary seal for proof on the form, and submit the application to the class instructor. The instructor will decide whether or not to apply "Incomplete" based on the submitted documents and students' learning achievements.

If the instructor approves the grading suspension, students need to complete the necessary study for grading until the date anew designated by the instructor.

After that, the grade will be established when the instructor submit the final grade sheet to the Academic Affairs Office.



From the date of announcement of the grades until the final grade is established, the grades applied the grading suspension will be shown as “I” and will be excluded from the calculation of GPA.

If the final grade is not able to be evaluated by the end of the semester, the grade “I” will be automatically changed to “N” (“F” for PF evaluation).

#### <Reason for the grading suspension>

Reason	Certificates/documents
Student illness	Medical certificate or documents showing that student has been treated
Student Accident	Accident report or documents showing that an accident has occurred
Affected by disaster, fire, etc.	Victim’s certificate or documents equivalent to this
Study Abroad (only if the university officially sends)	Documents certifying that is officially study abroad program
Any other reason approved as due cause by the director of the Dean for Academic Affairs	Documents certifying the circumstances

\*Job hunting, personally applied training or study abroad, etc. are not included in the reasons for the grading suspension.

#### <Notes when applying for the grading suspension>

- If student plans to graduate in the semester and he/she request to suspend the grading, be sure to inform the instructor of his/her graduation plan and consult carefully when to complete the study.
- The grading will be suspended only if the instructor permits. If the instructor determines that student has not achieved a certain level of achievements, such as poor attendance or non-submission of assignments, the grading will not be suspended.
- This system is not intended for so-called “relief.” This is a measure for students who have sufficient intention to continue taking courses but who have difficulty in continuing their studies due to the above circumstances after the course cancellation period.
- If students are not able to take final exams, the grading will not be suspended. However, if they could not take the exams due to being eligible for the make-up exam, they can apply for the make-up exams. For details for the make-up exams, refer to 3.11. *Make-up examinations* on page 24–25. Even if students are applied the grading suspension, and if they can still take the final exams, take the exams and then submit the assignments etc.

## 3.15. Calculating GPA

GPA (Grade Point Average) refers to the number calculated by multiplying the Grade Points (GPs) assigned to the course grades, by the number of credits earned in each course, then totaling those numbers and dividing by the total credits for registered courses. All averages are rounded down to two decimal places. The highest GPA is 4.00, while the lowest is 0.00. The calculation formula for GPA is as follows:

$$\text{GPA} = \frac{\text{Aggregation of (GP} \times \text{number of credits for the courses)}}{\text{Total number of credits for registered courses}}$$

- \* E+, E and N grades are also included in the GPA calculation.
- \* Courses graded P/F or R are excluded from the GPA calculation.
- \* A cumulative GPA of 2.00 or higher is a graduation requirement.

### 3.15.1. A semester GPA and a cumulative GPA

There are two types of GPA used at Soka University: a Semester GPA and a Cumulative GPA.

Semester GPA	GPA calculated using only the grades of the semester
Cumulative GPA	GPA calculated using all grades in school * Not the average of semester GPAs

The semester GPA is used as a criteria for academic advisement, withdrawal recommendation, or high academic performance student system, etc. Also, the cumulative GPA is used as a criteria for graduation requirements, participation in practical teacher training, or application for exchange programs, etc. Therefore, students need to be aware of this GPA as well as the number of credits which they earned.

### 3.15.2. Notes on GPA calculation

If a student retakes a course and receives a grade (grade and number of credits), the grade achieved the previous time (grade and number of credits) will not be included in the cumulative GPA calculation. (The semester GPA for the semester which has the grade before retaking remains unchanged.) Therefore, if the grade of the course student retakes decreases, the cumulative GPA will decrease. For example, if the grade for the repeated course is a D, and the previous grade was a C, the GP will become lower, and the D will be used for calculating the new GPA. Moreover, if the student fails the class, the cumulative GPA will decrease and the total credits earned will also be reduced. For more information on the system for repeating courses, refer to 4.7. *System for Repeating Courses* on page 45.

In addition, in some cases, the university will accept credits in a study abroad program or overseas language study program through designated procedures, and will assign grades to the courses. If these courses are graded using the “A+, A, A-, B+, B, B-, C+, C, D+, D, E+, E, N” system, the grades will be included in the GPA calculation. On the other hand, if the courses are graded using the “P/F” or “R” evaluation methods, they will not be counted in the GPA calculation.

### 3.15.3. Sample calculation of GPA

The GPA is calculated as follows:

Course	No. of Credits	Grade	GP x No. of Credits
English I	2	A	$4.0 \times 2 = 8$
Introduction to Legal Studies	2	A+	$4.0 \times 2 = 8$
Microeconomics	4	C+	$2.3 \times 4 = 9.2$
Financial Accounting	4	B	$3.0 \times 4 = 12$
German I	2	E	$0 \times 2 = 0$
Management Theory	4	D+	$1.7 \times 4 = 6.8$
Freshman Seminar	2	P	Excluded
Total	20		44

In the case of the left;  
 · Numerator (GP x No. of credits) is 44  
 · Denominator (Total number of credits for registered courses) is 18 credits, excluding “Freshman Seminar.”  
 Therefore,  

$$\text{GPA} = \frac{44}{18} = 2.44444 \rightarrow 2.44$$
  
 \*Round down to the second decimal place

If the student retakes the Management Theory course and his/her new grade is an A, the GP becomes 16 instead of 6.8 — a 9.2-point increase. In this case, the new student’s GPA will be as follows.

Course	No. of Credits	Grade	GP x No. of Credits
English I	2	A	$4.0 \times 2 = 8$
Introduction to Legal Studies	2	A+	$4.0 \times 2 = 8$
Microeconomics	4	C+	$2.3 \times 4 = 9.2$
Financial Accounting	4	B	$3.0 \times 4 = 12$
German I	2	E	$0 \times 2 = 0$
Management Theory	4	D+	$1.7 \times 4 = 6.8$
		A	$4.0 \times 4 = 16$
Freshman Seminar	2	P	Excluded
Total	20		53.2

In the case of the left;  
 · Numerator is 53.2,  
 · Denominator is 18 credits, excluding “Freshman Seminar”  
 Therefore,  

$$\text{GPA} = \frac{53.2}{18} = 2.955555 \rightarrow 2.95$$
  
 \*Round down to the second decimal place

### 3.15.4. Academic advisement and university withdrawal for below-minimum GPA

At Soka University, one of the requirements for graduation is that a cumulative GPA is 2.00 or higher. Therefore, the university provides guidance on the academic performance of students based on their GPA to ensure they master a set academic skills each semester and for graduation. In addition, if there are many semesters with a semester GPA of less than 2.00, a warning of expulsion will be given. Therefore, students should keep track of their cumulative GPA, as well as the number of credits earned.

- 1) If a student’s semester GPA is less than 2.00, the student will be notified and he or she is required to schedule a consultation with the class instructor (academic guidance).
- 2) If a student’s semester GPA is less than 2.00 for two consecutive semesters, the student and his or her parents or guardians will be notified, and he or she must meet with the class instructor (consultation is also available for parents or guardians who so desire).
- 3) If a student’s semester GPA is less than 2.00 for three consecutive semesters, or in four or more semesters in total, the student and his or her parents or guardians will be notified. The student is required to have a consultation with the dean of the faculty (consultation is available for the parents or guardians who so desire). The Dean will then determine whether the student will be advised to withdraw from the school (the student will also be advised to withdraw if the university cannot make contact with the student, or if he or she does not agree to a consultation).

## 3.16. Grade announcements and inquiring about grades

### 3.16.1. Grade announcement

Students' grades are posted each semester on the student portal site. They will be announced at the following times and it is the student's responsibility to confirm his or her grades. See the portal site to confirm the date of grade postings.

	Spring semester	Fall semester
Date of grade announcement	Around mid-Aug	Around mid-Feb

The announced grades can be confirmed on the "View Grade Status" page in "Course & Grade" on the portal site. This View Grade Status page contains the following information.

- 1) Results of various test conducted on campus:  
TOEIC-IP, TOEFL-ITP and Placement test results are posted. The scores posted here can be referred only during the period of enrollment, and cannot be referred after graduating or withdrawing. In addition, the scores posted on this page cannot be used as a formal certificate, so use an official certificate issued by the test sponsoring organization when submitting these scores externally.
- 2) Credit Calculation Table, Credit Calculation Table by Academic Discipline and Earned Credits Status:  
These table shows the number of credits which a student has earned for the graduation requirements credits, the number of credits earned in each semester, and GPA.
- 3) List of Courses Completed:  
This table shows the grades and number of credits for all courses that a student has registered or that are approved.

### 3.16.2. Inquiries regarding grades

If students have any inquiries grades after the grade announcement, they can submit a "Grade Inquiry" by the following procedure within a certain period. The period for grade inquiry submission will be described in the academic calendar on the portal site. Please note that the only courses students can submit "Grade Inquiry" are the courses of that semester and inquiries will not be accepted after the deadline. Also, inquiries regarding remedial procedures will not be accepted.

- 1) Log in to the portal site and click "Course & Grade."
- 2) A page with the Campus Square will be shown, so click the "Grade" tab and then click "Grade Inquiry."
- 3) After clicking "Grade Inquiry," the grade will be displayed, so select the course for which student wishes to make an inquiry.
- 4) Enter inquiries in the space assigned. When entering, be careful to convey the intention of inquiries to the instructor, such as the status of exams, submission status of reports and assignments, grading criteria, etc.
- 5) After checking entries, submit it.
- 6) Once the inquiry is successfully logged, a receipt number will be indicated on the screen. Please be sure to write down the number.
- 7) When receiving a response from the instructor, a notice will be sent to student's e-mail address. Student can confirm the response on the screen by accessing the "Grade Inquiry" page and selecting the receipt number.
- 8) A Grade Inquiry can be submitted only once for each course. Also, do not ask questions regarding grades directly to the instructor via e-mail.

## 3.17. Credit Approval

Normally, students earn academic credits by approval of the university after attending courses registered each semester and by earning a passing grade as determined through final exams and other course requirements. In addition, Soka University offers another credit approval system by which students may obtain credits without enrolling for courses when they meet certain requirements. This is the "Credit Approval" system.

Credit approval is not reflected in grades as soon as you apply, because it is determined by the decision of the meeting body. It will be reflected as a result after being approved at that meeting. Depending on the application time, it may be reflected as the result of the following semester, so please be advised to avoid using credit approval system to fulfill the credit requirement for graduation. The schedule for credit approval will be announced through the portal site.

### 3.17.1. Credit Approval through Various Certification Examinations

When students pass various qualification exams designated, Soka University may approve the qualifications as the credits of courses provided by the University. The qualification examinations that are available for credit approval in the General Education Courses are as shown on the next page: *Available Credit Approval for General Education Courses by Certification Examinations*. Departmental Courses available for credit approval are outlined in the descriptions of each faculty and department that applies this system (Faculty of Economics, Faculty of Business Administration, Faculty of Law, Faculty of International Liberal Arts, Faculty of Science and Engineering).

When applying, please access "Credit Approval" on the "Campus Square (Course & Grade system)" page on the portal site, enter the necessary items, print the registration completion screen, and submit it with the original certificate or the score sheet to the Academic Affairs Office (The original certificate or the score sheet will be returned after confirmation by the Academic Affairs Office).

Please note the following when applying for credit approval through a qualification examination:

- 1) Students may not enroll (nor enroll as a repeating class) in courses in which credits are already given through the credit approval system.
- 2) Students may not apply for credit approval through qualification exams for courses in which they have already earned credits for.
- 3) In credit approval by German, French, Chinese, Italian, Spanish, Russian or Korean qualification examination, if a student earns 2 credits in the foreign language through the credit approval system and passes a 4 credit worth of qualification exams in the same language, the student will only be able to earn 2 additional credits through the approval system. In other words, even if students pass several exams at different levels, they may only earn a maximum of 4 credits for the same language through the approval system.
- 4) Even if students obtain two or more certifications that are worth 2 credits each through different certification exams, they may only request for 2 academic credits, instead of 4 credits in total. For example, if a student passes Grade Pre-1 for the EIKEN Test in Practical English Proficiency and obtains a score of 730 points in TOEIC®, each of these examinations is good for 2 credits, however, both results are at the same difficulty level. Hence, the student is only eligible to apply for 2 credits, instead of 4 credits.
- 5) Applications for credit approval through certifications acquired before enrolling in the university will only be accepted if applied by the end of the first semester of the academic year in which the student enrolled in the university. Students who take a leave of absence from school during the first semester will be allowed to extend their application timeframe for the duration of their leave of absence.

### 3.17.2. Credit Approval based on the credit transfer system with other universities in Japan

There is a system to take courses to be offered at universities that have concluded the credit transfer system with Soka University, and approve it as the credit of Soka University. Currently, universities that have the credit transfer system with Soka University are as follows;

- The Open University of Japan
- Tokyo University of Foreign Studies
- The Consortium of Universities in Hachioji
- Network TAMA

For details of this system, procedure, and courses that can be taken, please confirm the application guidelines distributed at the Academic Affairs Office. The distribution time and procedure period will be announced through the portal site.

### 3.17.3. Credit Approval through Previously Acquired Credits

Credits earned before entering Soka University by either graduating or withdrawing from a university or a 2-year college, may be approved of as effective credits. However, please note that only courses that are determined to be applicable to the courses at Soka University will be approved as effective credits and that not all previously acquired credits can be approved.

If you wish to apply for a credit approval, consult with the Academic Affairs Department before course registration. The original copy of the official academic transcript and course syllabus are necessary to apply for credit approval.

### 3.17.4. Credit Approval for Overseas Foreign Language Training

Students who have participated in foreign language training courses held by Soka University and met designated requirements will be able to receive credit approval for designated courses. For details on the various training opportunities, please contact the office that hosts training.

Credits will not be approved for courses which students have already enrolled in and earned credits from, even if such courses are subject to credit approval.

### ■ Available Credit Approval for General Education Courses by Certification Examinations

Group	Host Organization	Certification/Examination	Certification	Credits Given Upon Approval	Remarks	
English	Eiken Foundation of Japan	EIKEN Test in Practical English Proficiency	Grade Pre-1 or higher	2	English 1 will be given priority, and approval will be determined within 1-4. *FILA students can not apply.	
	U.N. Association of Japan	The UN Association's Test of English	B level or higher			
	British Council	IELTS	5.5 or higher			
	UCLES	Cambridge ESOL Examinations	FCE or higher			
	Educational Testing Service (ETS)		TOEIC L&R, TOEIC-IP L&R			730 or higher
			TOEFL(PBT), TOEFL-ITP			550 or higher
			TOEFL(CBT)			213 or higher
		TOEFL-iBT	80 or higher			
German	Society for the Promotion of German Studies and Literature	German Diploma in Japan (Dokken)	Grade 3	2	Level 1 of each language will be given priority and approval will be determined within 1-6.	
			Grade 2 or higher	4		
	Any other of examination measured according to CEFR		A2	2		
French	APEF	Test in Practical French Proficiency (DAPF)	Grade 3	2		
			Grade 2 or higher	4		
	Any other of examination measured according to CEFR		A2	2		
Chinese	The Society for Testing Chinese Proficiency, Japan	Test of Chinese Proficiency	Grade 3	2		
			Grade 2 or higher	4		
	Hanban/Confucius Institute Headquarters	Hanyu Shuiping Kaoshi (HSK) *The new testing method since FY2010	Level 5 (180-199 pts) Level 5 (200 pts or higher) or Level 6	2 4		
Russian	Russian Proficiency Test Committee	Russian Proficiency Test	Grade 3	2		
			Grade 2 or higher	4		
	Ministry of Education of Russia	TORFL (ТРКИ)	Level 1 Level 2 or higher	2 4		
Spanish	Casa de España, Secretariat for Seiken	Spanish Language Proficiency Test (SEIKEN)	Grade 3	2		
			Grade 2 or higher	4		
	Any other of examination measured according to CEFR		A2 B1 or higher	2 4		
Italian	Italian Language Association	Italian Proficiency Test (I-KEN)	3級	2		
			2級以上	4		
	Any other of examination measured according to CEFR		A2 B1 or higher	2 4		
Korean	The Korean Language Proficiency Association	The Korean Language Proficiency Test	Grade 3	2		
			Grade 2 or higher	4		
	The Korean Foundation for Education	TOPIK II	Grade 3 Grade 4 or higher	2 4		
Math	The Mathematics Certification Institute of Japan	SUGAKU Kentei	Grade 1	2	Credits will be approved either for Introduction to Math. 1 or 2.	
Computer Literacy	Association of ICT Proficiency Assessment	ICT Proficiency Assessment	Grade 2 or higher	2	Credits will be approved either for Computer Literacy 1 or 2.	
	Odyssey Communications, Inc.	Microsoft Office Specialist (MOS)	Excel Specialist (General)			
The following qualification exams are for international students in undergraduate program (only students who entered through Admissions for International Students are eligible)						
Japanese	JASSO	EJU (Japanese)	330 or higher	2	Japanese 1 will be given priority, and approval will be determined within 1-6.	
	JEES	JLPT (N1) *The new testing method since FY2010	140 or higher			

### 3.17.5. Transfer Credit Approval through Study Abroad Program

Soka University offers a system that approves academic credits earned during study abroad programs as credits for courses at the university. Students may also transfer credits earned during study abroad programs while on a leave of absence from school as long as they meet the necessary requirements.

Students who wish to transfer credits earned during study abroad are required to check the following items and follow the necessary procedures on their own. In addition, approval of transfer credits will be determined by each Faculty Meeting for departmental courses and by SEED Steering Committee for general education courses; therefore, meeting all the requirements does not guarantee that the credits will be approved.

#### ■ Requirements for Credit Transfer

- 1) The institution for the study abroad destination program is a university or a university-affiliated education institution
- 2) The application meets the required class contact hours
  - \* The required class contact hours are shown in the General Education Courses and the Departmental Courses table.
    - 1350 minutes or more for courses offered once a week whose required class contact hours are shown as 30 hours.
    - 2700 minutes or more for courses offered twice a week whose required class contact hours are shown as 60 hours.
- 3) All required documents are submitted (Refer to “■Process for Credit Transfer”)
- 4) The applicant has consulted with both the Academic Affairs Office and International Affairs Office prior to departure.

#### ■ Process for Credit Transfer

##### (1) Before Study Abroad

Before going to study abroad, submit required documents for credit approval to the Academic Affairs Office (refer to the table below). Students must consult with both the Academic Affairs Office and International Affairs Office on credit approval and study abroad procedures.

Type	Documents	Notes
Study Abroad Counted Toward Class Attendance Period	Notification for Study Abroad Counted Toward Class Attendance Period	It is available at the Academic Affairs Office
Study Abroad while Taking a Leave of Absence	Notification for Study Abroad	These are necessary documents for leave of absence. For “Notification for Study Abroad” form, signatures from advisor professor and International Affairs Office are necessary
	Letter of Acceptance issued by the institution of study abroad program	
	Application for Leave of Absence	

##### (2) During Study Abroad

For Privately-funded Study Abroad, students need to submit an interim report via e-mail to the following addresses. An interim report form is available from the web site.

- Submit to: Academic Affairs Office (kyoumu\_ex@soka.ac.jp) and the student’s advisor professor
- Submission Period: Once every midpoint of the semester (around the half point of the semester)

Students who wish to apply for transfer credit approval should have 2 copies (for submission and for self) of the official academic transcript issued before leaving regardless of Study Abroad Program type. An Official academic transcript means an official copy with the name and stamp (or signature) of the study abroad institution. Please confirm the procedure for issuing the certificate at the study abroad institution by a self. Also, be aware that if you request to issue a transcript from the institution after returning to Japan, it may take a lot of time or it may not be possible to issue it. For study abroad as an exchange student, the official academic transcript may be mailed directly to Soka University by the institution of the study abroad.

##### (3) After Study Abroad

To apply for the credit transfer, obtain an application form for credit transfer at the Academic Affairs Office, fill out the necessary items on the form, and submit it together with other required documents (refer to the table on the next page). For departmental courses, prior-consultation with a vice dean of a faculty or coordinator professor is required. Check who to consult at the Academic Affairs Office counter, and receive consultation from the professor.

Document	Acquire from	Note
Application for Transfer Credit Approval for Study Abroad Program	Academic Affairs Office (*1)	
Lecture Contents		
Privately-funded Study Abroad Interim Report		Print out the report submitted during study abroad and submit it with the signature of the advisor professor
Official Academic Transcript	Study Abroad Institution	Original official copy of the official academic transcript with the name of the issued university written
Syllabus of each course enrolled (*2)		
Documents specifying the total class contact hours		Only students on privately-funded study abroad
Documents specifying the grading policies and criteria		Only students on privately-funded study abroad

\*1: Application for Credit Approval for Study Abroad Program, Lecture Contents, and Privately-funded Study Abroad Interim Report can also be obtained from the webpage of the Academic Affairs Office.

\*2: For study abroad as an exchange student, submit the syllabus of courses applying for departmental courses for the faculties of Economics, Business Administration, and Letters. For privately-funded study abroad, please submit the syllabi of all courses you are applying for credit approval.

### ■ Applying for credit approval in “Study Abroad 1-4 (General Education Course)”

In General Education courses, “Study Abroad 1-4” has been set up as a course to approve for studying abroad experience. Students are able to apply for credit approval with these courses only in one of the following cases;

- 1) If there are no suitable courses to apply for credit approval.
- 2) If you have already acquired the credits of the courses you are trying to apply.

You can apply for 2 credits at more than 1350 minutes (2700 minutes in the case of language, experiment, practical lesson) for the courses you earned during study abroad programs. When applying for credit approval in this course, please submit the "reflection sheet" in addition to the above application documents. (The reflection sheet is distributed at the Academic Affairs Office.)

### ■ Notes on Credit Approval through Study Abroad

- 1) The upper limit of credit approval for privately-funded study abroad is 20 units per semester (general education and departmental courses together).
- 2) The grade evaluation for the courses with transfer credit approval will be all R evaluation.
- 3) Students may not apply for credit approval for courses with already acquired credits. In addition, there may be courses that are not eligible for credit approval depending on the year of entrance. Please consult with the Academic Affairs Department beforehand.

### 3.17.6. Credit Approval by Internship abroad

In General Education courses, "International Internship 1-4" have been set up which are intended to enhance foreign language ability, deep cross-cultural understanding, feel the power being sought in the international community, find their own problems, and clarify abilities that students need to increase through employment experiences at overseas companies and organizations.

In addition to the international internship program hosted by the International Affairs Office, students can also apply for credit approval through the privately-funded internship abroad by the following procedures.

- 1) Before the internship abroad, please submit "Practicum Plan Form" and “Letter of Acceptance issued by the institution of internship” to the International Affairs Office, and receive an approval stamp.
- 2) After the international internship program, please submit "International Internship Credits Approval Form", "International Internship Report", certificate of completion issued by institution of internship (documents certifying the number of practice time and the results), and documents which are received approval stamp before the internship abroad to the Academic Affairs Office.
- 3) Students can apply for 2 credits every 80 hours of international internship program.

\* "Practicum Plan Form", "International Internship Credits Approval Form" and the document how to write "International Internship Report" are distributed at the Academic Affairs Office.

\* If students wish to earn credits as “Internship 1-4” by internships conducted in Japan, students must attend the guidance hosted by Career Center. For details, please contact the Career Center.

### 3.18. High Academic Performance Students

Under Soka University's High Academic Performance Student System, students whose grades exceed the GPA baselines set by individual faculties and departments are regarded as high academic performance students. For high academic performance students, the designated limit for course loads (the upper limit of academic credits allowed in course registration) for the following semester is waived and they can earn four additional credits.

In addition, although students can normally only enroll in courses

In addition, although students can normally only enroll in courses of their designated academic year (academic year for registration), high academic performance students can take courses from the academic year above their current year (registration for the advanced academic year). For students who take a leave of absence, consideration will be based on their academic performance in the last semester before taking such leave.

For detailed information on high academic performance student requirements, refer to the table below or check the information provided by individual faculties and departments, as these vary.

#### ■ Requirements for high academic performance students

Faculty	Dept.	Upper limit of academic credits per semester	Criteria for high academic performance students		Waived course load limit for high academic performance students	
			Lower limit of credits per semester *	GPA in the previous semester	Additional credits	Registration for advanced academic year
Economics	Economics	20	16	3.50	4	Available
Law	Law	20	16	3.50	4	Available
Letters	Humanities	24	16	3.50	4	Available
Business Administration	Business Administration	20	16	3.50	4	Available

\* The credits earned by credit approval are also included.

### 3.19. Early Graduation

Early graduation allows students to graduate after three years (at the end of the sixth semester), or three and a half years (at the end of the seventh semester). This early graduation system is introduced only in the faculties of Economics, Law, Business Administration, and International Liberal Arts, and their students may graduate early only if they meet the following two requirements:

- 1) At the end of the fourth semester of enrollment, students meet the requirements to be selected as being eligible for early graduation set by their faculty or department.
- 2) Students have acquired the academic credits necessary for graduation in three years (at the end of sixth semester), or three and half years (at the end of seventh semester), with an excellent cumulative GPA that satisfy the criteria set by their faculty or department.

If students meet the criteria for early graduation at the end of fourth semester, they will need to register the desired graduation semester (sixth, seventh, or more) when registering courses for subsequent semesters. If students do not register the desired graduation semester, the university will assume that they wish to graduate after the usual four years (at the end of eighth semester.) Requirements for early graduation are as follows:

Faculty	Dept.	Requirements at the end of 4 <sup>th</sup> semester		Numerical criteria for cumulative GPA to determine graduation
		Minimum number of credits earned	Numerical criteria for cumulative GPA	
Economics	Economics	84	3.70	3.70
Law	Law	86	3.90	3.90
Business Admin.	Business Admin.	84	3.70	3.70

\*1: Early graduation system is not available for students transferring from other universities or from other faculties or departments within Soka University.

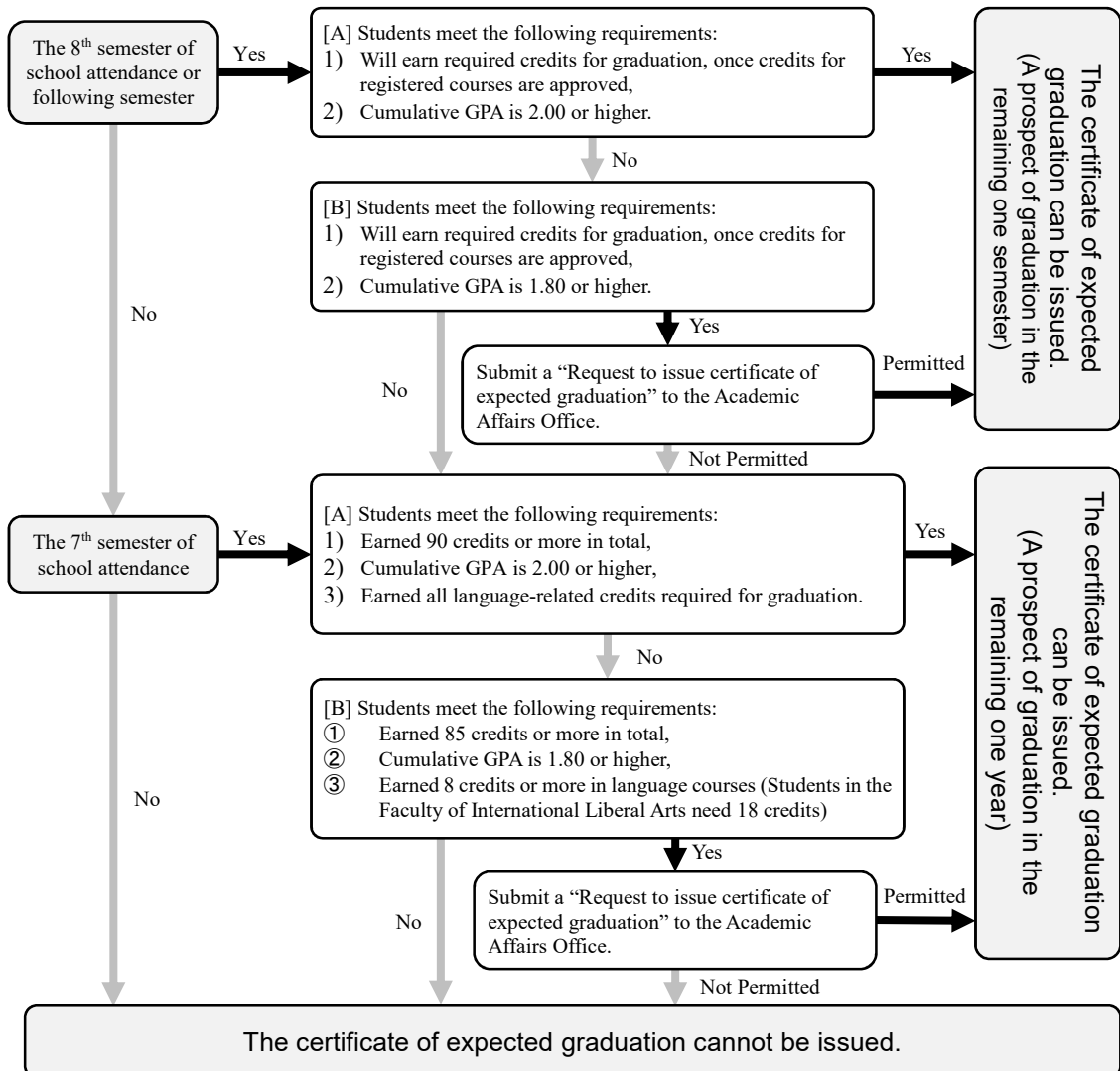
\*2: Students in the Faculty of Business Administration who plan to graduate early must be high academic performance students in the fourth and fifth semester, as they must take required courses otherwise offered in their fourth year.



## 3.20. Issuance of the Certificate of Expected Graduation

The certificate of expected graduation is a proof that there is a prospect of graduation from the university in the remaining one semester or one year. Students can issue the certificate by certification form-issuing machines only if the following criteria are met, from their seventh semester of school attendance. If students plan to graduate in September or graduate early, they cannot issue the certificate by certification form-issuing machines, so file their application at the counter of the Academic Affairs Office.

### 3.20.1. Requirements for the certificate of expected graduation issuance



\* Regardless of the above, for students who plan to graduate early, the Academic Affairs Office will determine whether or not to issue a certificate of expected graduation according to their desired graduation semester and the status of credits earned and GPA. For details, contact the Academic Affairs Office.

### 3.20.2. Notes regarding issuance of the Certificate of Expected Graduation

Students who meet the criteria of [B] in the above figure need to submit a “Request to issue the certificate of expected graduation” form to the Academic Affairs Office, and they can issue the certificate after the dean has approved it. Therefore, it will take longer than usual, so take the enough time to issue it.

In addition, after the 8<sup>th</sup> semester in school attendance, students can only issue a certificate that proves that they are expected to graduate in the remaining one semester by certification form-issuing machines. If you plan to graduate in the

remaining one year (two semester) due to study abroad, etc., the university will issue a certificate of expected graduation only if you meet the criteria of the 7<sup>th</sup> semester in school attendance, so please apply to the Academic Affairs Office.

### 3.21. Degree

Students who graduate by meeting the requirements for graduation designated by their faculty and department are considered to have satisfied the diploma policy designated by their faculty and department, and the following degrees are awarded. For details on the Diploma Policy, refer to the page on individual faculties and departments.

Faculty	Dept.	Degree
Economics	Economics	Bachelor (Economics)
Law	Law	Bachelor (Law)
Letters	Humanities	Bachelor (Letters)
Business Administration	Business Administration	Bachelor (Business Administration)

#### ■ System to suspend the grating of diplomas

A diploma (certifying that student has obtained the above degree) will be awarded at the graduation ceremony. However, if the following reasons are met at the time of graduation, the awarding of the diploma will be suspended until the reasons are resolved. The diploma which is suspended to be awarded is kept for five years.

- 1) Unpaid dormitory fees
- 2) Unpaid the on-campus loan
- 3) Unreturned books borrowed from the campus library

### 3.22. Major and Minor

“Major” means a discipline that a student has mainly studied at the university, and that discipline is determined by the individual faculties and departments the student belongs to. In addition, the Faculty of Letters implements a “major system” that allows students to select the academic discipline to study according to their own interests. If the students of the Faculty of Letters meet the requirements for the major completion, the major completed will be added to certificates. In addition, if students have systematically earned the credits for courses other than the academic discipline of their faculty and meet the requirements for completing “Minor,” they can list the academic discipline as “Minor” in the certificate. For details, refer to *Chapter 7. Minor Program*.

#### ■ Major (For EMP students)

Faculty	Major
Economics	Economics
Law	Law
Letters	Letters * If students have met the requirements for “Major,” the name of the completed major will be added.
Business Admin.	Business Administration

#### ■ Minor (For EMP students)

The following minors are conducted:

- 1) Economics
- 2) Business Administration
- 3) Law
- 4) Education
- 5) Science and Engineering
- 6) Cross-Cultural Communication: English
- 7) Cross-Cultural Communication: Japanese
- 8) Cross-Cultural Communication: Chinese
- 9) Cross-Cultural Communication: Russian
- 10) Philosophy and History
- 11) Culture and Representation
- 12) Global Japan Studies
- 13) Sociology
- 14) Data Science

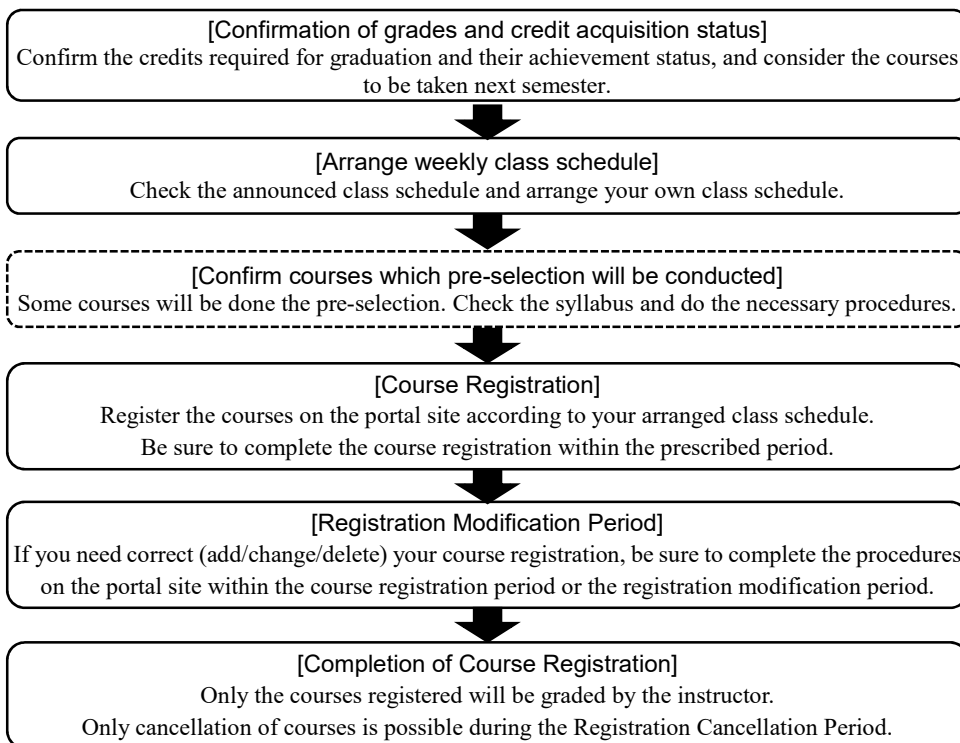
# Chapter 4. Course Registration

## 4.1. Make a course registration plan

At university, it is necessary to consider about the process until graduation by self, systematically take courses and earn credits to meet the requirements for graduation designated by the individual faculties and departments. Even students who belong to same faculty or department may take different courses depending on their interest. In addition, in order to acquire licenses or qualifications such as teaching credentials, students need to take courses required for acquiring these qualifications in parallel with the courses required for graduation. When deciding the class timetable for each semester, carefully check the requirements for graduation designated by the individual faculties and departments, and make a course registration plan to meet the requirements in four years (eight semesters).

### 4.1.1. Overview for course registration

The process for course registration is as follows:



### 4.1.2. Tips for Planning Course Registration

- 1) Register required courses in the earliest possible designated semester
- 2) The credits for foreign language courses are also a criteria for issuing a certificate of expected graduation, so be sure to acquire the credits required for graduation by the end of the second academic year
- 3) Balance out the required courses, required elective courses, and elective courses to take within the upper limit of course load
  - ⇒check the class schedule of own faculty/department and utilize the free periods
  - ⇒check the contents of the course by reading the syllabus
- 4) Thoroughly read the Specialized Course Guideline for acquiring School Teacher's License

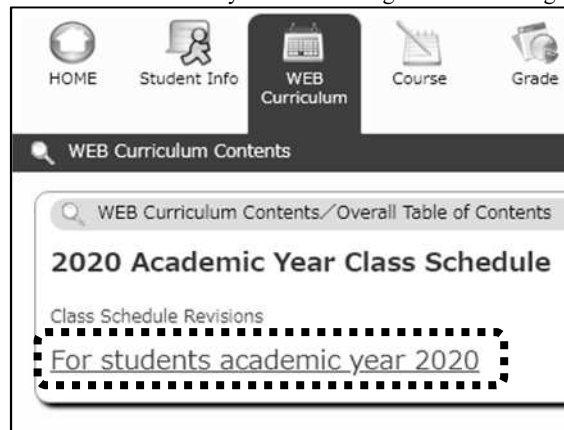
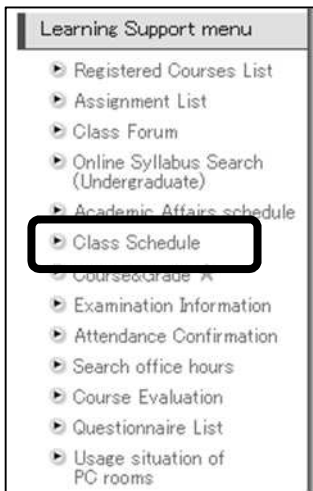
## 4.2. How to confirm the class schedule

The class schedule for the following academic year (spring and fall semester) is announced on the “Class Schedule (WEB Curriculum)” page in the portal site in late March every year. In addition, class schedule changes such as the day, time, classroom, etc. will be announced on this Class Schedule page. Please be sure to check the “Notes regarding the course registration” posted on this class schedule page, as they include the points to be confirmed when registering for courses.

### ■How to access the class schedule page

- ① Log in to the portal site “PLAS” and click “Class Schedule” in the Learning Support menu.
- ② Another window will open and the WEB Curriculum menu will be displayed. Select the one you want to browse.

\*Click on the enrolled year for selecting the course category



- ③ When clicking on the enrolled year, the course category menu will be displayed, and when selecting the course category, the timetable for classes will be displayed. In the timetable, “Course Numbering and Course Code,” “Course title,” “Instructor,” and “Classroom number” are listed. When there are any changes, the changed item is displayed in red. Also, when clicking on the course title, you can see its syllabus, and when clicking on the classroom number, you can see where the classroom is on campus map.

WEB Curriculum Contents/Online Class Schedule

Print

Back to Table of Contents for Courses

Economics Dept. of Economics - IP · SUCCEED(2018-2019) / 2st year

Spring Semester    Fall Semester

Fall Semester

	Monday	Tuesday	Wednesday	
1 09:00~10:30				
2 10:45~12:15			[LAWP232] Peace Studies Y. Maeda M203	
3 13:05~14:35	[ECON334] Principles of Finance[with : Thu4] T. Sekuma AW611	[ECON336] Econometrics[with : Fri4] N. Kanezawa AE87B		
4 14:50~16:20	[ECON377] Contemporary Economy and Business 2 CHOY KEEN MENG AW503	[ECON314] Intermediate Macroeconomics[with : Fri2] Tomoko Utsumi AC533 [LAWP234] International Relations[with : Fri3] K. Tomita AW703	[ECON396] Business and Japanese People E. Aloleu AW609	[ECON33] T. Saku AW611 [LAWP23] J. Iida M304
5 16:35~18:05		[ECON225] Statistics for Economics and Business 1 M. Kakegawa AE355		[ECON37] CHOY K AE557
6 18:20~19:50				

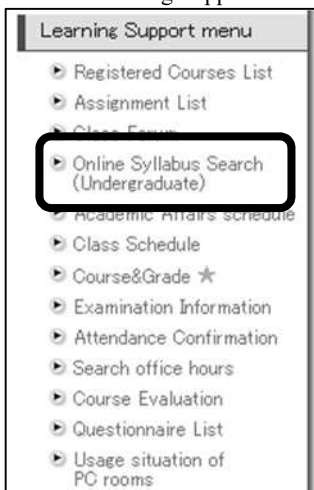
## 4.3. Syllabus

“Syllabus” shows the entire structure of class, such as contents handled in the class, how to proceed the class, goals and objectives, methods of Evaluation and Assessment, Course Materials and Reference Materials, etc. The syllabus will be published on the portal site before the course registration period, so make sure to check the syllabus and make the course registration plan.

### ■ How to access the syllabus

The syllabus for each class can be searched on the “Syllabus Search” page of the portal site. In addition, it can be seen by clicking the course title on the “Class Schedule/Timetable” page or the class selection page for course registration. The followings introduces how to access the “Syllabus Search” page.

① Log in to the portal site “PLAS” and click “Online Syllabus Search (Undergraduate)” in the Learning Support menu.



② The syllabus search page will be displayed, so enter the search condition and click “Search” button. By clicking the course title displayed, the syllabus for that will be displayed.

The image shows the 'Syllabus Search' page. It has a search bar with '2020' selected for 'Academic Year'. Below the search bar are fields for 'Specify Faculty', 'Specify Keywords', and 'Specify Subject Attribute', along with a 'Clear Conditions' button.

#### <Retrieval method>

- \* **Specify Faculty;** Specify the Course Classification of the General Education courses or the faculties/departments
- \* **Specify Keyword;** Specify keywords such as course title, instructor name, or contents.
- \* **Specify Subject Attribute;** Specify the number of credits, the conducted semester, or teaching languages

⇒ When entering these search conditions and click “OK”, the set “Search conditions” are displayed. Then, click “Search” button to display the courses that meet the conditions.

### ■ Contents included in the syllabus

- Course title
- Course Numbering and course code
- Instructor Name
- Semester
- Course sub title (Theme)
- General Description
- Goals and Objectives
- Relevant Learning Outcomes
- Instructor’s work experience in the relative field of the course
- Course syllabus
- Evaluation/Assessment
- Grading Method (ABC/PF)
- Course Materials and Reference Materials
- Advice for Prospective Students
- Implementation of Active Learning
- Teaching Language
- Language score requirement for class registration
- Instructor Profile
- Enrollment and Selection
- Result of the course evaluation questionnaire

The image shows a screenshot of a web browser displaying the syllabus page for the 2020 Academic Year. The page title is '2020 Academic Year Course Description and Syllabus'. It lists course names and instructor names, such as 'Science of life environment(2credits)' by David Malcolm Daugherty. The page also includes a 'General Description' and 'Goals and Objectives' section.

## 4.4. Course Registration Procedures

Students are required to register courses themselves on the portal site at the beginning of each semester. In addition, grade evaluation will be conducted only for the courses which has been completed the course registration. The course registration procedure must be correctly completed within the Course Registration Period and the Registration Modification Period. Please note that if students do not register any courses during these period, the university may order them to withdraw from school in accordance with Article 10 (2) of the School Regulations of Soka University.

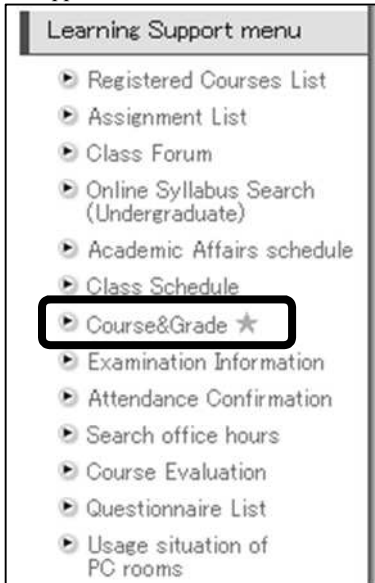
Phase	Procedure details	Period
Course Registration	This is the period which students can register for courses. Within this period, they can add/change/delete courses even after registering once.	Spring: Early Apr. Fall: Mid Sep.
Registration Modification	This is the period which students can modify (add, change, delete) courses, and it will be provided for about one week after the course registration period. <u>Be sure to confirm that the course title and the instructor name of the class that students are attending is correctly registered within this period.</u> After this period, students cannot add or change courses (only course cancellations can be made during the course cancellation period described below).	Spring: Early ~ Mid Apr. Fall: Mid ~ Late Sep.

\* For the detailed schedule, check the “Academic Affairs Schedule” in the learning support menu on the portal site.

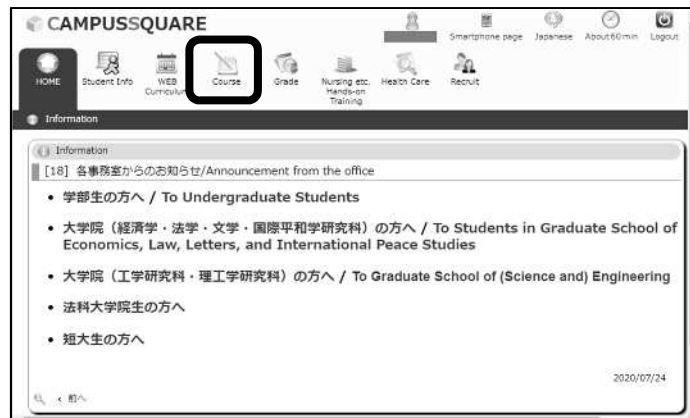
### ■ How to register for courses on the portal site (overview)

To register for courses, access “Course & Grade” page on the portal site. On the “Course & Grade” page, there are menus such as “HOME,” “Student Info.,” “WEB Curriculum,” “Course,” and “Grade.” To register for courses, click “Course” in these menus. For detailed functions, refer to the manual posted on the portal site.

① Log in to the portal site “PLAS” and click “Course & Grade” in the Learning Support menu.



② A page with the logo “Campus Square” will open in a new window, so click the “Course” tab in it.



\* When accessing the “Campus Square” for the first time during the semester, “Change Student Address” page will be displayed. To start your course registration process in each semester, it is first necessary to confirm the name, address and contact information of the student and guarantor for correctness. Please note that the “Course Registration” button will not be displayed until this confirmation is completed.

③ When the confirmation of the student and guarantor information is completed, the “Course Registration” button will be displayed. When clicking the “Course Registration” button, the timetable shown in the figure on the next page will be displayed, so select the day of the week and period (called “KOMA(コマ)”), and click the course title to register. At the end of the course registration period, access to the course registration page may be concentrated, which may affect the course registration process. Please make sure to complete the course registration early in the period, and only make slight modifications at the end of the period.

I will not register for courses in this semester [Register](#)  
 \*Only selectable when no enrollment is registered this semester.

Spring Semester		Fall Semester					Register Intensive course	
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday		
1st Period	Not registered	Not registered	Not registered	Not registered	Not registered	Not registered		
2nd Period	Not registered	Not registered	Not registered	Not registered	Not registered	Not registered		
3rd Period	Not registered	Not registered	Not registered	Not registered	Not registered	Not registered		
4th Period	Not registered	Not registered	Not registered	Not registered	Not registered	Not registered		
5th Period	Not registered	Not registered	Not registered	Not registered	Not registered	Not registered		
6th Period	Not registered	Not registered	Not registered	Not registered	Not registered	Not registered		

Intensive course, etc							Register Intensive course
Day	Period	Course	Instructor Name	Course Numbering	Classroom	Credits	Registered Course Code
Not Registered							

■ **Notes concerning Registration**

- 1) Students cannot earn any credits for attending classes for which they are not registered.
- 2) For both spring and fall semesters, students may cancel, change, or add registered courses only during the designated periods in the beginning of each semester. When making any changes, please pay extra attention to ensure that the credits for registered courses do not exceed the course load limit and that class schedules do not overlap.
- 3) Students will not be able to register for courses that are newly created after the entering academic year and not in the course catalog.
- 4) When courses require practical training fees, students will need to follow procedures for payment to enroll in the course.

■ **“Enrollment Status” page**

On the “Campus Square” page, there is the “Enrollment Status” button in the “Registration” tab to check the status of course registration for each semester and the status of academic credits. When clicking the “Enrollment Status” button, the following items are mainly displayed.

- 1) Enrollment Status Academic Year / Semester: Courses that you have registered are displayed on a class schedule table.
- 2) Course Registration Status Table: You can confirm how many credits you have registered out of the course load limit in a relevant semester.
- 3) Credit Calculation Table: This table displays (A) the number of credits in a current semester, (B) the number of credits completed already, (A+B) the number of credits including all currently registered credits, the number of credits after reallocation, and the number of credits required for graduation, which are all categorized by course classifications. By looking at the “number of credits after reallocation” you can confirm whether the credits you will complete will meet graduation requirements in each course classification. The far right column under “Graduation Evaluation” will show O or X which indicates whether you fulfill graduation requirements (O) or you fail to fulfill the requirements (X) by counting the credits that you have registered in the current semester into total credit calculation. Even a single X indicates that you are not qualified for graduation.
- 4) Earned Credits Status: This table shows your status in terms of the number of credits you completed, course load limit, GPA, etc. in each semester

## 4.5. Registration Cancellation Period

“Registration Cancellation Period” is the period which students can cancel (withdraw from) registered courses if there are reasons such as the content of the course they registered for is different from what they expected, or they are not likely to earn credit due to poor attendance. This registration cancellation period is conducted in the middle of the semester, so if students need to cancel the registered courses for any reason, do so on the “Course Registration” page within this period.

To cancel a course, it is necessary to declare the reason for the cancellation. The timetable on the “Enrollment Status” page will be immediately updated once courses are cancelled, and a list of cancelled courses will be displayed. Therefore, after following the cancellation procedures, be sure to verify that courses have been correctly cancelled. In addition, please note that courses cannot be cancelled after this period.

### ■ Registration Cancellation Procedure

- 1) Access the “Course Registration” page in the same way as when registering for courses
- 2) Click the course title which you want to cancel
- 3) The screen on the right appears, so select the reason for cancellation and click “Registration Cancel.”
- 4) It will be returned to the course registration screen. The canceled course disappears from the timetable when the cancellation is completed successfully.

Are you sure you wish to cancel the following course?	
Day	Tuesday
Period	2
Course offered by	Undergraduate
Course	Freshman Seminar
Reason for Cancellation	not specified <input type="text"/>
<input type="button" value="Registration Cancel"/> <input type="button" value="Back to Course Registration Status"/>	

## 4.6. Course Load Limit (Established Limits on the Number of Credits)

There is the upper limit on the number of credits for which a student may register in each semester, in order to insure enough time for study outside the class and promote deeper learning. This limit is the “Course Load Limit.” Therefore, students are expected to not exceed the permitted credits set by their faculty and department when registering for courses. The followings are the limits on the number of credits established by the individual faculties and department.

### ■ Course Load Limits

Faculty	Economics	Law	Letters	Business Admin.
Department	Economics	Law	Humanities	Business Admin.
Upper limit of academic credits per semester	20	20	24	20

\* Students who are regarded as high academic performance students described on page 36, four credits are added to this permitted credits.

### ■ Courses Excluded from Course Load Limits

Courses excluded from course load limit do not count toward the course load limit of each semester, and the followings are set as courses excluded from course load limit. In addition, credits earned through the credit approval system are not counted toward this course load limit.

Course Classification		Courses not counted toward course load limits
General Education Courses	Global Citizenship Education	Volunteer 1-2, International Volunteerism
	Career Development	Internship 1-4
	Global Citizenship Program	All Courses provided as GCP (Refer to the list of General Education Courses)
Departmental Courses	Economics	Honors Seminar 1-3
	Law	AF Tutorial 1-2, GLP Tutorial 1-8, GLP Internship A-B, GLP English A-B, Fieldwork in Hachioji, Human Security Fieldwork, Public Policy Volunteer, Peace & Human Rights Study Abroad (short term), International Internship in Japanese A-B, Public Policy Internship A-B, International Internship A-B, International Volunteer A-B, Law and Business Internship A-B
	Business Admin.	Service Learning A-B, Global Business Internship A-B
	Science and Engineering for Sustainable Innovations	International Technology Collaboration, Practical Course in Oceanography, Special Lecture 1-2
Specialized Courses for Qualification		All Courses provided as Specialized Courses for Qualification



## 4.7. System for Repeating Courses

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The Repeating Courses System is a system that allows students to repeat courses that has been graded once, regardless of whether they have passed or failed, for the purpose of increasing their cumulative GPA, etc. When repeating a course, the grade evaluation and the cumulative GPA will be based on the most recent final grade. Therefore, if a student repeats a course and its grade is reduced, his/her cumulative GPA will be lowered. If a student fails a repeating course in which a student has already earned credits, the total number of credits earned will also be reduced.

If repeating a course that is counted towards course load limit, the credit will be counted towards the course load maximum. In addition, students cannot repeat a course that has a grade of “P” or “R,” a course that they have acquired through the credit approval, or a course that the faculties and departments do not allow them to repeat.

## 4.8. Course Registration Year

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At the university, each course has "Course Registration Year" designating what academic year students can take it from. Therefore, students can only register for a course whose course registration year is lower than or equal to their academic year. To check the course registration year for each course, refer to the table for the General Education Courses and tables issued by individual faculties and departments for Departmental Courses.

If students are regarded as high academic performance students, they can take courses from the academic year above their current year (registration for the advanced academic year). For details, refer to 3.18. *High Academic Performance Students* on page 36.

## 4.9. Registration for Departmental Courses of other faculties and departments

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Students can take Departmental Courses offered by faculties and departments other than their own as "Open Elective Courses," if they are allowed to take. If you want to take them, check the "Registration by other Dept. students" field in the tables issued by individual faculties and departments for Departmental Courses.

## 4.10. Registration for Soka Core Program

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### 4.10.1. Registration for Freshman Seminar courses

Soka University provides students with "Freshman Seminar" courses in General Education Courses, for the purpose of acquiring the necessary skills for learning at the university. This courses are set as the "Required courses" for graduation, so all EMP students must take "Freshman Seminar (GFDC101)" in the first semester.

A class of the freshman seminar course which students should take is specified by their student ID number. The class to be taken will be announced at the guidance held at the beginning of the first semester.

If students are not able to earn the credits for the Freshman Seminar Courses in the first academic year, they will be required to repeat it in the second academic year. To repeat the freshman seminar courses, confirm to the Vice Dean of students' faculty which class they should belong to.

### 4.10.2. Registration for Academic Writing courses

"Academic Writing" courses are for learning the basics of academic writing, and "Academic Writing Skills 1~3 (GFDC111, 211, 212)" in the Foundation Courses of the General Education Courses correspond to. This academic writing courses are designated as the required courses for graduation in all faculties and department except the Faculty of International Liberal Arts, and students usually may take "Academic Writing 1 (GFDC111)" in the first academic year. A class of the "Academic Writing Skills 1 (GFDC111)" which students should take is specified by their student ID number, so take the designated class.

\* Students of the Faculty of Liberal Arts need to take "Academic Writing (INLA202)" which is the Departmental required course in the second academic year, instead of the Academic Writing courses in the General Education Courses.

### 4.10.3. Registration for First Foreign Language courses

EMP students must take Japanese language courses as their first Foreign Language.

In the Japanese Language courses, classes which students should be taken are determined according to their level of Japanese proficiency, such as the result of the placement test. For details, carefully check the syllabus for each Japanese Language course.

### 4.10.4. Registration for Second Foreign Language courses

Students enrolled in the faculties other than the Faculties of Business Administration and Nursing are required to earn 4 credits of the Second Language courses all in one single language in order to graduate.

The languages which can be selected as the Second Foreign Language are the following 16 languages, except for the language as the first foreign language (English is also excluded for EMP students); German, French, Chinese, Spanish, Italian, Korean, Russian, Portuguese, Arabic, Swahili, Thai, Turkish, Bulgarian, Indonesian, Vietnamese and Japanese (Japanese is available only for international students).

For language courses in German, French, Chinese, Spanish, Italian, Korean, Russian, and Japanese, classes will be assigned based on the pre-registration questionnaire, which will be conducted in advance, so register for courses in the designated class.

\* International Students (except EMP students) need to take Japanese language courses as their second foreign language, if their scores are below 330 points in the Japanese section of EJU or below 140 points in the Japanese-Language Proficiency Test (N1).

### 4.10.5. Natural Science Field of the Foundation courses in General Education Courses

The Foundation courses in the General Education Courses include courses related to “Natural Science” for acquiring mathematical ability. These are the following six courses; “Introduction to Mathematics 1-2 (GFDC121, 122),” “Introduction to Statistics 1-2 (GFDC123, 124),” and “Computer Literacy 1-2 (GFDC125, 126).” Students of the Faculties of Law, Letters, Business Administration, Education, and Nursing are required to earn credits for these courses to meet requirements for graduation, so read the following notes and take the courses premeditatedly.

#### ■ Computer Literacy 1 (GFDC125)

In Computer Literacy 1, students will learn the basic knowledge and skills related to personal computers and ICT which they should acquire to enforce their studies at university. Students who are unfamiliar with using a personal computer or those who wish to acquire the teaching credential in Japan are encouraged to take this course early. In this course, students need to purchase the e-learning materials specified by the instructor and proceed with the study using the e-learning materials in parallel with the class, so please carefully check the instructions during the class. If there are many students wishing to take this course, a lottery will be held in the first class, so if students wish to take it, be sure to attend the first class.

#### ■ Computer Literacy 2 (GFDC126)

In “Computer Literacy 2,” students will learn the knowledge and skills regarding statistics for their career development by themselves, using e-learning materials. When students take this course, they will study in the designated computer classroom on the day and period when they registered for the course. Students can also study at home, but be aware that they may not earn credits for the course if the assignments are not submitted by the deadline due to a system failure such as a network trouble. Details will be explained in the first class, so if students wish to take the course, be sure to attend the first class.

#### ■ Introduction to Mathematics 1, 2 (GFDC121, 122)

These courses are offered for the purpose of acquiring the basic mathematical processing ability required for studying at university. “Introduction to Mathematics 1” is offered mainly to students in the faculties regarding humanities or social sciences, and they will study the basics of mathematics including a review of what they have learned until high school. In “Introduction to Mathematics 2,” students will not only learn the formulas and how to solve mathematical questions, but also the origins and meanings of mathematics and learn the skills to utilize them in society.

#### ■ Introduction to Statistics 1, 2 (GFDC123, 124)

These courses are offered for the purpose of leaning skills to analyze data appropriately and acquiring the ability to use the data. “Introduction to Statistics 1” is offered mainly to students in the faculties regarding humanities or social sciences who are not good at mathematics. Students will learn the basic terms used in statistics and how to actually analyze data using software such as “Excel.” In “Introduction to Statistics 2,” students will learn the basics of statistical analysis required in university studies and research.

## 4.11. Courses with Enrollment Limits

Courses with enrollment limits are courses in which student must get an approval to enroll in through a lottery system prior to registration due to its limited seats available. Courses such as Language Courses, Physical Education, Music or Arts Practical Courses, Computer Science Practical Courses, Basic Seminar in University Studies, Special Studies in General Education, Global Citizenship Education Seminar, and Career Development Practical Courses are likely to become a lottery base as many students wish to enroll in these courses. Lottery for course registration is done in advance or in the first class, so check the syllabus for these courses carefully. In particular, be sure to attend the first class for the courses for which lottery is done in the first class. Students who do not attend the first class, as a general rule, will not able to enroll in the course.

### ■ How to confirm the selection (lottery) result for course registration

If selection (lottery) for course registration is done, the results will be posted on the bulletin board and website, based on the report from the instructor. The URL of the website where the selection (lottery) results are posted is as follows:

<https://www.soka.ac.jp/campuslife/learning/lesson/chusen/>

## 4.12. Registration for “Seminar” in the Departmental Courses

“Seminar” in the Departmental courses are seminar-style courses offered by the individual faculties and departments. Since each Seminar can only accept the limited number of students, students need to go through selection procedure. Details for the selection procedure and application period will be announced through the portal site and website. Please note that the procedure varies depending on the faculties and departments. In addition, if students cannot attend the selection or classes for Seminar courses at the following times due to study abroad, leave of absence, etc., consult with their seminar instructor or vice dean of their faculty.

### ■ Registration period for Seminar courses for EMP students

Faculty	2 <sup>nd</sup> year		3 <sup>rd</sup> year		4 <sup>th</sup> year	
	Fall	Spring	Fall	Spring	Fall	Spring
Econ.	—	—	Progressive Seminar 1	Progressive Seminar 2	Progressive Seminar 3	Progressive Seminar 4
Law	Seminar 1	Seminar 2	Seminar 3	—	Seminar 4	—
Letters	—	—	—	Seminar 1	Seminar 2 & 3	Seminar 4
Business Admin.	—	—	Seminar 1	Seminar 2	Seminar 3	Seminar 4

## 4.13. Registration for Graduation Thesis courses

Graduation thesis courses are courses in which students write a graduation thesis under their seminar instructor. Registration for graduation thesis courses is required to write a graduation thesis and earn credits for these courses. In addition, the procedure and deadline for submitting a graduation thesis differs depending on the faculties and departments, so check the syllabus for graduation thesis courses.

### ■ Registration period for Graduation Thesis courses for EMP students

Faculty	4 <sup>th</sup> year	
	Fall	Spring
Economics	—	Capstone Thesis
Law	Graduation Thesis	
Letters	Research for Graduation Thesis 1	Research for Graduation Thesis 2

\* There is no graduation thesis course in the Faculty of Business Administration, but thesis writing may be required as an assignment of seminars. Students in the Faculty of Law must take Graduation Thesis at the same time as Seminar 4.

## 4.14. Registration for courses offered outside of regular class hours

When taking courses offered during the summer/spring breaks, internship courses, or some practical courses, students may register for these course by clicking “Register Intensive courses” button outside the timetable on the course registration screen. Every year, courses which are need to register from “Register Intensive course” button will be posted in the “Other” section of the class timetable on the portal site, so be sure to confirm them and register for these courses within the course registration period.

Spring Semester	Fall Semester						
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
1st Period	Not registered	Not registered	Not registered	Not registered	Not registered	Not registered	
2nd Period	Not registered	Not registered	Not registered	Not registered	Not registered	Not registered	
3rd Period							
4th Period							
5th Period							
6th Period	Not registered	Not registered	Not registered	Not registered	Not registered	Not registered	
Intensive course, etc						Register Intensive course	
Day	Period	Course	Instructor Name	Course Numbering	Classroom	Credits	Register Intensive course Code
Not Registered							

### ■ Examples of courses offered outside of regular class hours

Course Classification		Courses offered outside of regular class hours
General Education Courses	Career Development	Internship 1-4
	Global Citizenship Education	Volunteer 1-2, International Volunteerism
Departmental Courses	Economics	Honors Seminar 1-3, Graduation Thesis, Capstone Thesis
	Law	AF Tutorial 1-2, GLP Tutorial 1-8, Fieldwork in Hachioji, Human Security Fieldwork, Graduation Thesis, Internship related courses
	Humanities	Research for Graduation Thesis 1-2
	Education	Thesis 1-2, Teaching Practice in Middle and High School, Teaching Practice in High School, School Internship 1-4
	Primary Education	Thesis 1-2, Teaching Practice in Elementary School, Teaching Practice in Special-needs School, School Internship 1-4
	ISE	Thesis Study 1-2
	SESI	Graduation Research 1-2, International Technical Cooperation, Practical Study in Oceanography
	Nursing	Courses related to Nursing Practice, Graduation Research Seminar, Graduation thesis
International Liberal Arts	English for Academic Purpose: Study Abroad 1-3, Academic Foundations: Study Abroad	
Specialized Courses for Qualification		Teaching Practice in Middle and High School, Teaching Practice in High School

\* The above table is an example of actual results so far. Information will be updated every year, so be sure to check the timetable.

# Chapter 5. General Education Program

## 5.1. Educational Principles and Objectives

In order to fulfill the educational objectives as entailed in its founding principles, Soka University as a whole—in all of its faculties and across all its educational and research organizations—strives to nurture global citizens equipped with the following skills:

- Intellectual foundation: Broad knowledge and advanced expertise
- Practical ability: Ability to apply knowledge to society and communication skills
- Internationality: Ability to embrace diversity and cooperate with others
- Creativity: Ability to integrate ideas and think creatively

Regardless of which baccalaureate degree program students are enrolled in, they are required to take General Education Program, which has eight learning outcomes specified below.

## 5.2. General Education Learning Outcomes

The General Education Courses program has as its objective the development and enhancement of the skills and qualities mandated under the Soka University Diploma Policy. These skills and qualities include: acquiring basic learning skills, including a certain level of language expertise; developing an awareness of important domestic and global issues of the day as well as the capacity to think critically; the fostering of one's ability to embrace diverse cultures, peoples and perspectives as well as the communication skills to work productively with others; and the shaping of the proactive ability to direct the broad knowledge and skills as they relate to problem solving.

The learning outcomes a student achieves through General Education Courses may be categorized under three domains and eight objectives. The relationship between each course and its learning outcome is clearly defined in the syllabus, with the course instructor responsible for monitoring and evaluation of a student's achievement of learning outcomes at the classroom level.

### Intellectual Foundation (Required Level of Knowledge)

- (1) Basic understanding of the Humanities, Social Sciences, Natural Sciences and Health Sciences, as well as the ability to apply this knowledge in real-world situations

### Practical Ability (Required level of proactivity)

- (2) Ability for cognitive versatility and think logically
- (3) Ability to identify, acquire and exploit ideas and information required in problem solving
- (4) Ability to skillfully express oneself in one's native language and acquisition of articulate debating skills
- (5) Ability to communicate in a foreign language with an acceptable level of competence; acquiring the qualities as a properly educated citizen (judicious action based on one's knowledge and skills)

### Qualities as an educated citizen

- (6) Ability to grasp purpose of scholarship and ponder one's responsibility to society, and directing that ability to establish goals for oneself and proactively engage in learning to achieve those goals
- (7) Embracing one's own and others' culture and traditions, and appreciating their difference
- (8) Develop one's own principles and perspectives with regard to global peace and the welfare of humanity

## 5.3. Course Classification of General Education

Courses are available in the ten Course Groups listed below, and we urge students to take them with the aim of attaining an optimal balance in one's academic studies.

Students should also note that the Foundation Courses, University Studies and Soka Education Courses, Languages Courses, and Global Citizenship Education Courses fall under the Soka Core Program, and must be completed before graduation. For details on the Soka Core Program, refer to 3.8. *Soka Core Program* (page 21–22) and 4.10. *Registration for Soka Core Program* (page 45–46).

Course Classification	Description
Core Academic Skills	Courses to acquiring the necessary skills for learning at university
University Studies & Soka Education	Courses to learn the history of Soka University and the spirit of its founding
Foreign Language (English)	Courses to acquire four major skill areas of English (listening, speaking, reading, and writing), and English ability necessary for studying abroad or employment
Foreign Language (Other)	Courses to learn languages other than English from basic level to advanced level
Global Citizenship Education	Courses to learn about various issues in global society widely
Humanities	Courses to learn the basics of humanities such as history, philosophy, literature, etc.
Social Science	Courses to learn the basics of social sciences such as sociology, economics, business administration, etc.
Natural Science & Health-Physical Education	Courses to learn the basics of natural sciences such as mathematics, computer, science, etc. or the knowledge and skills of health sciences
Career Development	Courses to learn about career development and employment
Japanese Language and Culture	Course to learn Japanese from basic level to advanced level and Japanese culture

\* Only international students including EMP students can take the Japanese Language and Culture Courses

## 5.4. Registration for General Education Courses

### 5.4.1. Graduation requirements regarding General Education Courses and Soka Core Program

Students should plan to take the following Soka Core Program courses before the end of their second year (4th semester): University Studies & Soka Education, First Foreign Languages and Secondary Foreign Languages. Each is required for graduation. (Students in the Faculty of International Liberal Arts must complete these courses by the end of their third year.)

The required number of General Education Courses' credits for graduation differs depending on the faculty or department. The number of required credits for elective courses, as well as for courses from which students can choose among all course groups, are designated by individual faculties and departments. Therefore, students are advised to confirm their graduation requirements for their faculties and departments.

### 5.4.2. Offered courses and cancelled courses

If a course is listed in the course table of General Education courses, but not listed on the web class schedule that is updated every year, it is unavailable. When courses become unavailable in the middle of the semester, students will be informed via the bulletin boards and by other means.

### 5.4.3. Basic Seminar in University Studies and Special Studies in General Education

These courses have a quota for a small number of students. When applicants exceed the capacity, the instructor screens the applicants and to decide who is eligible to take the course. Be sure to attend the first class if planning to take these courses. In addition, classes for which three or fewer students have registered by the last day of course registration will be cancelled.

### 5.4.4. Health and Physical education

To participate in PE courses, students must take a medical checkup held in April. Attendance at PE practices is important, as they are considered in-class experience.

Students must attend the first class of their chosen PE practice event. If a student fails to do so, he or she may not be able to take the course due to limited capacity.

## 5.5. How to read the General Education Course table

The following items are listed in the General Education Course table published from the next page:

Course Classification	Course Code and Number	Course Title	Credits	Class contact hours	Course Registration Year	Remark
1	2	3	4	5	6	7

1) Course Classification	The Course Classification described in 5.3. <i>Course Classification for General Education</i> are listed.
2) Course Code and Number	Alphabetical and numerical characters to indicate the type of course are listed. For details, refer to 3.6. <i>Course numbering and course codes</i> on page 20.
3) Course Title	This is the title of the course that is posted on the timetable. Alphabets and numbers may be used at the end of the course name. The numbers (1, 2, 3 ...) indicate that the levels are different or the content of the course is continuous. Also, the alphabets (A, B, C...) indicate that the content of the course is different.
4) Credits	The number of credits that can be acquired by passing a course is listed.
5) Class contact hours	The number of class contact hours set for each course is listed. The unit is "contact hour." One contact hour is 45 minutes. A class with 30 contact hours course are offered once a week, and a class with 60 contact hours course are offered twice a week.
6) Course Registration Year	Academic year which students can take a course from is listed.
7) Remark	Notes, conditions, restrictions, etc. when taking a course are described.

There may be more than one class depending on the courses, but only one with the same course name can be acquired.

■ Table: General Education Courses (For students enrolled in AY2021)

Course Classification		Course Code and Number	Course Title	Class contact hours	Credits	Course Registration Year	Remark
1) Core Academic Skills	Freshman Seminar	GFDC101	Freshman Seminar	30	2	1 –	*1
		GFDC102	Freshman Project: Information System Science	30	2	1 –	*2
		GFDC103	Freshman Project: Science and Engineering for Sustainable Innovation	30	2	1 –	*2
	Academic Writing	GFDC111	Academic Writing Skills 1	30	2	1 –	
		GFDC211	Academic Writing Skills 2	30	2	1 –	
		GFDC212	Academic Writing Skills 3	30	2	2 –	
	Natural Science	GFDC121	Introduction to Mathematics 1	30	2	1 –	
		GFDC122	Introduction to Mathematics 2	30	2	1 –	
		GFDC123	Introduction to Statistics 1	30	2	1 –	
		GFDC124	Introduction to Statistics 2	30	2	1 –	
		GFDC125	Computer Literacy 1	30	2	1 –	
		GFDC126	Computer Literacy 2	30	2	1 –	
	—	GFDC127	Introduction to Data Science	30	2	1 –	*3
GFDC131		Critical thinking Skill	30	2	1 –		
2) University Studies &Soka Education	GUNI101	Human Educational theory A	30	2	1 –		
	GUNI102	Human Educational theory B	30	2	1 –		
	GUNI103	Human Educational theory C	30	2	1 –		
	GUNI111	Basic Seminar in University Studies	30	2	1 –		
	GUNI121	Soka Education	30	2	1 –		
	GUNI131	Modern Civilization Theory	30	2	1 –		
	GUNI141	History of Soka University	30	2	1 –		
3) Foreign Language	English	GENG101	English 1	60	2	1 –	
		GENG102	English 2	60	2	1 –	
		GENG103	English 3	30	1	1 –	
		GENG104	English 4	30	1	1 –	
		GENG171	English for Study Abroad 1	60	2	1 –	
		GENG172	English for Study Abroad 2	60	2	1 –	
		GENG173	TOEFL Preparation for Study Abroad 1	60	2	1 –	
		GENG174	TOEFL Preparation for Study Abroad 2	60	2	1 –	
		GENG211	Test Preparation TOEFL 1	30	1	1 –	
		GENG212	Test Preparation TOEFL 2	30	1	1 –	
		GENG201	Test Preparation TOEIC 1	30	1	1 –	
		GENG202	Test Preparation TOEIC 2	30	1	1 –	
		GENG251	English Communication Advanced Intensive 1	60	2	1 –	
		GENG252	English Communication Advanced Intensive 2	60	2	1 –	
		GENG175	Professional English for Career Development 1	60	2	1 –	
		GENG176	Professional English for Career Development 2	60	2	1 –	
		GENG177	TOEIC Preparation for Career Development 1	60	2	1 –	
		GENG178	TOEIC Preparation for Career Development 2	60	2	1 –	
		GENG131	Academic Foundations for Global Mobility 1	60	2	1 –	*4
		GENG132	Academic Foundations for Global Mobility 2	60	2	1 –	*4
	GENG133	English Language Skills for Global Mobility 1	60	2	1 –	*4	
	GENG134	English Language Skills for Global Mobility 2	60	2	1 –	*4	
	German	GSFL101	German 1	60	2	1 –	
		GSFL102	German 2	60	2	1 –	
		GSFL201	German 3	30	1	1 –	
		GSFL202	German 4	30	1	1 –	
		GSFL203	German 5	30	1	1 –	
		GSFL204	German 6	30	1	1 –	
	French	GSFL111	French 1	60	2	1 –	
		GSFL112	French 2	60	2	1 –	
		GSFL211	French 3	30	1	1 –	
		GSFL212	French 4	30	1	1 –	
		GSFL213	French 5	30	1	1 –	
GSFL214		French 6	30	1	1 –		
Chinese	GSFL121	Chinese 1	60	2	1 –		
	GSFL122	Chinese 2	60	2	1 –		
	GSFL221	Chinese 3	30	1	1 –		
	GSFL222	Chinese 4	30	1	1 –		
	GSFL223	Chinese 5	30	1	1 –		
	GSFL224	Chinese 6	30	1	1 –		
	GSFL126	Chinese 1 for DD	30	1	1 –	*4	
	GSFL127	Chinese 2 for DD	30	1	1 –	*4	
	GSFL128	Chinese 3 for DD	30	1	1 –	*4	
GSFL129	Chinese 4 for DD	30	1	1 –	*4		

\*1: This course can only be taken for students in the Faculties of Econ., Business Admin., Law, Letters, Education, and Int'l Liberal Arts

\*2: These courses can only be taken for students in the Faculty of Science and Engineering

\*3: Students in Faculty of Nursing can not register this course

\*4: These courses can only be taken for "The Faculty Preparation Program for Study Abroad" or "DD" students in the Faculty of Letters



Course Classification		Course Code and Number	Course Title	Class contact hours	Credits	Course Registration Year	Remark
3) Foreign Language	Spanish	GSFL131	Spanish 1	60	2	1 –	
		GSFL132	Spanish 2	60	2	1 –	
		GSFL231	Spanish 3	30	1	1 –	
		GSFL232	Spanish 4	30	1	1 –	
		GSFL233	Spanish 5	30	1	1 –	
		GSFL234	Spanish 6	30	1	1 –	
	Italian	GSFL141	Italian 1	60	2	1 –	
		GSFL142	Italian 2	60	2	1 –	
		GSFL241	Italian 3	30	1	1 –	
		GSFL242	Italian 4	30	1	1 –	
		GSFL243	Italian 5	30	1	1 –	
		GSFL244	Italian 6	30	1	1 –	
	Korean	GSFL151	Korean 1	60	2	1 –	
		GSFL152	Korean 2	60	2	1 –	
		GSFL251	Korean 3	30	1	1 –	
		GSFL252	Korean 4	30	1	1 –	
		GSFL253	Korean 5	30	1	1 –	
		GSFL254	Korean 6	30	1	1 –	
	Russian	GSFL161	Russian 1	60	2	1 –	
		GSFL162	Russian 2	60	2	1 –	
		GSFL261	Russian 3	30	1	1 –	
		GSFL262	Russian 4	30	1	1 –	
		GSFL263	Russian 5	30	1	1 –	
		GSFL264	Russian 6	30	1	1 –	
	Portuguese	GOFL101	Portuguese 1	30	1	1 –	
		GOFL102	Portuguese 2	30	1	1 –	
		GOFL103	Portuguese 3	30	1	1 –	
		GOFL104	Portuguese 4	30	1	1 –	
	Arabic	GOFL111	Arabic 1	30	1	1 –	
		GOFL112	Arabic 2	30	1	1 –	
		GOFL113	Arabic 3	30	1	1 –	
		GOFL114	Arabic 4	30	1	1 –	
	Swahili	GOFL121	Swahili 1	30	1	1 –	
		GOFL122	Swahili 2	30	1	1 –	
		GOFL123	Swahili 3	30	1	1 –	
		GOFL124	Swahili 4	30	1	1 –	
	Thai	GOFL131	Thai 1	30	1	1 –	
		GOFL132	Thai 2	30	1	1 –	
		GOFL133	Thai 3	30	1	1 –	
		GOFL134	Thai 4	30	1	1 –	
	Turkish	GOFL141	Turkish 1	30	1	1 –	
		GOFL142	Turkish 2	30	1	1 –	
		GOFL143	Turkish 3	30	1	1 –	
		GOFL144	Turkish 4	30	1	1 –	
	Bulgarian	GOFL151	Bulgarian 1	30	1	1 –	
		GOFL152	Bulgarian 2	30	1	1 –	
		GOFL153	Bulgarian 3	30	1	1 –	
GOFL154		Bulgarian 4	30	1	1 –		
Indonesian	GOFL181	Indonesian 1	30	1	1 –		
	GOFL182	Indonesian 2	30	1	1 –		
	GOFL183	Indonesian 3	30	1	1 –		
	GOFL184	Indonesian 4	30	1	1 –		
Vietnamese	GOFL196	Vietnamese 1	30	1	1 –		
	GOFL197	Vietnamese 2	30	1	1 –		
	GOFL198	Vietnamese 3	30	1	1 –		
	GOFL199	Vietnamese 4	30	1	1 –		
-	GOFL191	Language Seminar 1	30	1	1 –	*5	
	GOFL192	Language Seminar 2	30	1	1 –	*5	
	GOFL193	Language Seminar 3	30	1	1 –	*5	
	GOFL194	Language Seminar 4	30	1	1 –	*5	
4) Global Citizenship Education	GGCE101	Introduction to Peace Studies	30	2	1 –		
	GGCE102	Peace and Human Rights	30	2	1 –		
	GGCE103	Environment & Development	30	2	1 –		
	GGCE104	Environmental Science A	30	2	1 –		
	GGCE105	Environmental Science B	30	2	1 –		
	GGCE141	Study on Hachioji City 1	30	2	1 –		
	GGCE142	Area Studies A	30	2	1 –		
	GGCE143	Area Studies B	30	2	1 –		

\*5: It is NOT possible to count as credits for the first foreign language courses or the second language courses required for graduation

Course Classification	Course Code and Number	Course Title	Class contact hours	Credits	Course Registration Year	Remark
4) Global Citizenship Education	GGCE144	Japan Studies A	30	2	1 –	
	GGCE145	Japan Studies B	30	2	1 –	
	GGCE151	International Understanding for Study Abroad	30	2	1 –	
	GGCE161	Introduction to Volunteer	30	2	1 –	
	GGCE162	International Volunteerism	60	2	1 –	[EXC]
	GGCE171	Special Studies in General Education A	30	2	1 –	
	GGCE172	Special Studies in General Education B	30	2	1 –	
	GGCE181	Student Leadership 1	30	2	1 –	
	GGCE182	Liberal Arts Special Lectures	30	2	1 –	
	GGCE183	Modern Media Studies	30	2	1 –	
	GGCE184	Top Management in Modern Business	30	2	1 –	
	GGCE201	Life Events and Gender	30	2	3, 4	
	GGCE241	Study on Hachioji City 2	30	2	2 –	
	GGCE261	Volunteer 1	30	1	1 –	*6-[EXC]
	GGCE262	Volunteer 2	30	1	2 –	*6-[EXC]
	GGCE271	Global Citizenship Education Seminar	30	2	2 –	
	GGCE281	Student Leadership 2	30	2	2 –	
	GGCE282	Student Leadership 3	30	2	2 –	
	GGCE152	Study Abroad 1	30/60	2	1 –	
	GGCE153	Study Abroad 2	30/60	2	1 –	
GGCE154	Study Abroad 3	30/60	2	1 –		
GGCE155	Study Abroad 4	30/60	2	1 –		
GGCE156	International Internship 1	60	2	1 –		
GGCE157	International Internship 2	60	2	1 –		
GGCE158	International Internship 3	60	2	1 –		
GGCE159	International Internship 4	60	2	1 –		
5) Humanities	GHUM101	Music	30	2	1 –	
	GHUM111	Art	30	2	1 –	
	GHUM121	Introduction to Literature	30	2	1 –	
	GHUM131	Introduction to Philosophy	30	2	1 –	
	GHUM132	Introduction to Ethics	30	2	1 –	
	GHUM141	Introduction to Religion	30	2	1 –	
	GHUM151	Introduction to History	30	2	1 –	
	GHUM161	Introduction to Linguistics	30	2	1 –	
6) Social Sciences	GSOC101	Introduction to Legal Studies	30	2	1 –	
	GSOC102	Japanese Constitution	30	2	1 –	
	GSOC111	Elementary Microeconomics	30	2	1 –	
	GSOC112	Elementary Macroeconomics	30	2	1 –	
	GSOC121	Introduction to Business	30	2	1 –	
	GSOC131	Introduction to Sociology	30	2	1 –	
	GSOC141	Introduction to International Relations	30	2	1 –	
	GSOC151	Introduction to Political Science	30	2	1 –	
	GSOC161	Introduction to Psychology	30	2	1 –	
	GSOC171	Introduction to Geography	30	2	1 –	
GSOC181	Introduction to Education	30	2	1 –		
7) Natural Sciences & Health and Physical Education	GNAT101	Physics	30	2	1 –	
	GNAT102	Information Science	30	2	1 –	
	GNAT103	Biological Science	30	2	1 –	
	GNAT104	Computer Programming	30	2	1 –	
	GNAT111	Physical Exercise A	30	1	1 –	
	GNAT112	Physical Exercise B	30	1	1 –	
	GNAT113	Physical Exercise C	30	1	1 –	
	GNAT114	Physical Exercise D	30	1	1 –	
	GNAT121	Physical Education : Lecture	30	2	1 –	
	GNAT131	Physical Science of Sports	30	2	1 –	*7
8) Career Development	GCAR101	Career Development	30	2	1	
	GCAR111	Career Design Forum	30	2	1, 2	
	GCAR112	World Business Forum	30	2	1, 2	
	GCAR122	Corporation Research	30	2	2 –	
	GCAR151	Career Planning 1	30	2	2 –	
	GCAR152	Professional Business Communication for Foreign Students 1	30	2	1 –	
	GCAR153	Professional Business Communication for Foreign Students 2	30	2	1 –	
	GCAR251	Career Planning 2	30	2	3, 4	
	GCAR181	Internship 1	30	1	1 –	[EXC]
	GCAR182	Internship 2	30	1	1 –	[EXC]
	GCAR183	Internship 3	60	2	1 –	[EXC]
	GCAR184	Internship 4	60	2	1 –	[EXC]

[EXC] ... These courses are not counted toward course load limits

\*6: In order to take these courses, students must have acquired "Introduction to Volunteer" as a prerequisite course.

\*7: This course can only be taken for students who enroll through the Sports recommendation entrance examination.

Course Classification		Course Code and Number	Course Title	Class contact hours	Credits	Course Registration Year	Remark
Global Citizenship Program		*These courses can only be taken for GCP students					
1) Core Academic Skills	Natural Science	GGCP161	Social Systems Modeling for GCP 1	30	2	1 –	[EXC]
		GGCP162	Social Systems Modeling for GCP 2	30	2	2 –	[EXC]
2) University Studies & Soka Education		GGCP101	GCP Tutorial 1	30	1	1 –	[EXC]
		GGCP102	GCP Tutorial 2	30	1	1 –	[EXC]
		GGCP103	GCP Tutorial 3	30	1	2 –	[EXC]
		GGCP104	GCP Tutorial 4	30	1	2 –	[EXC]
		GGCP151	EAP for Global Citizenship 1	60	2	1 –	[EXC]
3) Foreign Language	English	GGCP152	EAP for Global Citizenship 2	60	2	1 –	[EXC]
		GGCP153	EAP for Global Citizenship 3	60	2	2 –	[EXC]
		GGCP154	EAP for Global Citizenship 4	60	2	2 –	[EXC]
		GGCP155	Academic Foundations for Global Citizenship 1	60	2	1 –	[EXC]
		GGCP156	Academic Foundations for Global Citizenship 2	60	2	1 –	[EXC]
		GGCP157	Academic Foundations for Global Citizenship 3	60	2	2 –	[EXC]
		GGCP158	Academic Foundations for Global Citizenship 4	60	2	2 –	[EXC]
		4) Global Citizenship Education		GGCP142	GCP seminar 2:Basic Research Skills for Global Citizenship	30	2
GGCP143	GCP Seminar 3			30	2	2 –	[EXC]
GGCP144	GCP Seminar 4			30	2	2 –	[EXC]
8) Career Development		GGCP141	GCP seminar 1:Leadership and Career Planning for Global Citizenship	30	2	1 –	[EXC]
Japanese Language and Culture Courses		*These courses can only be taken for international students including EMP students					
3) Foreign Language	Japanese	GJLC101	Japanese 1	60	2	1 –	
		GJLC102	Japanese 2	60	2	1 –	
		GJLC103	Japanese 3	30	1	1 –	
		GJLC104	Japanese 4	30	1	1 –	
		GJLC105	Japanese 5	30	1	1 –	
		GJLC106	Japanese 6	30	1	1 –	
		GJLC111	Basic Japanese	90	3	1 –	
		GJLC112	General Japanese for Beginners	150	5	1 –	
		GJLC113	General Japanese 1	150	5	1 –	
		GJLC114	General Japanese 2	150	5	1 –	
		GJLC115	Japanese Practice for Beginners	30	1	1 –	
		GJLC116	Japanese Practice 1	30	1	1 –	
		GJLC117	Basic Kanji	30	1	1 –	
		GJLC121	Japanese Grammar 2	30	1	1 –	
		GJLC221	Japanese Grammar 3	30	1	1 –	
		GJLC222	Japanese Grammar 4	30	1	1 –	
		GJLC231	Japanese Reading 2	30	1	1 –	
		GJLC232	Japanese Reading 3A	30	1	1 –	
		GJLC233	Japanese Reading 3B	30	1	1 –	
		GJLC234	Japanese Reading 4A	30	1	1 –	
		GJLC235	Japanese Reading 4B	30	1	1 –	
		GJLC236	Japanese Reading 5A	30	1	1 –	
		GJLC237	Japanese Reading 5B	30	1	1 –	
		GJLC141	Japanese Communication for Beginners	30	1	1 –	
		GJLC241	Japanese Communication 1	30	1	1 –	
		GJLC242	Japanese Communication 3A	30	1	1 –	
		GJLC243	Japanese Communication 3B	30	1	1 –	
		GJLC244	Japanese Communication 4A	30	1	1 –	
		GJLC245	Japanese Communication 4B	30	1	1 –	
		GJLC246	Japanese Expressions 5A	30	1	1 –	
		GJLC247	Japanese Expressions 5B	30	1	1 –	
		GJLC151	Japanese Listening for Beginners	30	1	1 –	
		GJLC152	Japanese Listening 1	30	1	1 –	
GJLC251	Japanese Listening 2	30	1	1 –			
GJLC252	Japanese Listening 3A	30	1	1 –			
GJLC253	Japanese Listening 3B	30	1	1 –			
GJLC254	Japanese Listening 4A	30	1	1 –			
GJLC255	Japanese Listening 4B	30	1	1 –			
GJLC256	Japanese Listening 5A	30	1	1 –			
GJLC257	Japanese Listening 5B	30	1	1 –			
GJLC161	Japanese Writing for Beginners	30	1	1 –			
GJLC162	Japanese Writing 1	30	1	1 –			
GJLC261	Japanese Writing 3	30	1	1 –			
GJLC262	Japanese Writing 4	30	1	1 –			
10) Japanese Language and Culture		GJLC118	Japanese Traditional Culture	30	2	1 –	*8

[EXC] ... These courses are not counted toward course load limits

\*8: This course credits are NOT included in the credits required for graduation.

# Chapter 6. Course Registration in the Faculty/Department

## Faculty of Economics / Department of Economics

### 1. Philosophy and Objectives

Since its foundation, the Faculty of Economics has aimed to foster leaders who will lead the global economic society based on Soka University's founding principles of humanistic education, the creation of a new culture, and the peacebuilding. In particular, the theoretical and practical study of "humanistic economics," which searches for a new economic format for humankind, is a unique mission of the Faculty of Economics.

### 2. Educational Goals

The Faculty of Economics has the following three educational goals:

- (1) To foster students with logical thinking and problem solving skills through systematic economic education.
- (2) To foster students with communication skills for a global society through the study of economics in English.
- (3) To foster students with skills to view the world with all encompassing perspective through the study of economics based on humanism, who can contribute to the world peace and the well-being of humankind.

### 3. Diploma policy (Policy Regarding the Graduation Certification/Award of Degrees)

The Faculty of Economics fosters people who have the following skills (learning outcomes) based on the educational goals of the faculty.

- (1) The ability to logically understand and analyze social phenomena from multiple perspectives through economics.
- (2) The ability to accurately understand quantitative and statistical data.
- (3) Knowledge of the economy and society of Japan and the world and the ability to apply such knowledge.
- (4) The ability to accurately understand others' opinions and clearly communicate personal opinions regarding economic issues in Japanese and/or English.
- (5) The ability to understand the diversity of the world and the multifaceted nature of economic and social issues and to participate appropriately in discussions.
- (6) The ability to control one's own behavior and cooperate with others to achieve goals through the study of economics.
- (7) The ability to use economics to propose paths for the development of society and the well-being of humankind.

Students who obtain the designated credits in the faculty curriculum structured with the aim of nurturing these skills and satisfy the GPA criteria will be awarded a bachelor's degree (in economics) by the Faculty of Economics at Soka University.

### 4. Curriculum Policy (Policy for Organizing/Implementing the Curriculum)

The Faculty of Economics has organized its curriculum based on the following policy, with the aim of achieving the learning outcomes designated by the faculty.

- (1) In order to develop the ability to logically understand and analyze social phenomena from multiple perspectives using economics, students will first study the basics of economic theory in the required courses of "Principles of Microeconomics" and "Principles of Macroeconomics". They will then study intermediate levels of microeconomics and macroeconomics, followed by an advanced level of microeconomics and macroeconomics under the "Economic Theory and Statistics" cluster. In addition, by taking various courses in applied economics, students will learn specific methods for social analysis through the medium of economics and cultivate the ability to think logically from multiple perspectives.
- (2) In order to acquire the ability to accurately understand quantitative and statistical data, students will first study the basics of quantitative analysis in the required courses of "Introductory Mathematics for Economics 1/2" and "Statistics for Economics and Business 1/2." They will then take the advanced level "Mathematics for Economics," "Data Science," and "Econometrics" courses under the "Economic Theory and Statistics" cluster in order to cultivate higher skill levels in the quantitative/statistical analysis.
- (3) In order to acquire and apply knowledge about the economy and society of Japan and the world, students will first study the historical approaches to economics in the required courses of "Economic History" as well as "Principles of Microeconomics" and "Principles of Macroeconomics." They will also study the basics of bookkeeping in the required course of "Introduction to Financial Accounting." They will then take courses in the "Contemporary

Economy" cluster, such as "Monetary Economics" and "Public Finance" and courses in the "Global and Regional Economy" cluster, such as "Development Economics" and "Japanese Economic History" to acquire advanced knowledge about the economy and society of Japan and the world and cultivate the ability to independently set issues based on such knowledge.

- (4) In order to acquire the ability to accurately understand others' opinions and clearly communicate personal opinions regarding economic issues in Japanese and/or English, students will first learn the basics of language expression in the required course of "Academic Writing Skills" (general education courses) and language courses (6 credits of English or Japanese are required). In addition, in the International Program (IP), students will, after a course of study in academic English, study economics in the English language to cultivate their English communication skills. By taking courses in the SUCCEED (Soka University Comprehensive Courses for Economic Education.) program in which all of the credits in the major course can be taken in English, students will cultivate higher communication skills in English.
- (5) In order to acquire an understanding of the diversity of the world and the multifaceted nature of economic/social issues as well as the ability to participate appropriately in discussions, students will study specific economic issues through discussion in the required courses of "Progressive Seminar 1/2/3" during semester 5, 6 and 7. Students will also cultivate the ability to participate in discussions. In addition, in the SUCCEED courses, students will study the economic and social issues facing Japan and other Asian countries in English alongside foreign students from around the world.
- (6) In order to develop self-discipline and the ability to cooperate with others to achieve goals through the study of economics, students will first study the basics of time management and group study in the required course of "Freshman Seminar" (general education courses) during semester 1. After this, they will participate in group studies in "Progressive Seminar 1/2/3," IP (International Program), and other major courses to cultivate the ability for self-study, build their basic interpersonal skills, and develop the ability to achieve their goals.
- (7) In order to acquire the ability to use economics to propose paths for the development of society and the well-being of humankind, students will work on economic/social issues through individual and group research in the required courses of "Progressive Seminar 1/2/3." Further, they will obtain a practical understanding of the role of economics for social contribution in "Economics and Social Contribution." Furthermore, in "Progressive Seminar 4" and "Capstone Thesis," each student will set an issue and present the solution using economics under the guidance of an instructor.

Moreover, the Faculty of Economics will inspect/evaluate the degree to which the learning outcomes set in the diploma policy have been achieved in the above curricula by using a combination of the following direct evaluation methods and indirect evaluation methods. In addition, the faculty will continuously strive to improve the education.

**- Direct evaluation methods are;**

- (1) A standard examination for classes in Principles of Microeconomics, Principles of Macroeconomics, and Statistics for Economics and Business to measure the ability to logically understand/analyze social phenomena from multiple perspectives and the ability to accurately understand quantitative and statistical data.
- (2) TOEFL and TOEIC scores to measure the level of achievement of English communication ability.
- (3) Progressive Seminars 1/2/3/4 and Capstone Thesis based on a rubric to measure students' ability to solve problems through the application of economics.
- (4) The employment capability measurement tests taken in freshman and senior years to measure the competency and ability of students to be self-disciplined and cooperate with others to achieve goals.

**- Indirect evaluation methods are;**

- (1) A questionnaire survey targeting all graduates to measure the level of achievement of the learning outcomes.
- (2) A questionnaire survey to measure the level of achievement of the learning outcomes cultivated in major courses such as Microeconomics, Macroeconomics, and Economics and History.

## 5. Admission Policy (Policy for Accepting new Entrants)

The Faculty of Economics uses the following method to select students from Japan and overseas who have the quality and capacity to grow into the type of people indicated in the educational goals of the faculty, based on the admission policy of Soka University and the philosophy/objectives of the faculty.

- (1) Students who agree with the philosophy of a humanistic economy, as the Faculty of Economics has set forth since its foundation, and who want to study in the Faculty of Economics with a will to contribute to world peace and the well-being of humankind and to act as a leader in the global society.  
The level of students' desire will be evaluated through interview exams during the PASCAL entrance exam and entrance exam on recommendation (general).
- (2) Students who have the basic academic ability to learn the knowledge/skills required for identifying/solving

problems, as well as logical thinking, judgment, and expression.

In the PASCAL entrance exam, the entrance exam on recommendation (general), the entrance exam using the National Center Test for University Admissions, the unified entrance exam, the general entrance exam, the entrance exam for international students (including the SUCCEED English program; Soka University Comprehensive Courses for Economics Education), students' basic knowledge/skills and ability to think/judge/express are particularly evaluated.

- (3) Students who have the basic English proficiency necessary to actively participate in a global society. In the entrance exam on recommendation (general), the entrance exam using the National Center Test for University Admissions, the unified entrance exam, and the general entrance exam, the emphasis is placed on English proficiency. Particularly in the entrance exam on recommendation (general) and the entrance exam using the National Center Test for University Admissions, a weighted scoring method is adopted whereby a higher weighting is given to students' English test scores. Further, in the PASCAL entrance exam and entrance exam on recommendation (general), students who have obtained certain scores in various English qualification tests will receive preferential treatment.
- (4) Students who are interested in economic and social problems in the real world, who take the initiative to solve problems by thinking and acting independently, and who are willing to work in cooperation with various people. In the entrance exam on recommendation (general), a document assessment and interview exam will be implemented to evaluate students' initiatives conducted up to high school level and their motivation for learning. In the PASCAL entrance exam, through group discussion using the active learning method, the initiative, diversity, cooperation, and ability to express personal thoughts and opinions of each individual will be evaluated.

## 6. Graduation Requirements

Requirements for graduation from the Department of Economics is as indicated in the table below.

- Obtain the number of credits indicated in the table below and achieve a cumulative GPA of at least 2.00.

Course category	Course classifications			Credits required for graduation	
General Education Course (page 52–55)	1) Core Academic Skills	Freshman Seminar	Required	2	Extra credits in excess of the required credits in each course classification will be calculated as credits for open elective course.
		Academic Writing	Required Elective	2	
	2) University Studies & Soka Education		Required Elective	4	
	4) Global Citizenship Education		Required Elective	4	
8) Career Development		Required Elective	2		
Foreign Language Course	First Foreign Language *1		Required Elective	6	
	Second Foreign Language *2		Required Elective	4	
Departmental Course (page 62–64)	Required Elective Courses *3			28	
	Elective Courses			38	
	Acquire at least 18 credits in total from the selected cluster [courses indicated by ▲].				
Open Elective Course *4	Credits acquired by freely selecting any courses from “General Education Course,” “Departmental Course of the affiliated faculty,” and “Departmental Courses of other faculties or departments.”			34 or more	
Total				124 or more	

\*1: Students are required to earn at least six credits in the First Foreign Language courses, and EMP students must take Japanese as the first foreign language. To meet these requirements, EMP students need to acquire credits from “Japanese Language and Culture courses” in General Education courses, except “Japanese Traditional Culture.

\*2: For the Second Foreign Language courses, EMP students must acquire at least four credits in one language, except English and the language selected as the first foreign language.

\*3: Regarding credits acquired in the required elective course, those in excess of the number required for graduation (28 credits) will be calculated as credits for elective courses.

\*4: For open elective courses, students can acquire credits by freely selecting any courses from 1) General Education Courses, 2) Departmental Course of the affiliated faculty, and 3) Department Courses of other faculty or departments. Regarding credits acquired in 1) General Education Courses and 2) Departmental Course of the Faculty of Economics, credits in excess of the required credits for graduation will be calculated as open elective courses. For example, if a student has acquired 40 credits in departmental elective courses, 2 out of the 40 credits will be calculated as credits for open elective courses (when 34 credits have been acquired for open elective courses, the excess credits will be calculated as credits in excess of the required credits for graduation.

## 7. Course load limits, Requirements for high academic performance students, and Early Graduation

■ The Faculty of Economics criteria are as follows:

Upper limit of academic credits per semester	Criteria for high academic performance students		Waived course load limits for high academic performance students		Criteria for early graduation		
	Lower limit of credits per semester	Semester GPA in the previous semester	Additional Credits	Registration for advanced academic year	Criteria for cumulative GPA to determine graduation	Requirement at the end of Semester 4	
						Criteria for cumulative GPA	Minimum number of credits earned
20	16	3.50	4	Available	3.70	3.70	84

To be eligible for early graduation, students must fulfill the following criteria at the completion of Semester 4: achieve GPA points of 3.70 or above and have earned 84 credits or more. Moreover, at the time of graduation assessment (at the end of Semester 6 or 7), students need to meet the above GPA point and have acquired 124 credits which is the standard number of credits for graduation.

Candidates for early graduation need to register their proposed graduation semester on the portal site at the time of course registration for each semester starting Semester 5.

## 8. Sample Schedule models for EMP students

Standard schedule models are shown in the tables below. Students can register for other courses according to their own interests, up to the maximum credit (20 credits) per semester.

First year	
<b>Economics courses:</b> ECON113 Principles of Microeconomics ECON114 Principles of Macroeconomics ECON152 Economic History ECON223 Introductory Mathematics for Economics 1 ECON224 Introductory Mathematics for Economics 2 ECON132 Introduction to Financial Accounting	<b>General Education Courses:</b> GFDC101 Freshman Seminar GFDC111 Academic Writing Skill 1
In addition to the required classes above, Japanese language classes (GJLC112 General Japanese for Beginners and GJLC113 General Japanese 1, or GJLC113 General Japanese 1 and GJLC114 General Japanese 2), classes under Global Citizenship Education (GUNI121 Soka Education and GCAR151 Career Planning 1) are highly recommended to be taken during the first year.	

Second year	
<b>Economics courses:</b> ECON225 Statistics for Economics and Business 1 ECON226 Statistics for Economics and Business 2	<b>General Education Courses:</b> Second Foreign Language
In addition to the required classes above, ECON313 Intermediate Microeconomics and ECON314 Intermediate Macroeconomics are highly recommended to be taken during the second year.	

Third and Fourth years	
<b>Economics courses:</b> ECON202 Progressive Seminar 1 (in the 5 <sup>th</sup> semester) ECON303 Progressive Seminar 2 (in the 6 <sup>th</sup> semester) ECON304 Progressive Seminar 3 (in the 7 <sup>th</sup> semester)	

## 9. Prerequisites for Registration

Many of the Economics courses offered in the second and later years require students to have completed specific courses beforehand. These conditions are specified in the syllabus of each course, and students are requested without fail to confirm the conditions before taking the course. Since many courses specify completion of ECON313 Intermediate Microeconomics and ECON314 Intermediate Macroeconomics as a prerequisite, it is strongly recommended to complete these courses in the second year.

## 10. Progressive Seminar

### (1) Schedule of Progressive Seminars

Progressive Seminars are classes in small size where students deepen their knowledge and understanding of the specialized area of their interests. Progressive Seminar 1 (Semester 5), Progressive Seminar 2 (Semester 6), and Progressive Seminar 3 (Semester 7) are required courses. Progressive Seminar 4 (Semester 8) is offered as an optional course. In principle, students continuously belong to a seminar conducted by the same instructor throughout Progressive Seminar 1 to Progressive Seminar 4.

### (2) Guidance for Progressive Seminars and Application Period

A guidance session for Progressive Seminars will be held during Semester 4. Students have to apply for a seminar of their choice after the guidance. Please note that instructors will take into account the academic results of the first and second year as one of the selection criteria.

## 11. Approval of Credits for Departmental Courses

### (1) Credit Approval through the Certification Examinations

The eligible qualifications are as follows;

- Economic Record Examination (ERE) \*Micro- and Macroeconomics in the Japanese Language
- Japan Statistical Society Certificate (second grade or higher)

Only the score or qualifications by taking the exam while enrolled in University are valid. According to the criteria in the table below, these qualifications are approved as “経済特論 (Contemporary Issues in Economics)”. Students who would like to apply for credit are requested to submit the following documents to the Academic Affairs Office: application form (available on the portal site) and the original copy of the grade certificate (to be returned to the student after the Academic Affairs Office makes photocopies). For those students in other faculties, these qualifications are approved as “経済特論(Contemporary Issues in Economics).”

### (2) Credits acquired from overseas university while studying abroad

When a student has acquired credits from Economics courses under an exchange program or through a privately-funded study abroad program in a university approved by the Economics Faculty Council, such credits can be approved as credits for the Soka University Faculty of Economics after approval by the Economics Faculty Council and in accordance with the curriculum and the number of class hours of the Faculty.

Students who want approval of credits for Economics courses earned at other institutions (including students in other faculties) are requested to submit the following documents to the Academic Affairs Office: university-wide Application for Credit Approval through Study Abroad Program (Specialized Courses); lecture content (available from the Academic Affairs Office); original copy of the academic transcript issued by the overseas university [including grade criteria]; and **the lecture syllabus of the course at the overseas university.**

#### ■ Available Credit Approval by Certification Examinations

Host Organization	Certification Exam	Certification	Approval Grade	Credits given Upon Approval	Remarks
Japan Economics Education Association	Economics Record Examination (ERE)	S	A+	2	Credits can only be earned once with ERE. Once you have been certified, you cannot apply for another grade.
		A+	A		
		A	A-		
		B+	B+		
		B	C		
		C	D		
The Japan Statistical Society	Japan Statistical Society Certificate	2 <sup>nd</sup> grade	R	2	A maximum of 4 credits is approved with JSSC. Once students has earned credits in 2 <sup>nd</sup> grade and then apply for credits in Pre-1 <sup>st</sup> grade, students will only be able to earn 2 additional credits.
		Pre-1 <sup>st</sup> grade or higher	R	4	

\*1: Only the score or qualifications by taking the exam while enrolled in University are valid.

\*2: If students earn the certification of both ERE and Japan Statistical Society Certificate, they can earn up to six credits.



■ How to read the Departmental Course table for the Department of Economics

The following items are listed in the Departmental Course (Economics) table published from the next page:

Course Code and Number	Course Title	Class contact hour	Credits	Course registration year	Cluster				Reg. by other Dept. students	Note	Learning Outcomes						
					ETS	CE	GRE	SUC			1	2	3	4	5	6	7
1)	2)	3)	4)	5)	6)	7)	8)	9)									

1) Course Code and Number	Alphabetical and numerical characters to indicate the type of course are listed. For details, refer to 3.6. <i>Course numbering and course codes</i> on page 20.
2) Course title	This is the title of the course that is posted on the timetable.
3) Class contact hour	The number of class contact hours set for each course is listed. The unit is “contact hour.” One contact hour is 45 minutes. A class with 30 contact hours course are offered once a week, and a class with 60 contact hours course are offered twice a week.
4) Credits	The number of credits that can be acquired by passing a course is listed.
5) Course Registration Year	Academic year which students can take a course from is listed.
6) Cluster	This indicates course designated by each cluster. Students need to acquire at least 18 credits in total for courses marked with “▲” in the selected cluster column. ETS= Economic Theory and Statistics cluster / CE= Contemporary Economy cluster GRE= Global and Regional Economy cluster / SUC=SUCCEED cluster
7) Reg. by other Dept. students	Whether or not students in other departments can take is indicated. Students in departments other than Economics cannot take the courses marked with “x” in this column.
8) Note	Notes, conditions, restrictions, etc. when taking a course are described.
9) Learning Outcomes	This shows whether each course applies to the learning outcomes indicated in the Diploma Policy.” ◎” means most applicable, “○” means applicable. Each number represents the following learning outcomes. 1. The ability to logically understand and analyze social phenomena from multiple perspectives through economics. 2. The ability to accurately understand quantitative and statistical data. 3. Knowledge of the economy and society of Japan and the world and the ability to apply such knowledge. 4. The ability to accurately understand others' opinions and clearly communicate personal opinions regarding economic issues in Japanese and/or English. 5. The ability to understand the diversity of the world and the multifaceted nature of economic and social issues and to participate appropriately in discussions. 6. The ability to control one's own behavior and cooperate with others to achieve goals through the study of economics. 7. The ability to use economics to propose paths for the development of society and the well-being of humankind.

■ Table: Departmental Courses in the Dept. of Economics (For students enrolled in AY2021)

Course Code and Number	Course Title	Class contact hour	Credits	Course Reg. Year	Cluster				Reg. by other Dept. students	Note	Learning Outcomes													
					ETS	CE	GRE	SUC			1	2	3	4	5	6	7							
Required Elective courses: 28 credits or more *Acquire required credits from each field of study																								
Microeconomics (4 credits)																								
ECON111	Introduction to Microeconomics	60	4	1-	○	○	○	○			◎	○	○											
ECON113	Principles of Microeconomics	60	4	1-	○	○	○	○			◎	○	○											
ECON315	Microeconomic Theory (HP)	60	4	1-	○▲	○▲	○▲		x	*1	◎	○	○											
Macroeconomics (4 credits)																								
ECON112	Introduction to Macroeconomics	60	4	1-	○	○	○	○			◎	○	○											
ECON114	Principles of Macroeconomics	60	4	1-	○	○	○	○			◎	○	○											
ECON316	Macroeconomic Theory (HP)	60	4	1-	○▲	○▲	○▲		x	*1	◎	○	○											
Mathematics (4 credits)																								
ECON121	Introductory Mathematics for Economics A	60	4	1-	○	○	○	○				◎						○						
ECON221	Introductory Mathematics for Economics B	60	4	1-	○	○	○	○				◎												
ECON223	Introductory Mathematics for Economics 1	30	2	1-	○	○	○	○			○	◎	○											
ECON224	Introductory Mathematics for Economics 2	30	2	1-	○	○	○	○			○	◎	○											
Economics History (4 credits)																								
ECON151	Introduction to Economic History	60	4	1-	○	○	○	○			○		◎					○						
ECON152	Economic History	60	4	1-	○	○	○	○		Collab(LW)	○		◎					○						
Statistics (4 credits)																								
ECON122	Introductory Statistics A	60	4	1-	○	○	○	○				◎						○						
ECON222	Introductory Statistics B	60	4	1-	○	○	○	○				◎						○						
ECON225	Statistics for Economics and Business 1	30	2	1-	○	○	○	○		Collab(B)		◎						○						
ECON226	Statistics for Economics and Business 2	30	2	1-	○	○	○	○		Collab(B)		◎						○						
Accounting (2 credits)																								
ECON131	Introduction to Accounting	30	2	1-	○	○	○	○				◎												
ECON132	Introduction to Financial Accounting	30	2	1-	○	○	○	○				◎												
Seminar 1 (2 credits)																								
ECON201	Advanced Seminar 1	30	2	2-	○	○	○	○	x		○	○	○	◎	◎	◎	◎	◎						
ECON202	Progressive Seminar 1	30	2	2-	○	○	○	○	x		○	○	○	◎	◎	◎	◎	◎						
Seminar 2 (2 credits)																								
ECON301	Advanced Seminar 2	30	2	3, 4	○	○	○	○	x		○	○	○	◎	◎	◎	◎	◎						
ECON303	Progressive Seminar 2	30	2	3, 4	○	○	○	○	x		○	○	○	◎	◎	◎	◎	◎						
Seminar 3 (2 credits)																								
ECON302	Advanced Seminar 3	30	2	3, 4	○	○	○	○	x		○	○	○	◎	◎	◎	◎	◎						
ECON304	Progressive Seminar 3	30	2	3, 4	○	○	○	○	x		○	○	○	◎	◎	◎	◎	◎						
Elective Courses: 38 credits or more *Include at least 18 credits from the selected cluster [courses indicated by ▲]																								
Elementary courses for Cluster																								
ECON311	Microeconomics (Intermediate)	60	4	2-	▲	▲	▲			Collab(B)	◎	○	○											
ECON312	Macroeconomics (Intermediate)	60	4	2-	▲	▲	▲			Collab(B)	◎	○	○											
ECON313	Intermediate Microeconomics	60	4	2-	▲	▲	▲	▲		Collab(IL)	◎	○	○											
ECON314	Intermediate Macroeconomics	60	4	2-	▲	▲	▲	▲		Collab(IL)	◎	○	○											
ECON321	Mathematics for Economics	60	4	2-	▲						○	◎	○											
ECON322	Data Science	60	4	2-	▲						○	◎	○											
ECON331	Monetary Economics	60	4	2-	▲	▲					◎	○	○											
ECON332	Public Finance	60	4	2-	▲	▲					◎						○	○						
ECON351	Japanese Economic History	60	4	2-			▲				○		◎					○						
ECON361	Development Economics	60	4	2-			▲				○			◎				○						
Other Elective courses																								
ECON191	Economics and Social Contribution	30	2	1-					x				○					○	◎					
INFO111	Calculus 1	30	2	2-						Collab(IS)		◎												
INFO114	Calculus 2	30	2	2-						Collab(IS)		◎												
ECON231	Capital Markets and Investment	30	2	2-		▲				Collab(B)	◎	○	○											
ECON232	Fundamentals of Financial Accounting	30	2	2-								◎												
ECON261	International Economic Affairs 1	30	2	2-			▲				○		◎				○							
ECON262	International Economic Affairs 2	30	2	2-			▲				○		◎				○							
ECON291	Selected Topics in Economics A	60	4	1-																				
ECON292	Contemporary Issues in Economics 1	30	2	1-																				
ECON293	Contemporary Issues in Economics 2	30	2	1-																				
ECON323	Statistics	60	4	3, 4	▲						○	◎	○											

○= Required Elective Course; ▲= Cluster Course; No marks= Elective Course (Acquire at least 18 credits in total from the selected cluster)

\* "Collab" indicates that courses will be held in collaboration with other departments (B=Business Admin.; LW=Law; IL=Int'l Liberal Arts; IS=Info. Sys. Eng.)

\*1: Only HOPE students can take these courses

\* "[EXC]" indicates that courses are not counted toward course load limits

\* Students in departments other than Economics cannot take the courses marked with "x" in "Reg. by other Dept. students" column.

Course Code and Number	Course Title	Class contact hour	Credits	Course Reg. Year	Cluster				Reg. by other Dept. students	Note	Learning Outcomes											
					ETS	CE	GRE	SUC			1	2	3	4	5	6	7					
Elective Courses: 38 credits or more *Include at least 18 credits from the selected cluster [courses indicated by ▲]																						
ECON333	Financial Accounting	60	4	3, 4								⊙										
ECON341	The Japanese Economy	60	4	2 –		▲	▲				○		⊙			○						
ECON342	Labor Economics	60	4	2 –		▲					⊙		○								○	
ECON343	Environmental Economics	60	4	2 –		▲					⊙									○	○	
ECON344	International Economics	60	4	3, 4	▲		▲				⊙	○	○									
ECON345	Public Economics	60	4	3, 4		▲					⊙									○	○	
ECON346	Agricultural Economics	60	4	3, 4		▲					⊙		○			○						
ECON352	Economic History of Europe and the US	60	4	2 –				▲					⊙	○	○							
ECON353	History of Economic Theories	60	4	3, 4	▲			▲			⊙					○					○	
ECON354	Contemporary Economic History	60	4	3, 4				▲					⊙	○	○							
ECON362	The Chinese Economy	30	2	3, 4				▲			○		⊙			○						
ECON363	The Asian Economy	30	2	3, 4				▲			○		⊙			○						
ECON364	The Russian and Eurasian Economy	30	2	3, 4				▲			○		⊙			○						
ECON365	The European Economy	30	2	3, 4				▲					○			⊙						
ECON366	The African Economy	30	2	3, 4				▲					○	○	⊙							
ECON367	The Latin American Economy	30	2	3, 4				▲			○		⊙			○						
ECON381	Humanistic Economics	30	2	3, 4							○					○					⊙	
ECON391	Selected Topics in Economics B	60	4	2 –																		
ECON392	Contemporary Issues in Economics 3	30	2	2 –																		
ECON393	Contemporary Issues in Economics 4	30	2	2 –																		
ECON394	Economics and Law A	60	4	2 –								○	○			⊙						
ECON395	Economics and Law B	60	4	3, 4								○	○			⊙						
ECON401	Advanced Seminar 4	30	2	4	▲	▲	▲	▲	x		○	○	○	⊙		⊙	⊙	⊙	⊙	⊙	⊙	
ECON402	Graduation Thesis	60	4	4					x												⊙	
ECON403	Progressive Seminar 4	30	2	4	▲	▲	▲	▲	x		○	○	○	⊙	⊙	⊙	⊙	⊙	⊙	⊙	⊙	
ECON404	Capstone Thesis	60	4	4					x												⊙	
INFO452	Information System Modeling	30	2	3, 4								⊙										
ECON491	Selected Topics in Economics C	60	4	3, 4																		
ECON492	Selected Topics in Economics D	60	4	3, 4																		
ECON493	Contemporary Issues in Economics 5	30	2	3, 4																		
ECON494	Contemporary Issues in Economics 6	30	2	3, 4																		
ECON511	Advanced Microeconomics	60	4	3, 4	▲						⊙	○	○									
ECON512	Advanced Macroeconomics	60	4	3, 4	▲						⊙	○	○									
ECON521	Advanced Econometrics	60	4	3, 4	▲						⊙	○	○									
ECON531	Advanced Public Finance	60	4	3, 4			▲				⊙	○	○									
ECON532	Financial Economics	60	4	3, 4	▲	▲					⊙	⊙	○									
ECON174	Foreign Studies	30	2	1 –																	⊙	
ECON273	International Economy and Business 1	45	3	1 –						x												
ECON274	International Economy and Business 2	45	3	1 –						x												
ECON275	International Economy and Business 3	45	3	1 –						x												
ECON276	World Economy 1	30	2	2 –				▲														
ECON277	World Economy 2	30	2	2 –				▲														
ECON278	World Economy A	60	4	2 –				▲														
ECON279	World Economy B	60	4	2 –				▲														
ECON294	International Internship A	60	4	1 –				▲													⊙	
ECON295	International Internship B	60	4	1 –				▲													⊙	
ECON334	Principles of Finance	60	4	2 –	▲	▲		▲			⊙		○	○								
ECON335	International Finance	30	2	2 –	▲	▲		▲			⊙		○	○								
ECON336	Econometrics	60	4	2 –	▲			▲			○	⊙				○						
ECON347	Economic Issues of Contemporary Japan	30	2	2 –		▲	▲	▲	▲		○	○	⊙	○								
ECON355	Economic Development of Japan 1	30	2	2 –		▲	▲	▲	▲		○		⊙	○								
ECON356	Economic Development of Japan 2	30	2	2 –		▲	▲	▲	▲		○		⊙	○								
ECON357	Political Economy of Japan and Asia	30	2	2 –				▲	▲		○			○	⊙							
ECON368	Chinese Economy	30	2	2 –				▲	▲				⊙	○	○							
ECON369	Indian Economy	30	2	2 –				▲	▲		⊙									○		
ECON371	Development and Environment	60	4	2 –				▲	▲		⊙					○					○	
LAWP234	International Relations	60	4	2 –				▲														
LAWP235	International Environmental Policy	30	2	2 –				▲														

○ = Required Elective Course; ▲ = Cluster Course; No marks = Elective Course (Acquire at least 18 credits in total from the selected cluster)

\* "Collab" indicates that courses will be held in collaboration with other departments (B=Business Admin.; LW=Law, IL=Int'l Liberal Arts; IS=Info. Sys. Eng.)

\* "[EXC]" indicates that courses are not counted toward course load limits

\* Students in departments other than Economics cannot take the courses marked with "x" in "Reg. by other Dept. students" column.

Course Code and Number	Course Title	Class contact hour	Credits	Course Reg. Year	Cluster				Reg. by other Dept. students	Note	Leaning Outcomes										
					ETS	CE	GRE	SUC			1	2	3	4	5	6	7				
Elective Courses: 38 credits or more *Include at least 18 credits from the selected cluster [courses indicated by ▲]																					
LAWP232	Peace Studies	30	2	2-				▲		Collab(B-L)											
LAWP233	Area Studies in International Law Perspectives	30	2	2-				▲		Collab(L)											
ECON376	Contemporary Economy and Business 1	30	2	2-				▲													
ECON377	Contemporary Economy and Business 2	30	2	2-				▲													
ECON378	Contemporary Economy and Business 3	30	2	2-				▲													
ECON379	Contemporary Economy and Business 4	30	2	2-				▲													
ECON382	World Economy 3	30	2	2-				▲													
ECON383	World Economy 4	30	2	2-				▲													
ECON384	World Economy 5	30	2	2-				▲													
ECON385	World Economy 6	30	2	2-				▲													
ECON386	World Economy C	60	4	2-				▲													
ECON387	World Economy D	60	4	2-				▲													
ECON388	World Economy E	60	4	2-				▲													
ECON396	Business and Japanese People	30	2	2-			▲	▲	▲	Collab(B-L)		◎	○	○							
ECON397	Human Resources Management in Japan and Asia	30	2	2-			▲	▲	▲	Collab(L)		◎	○	○							
ECON398	International Economy and Business 4	45	3	2-						x											
ECON399	International Economy and Business 5	45	3	2-						x											
BUSI274	International Context in Business	60	4	2-				▲		Collab(B-L)											
BUSI232	Principles of Marketing	60	4	2-				▲		Collab(B-L)											
BUSI275	Financial Management	60	4	2-				▲		Collab(B-L)											
BUSI333	Principles of Consumer Behavior	60	4	3, 4				▲		Collab(B-L)											
BUSI385	Business Ethics	30	2	3, 4				▲		Collab(B)											
LAWP351	Environmental Law	30	2	3, 4				▲		Collab(B-L)											
LAWP342	International Human Rights	60	4	3, 4				▲		Collab(B-L)											
INLA381	Development Economics	60	4	2-				▲		Collab(L-IL)											
INLA481	International Economics	60	4	3, 4				▲		Collab(IL)											
ECON481	World Economy 7	30	2	2-				▲													
ECON482	World Economy 8	30	2	2-				▲													
ECON483	World Economy F	60	4	2-				▲													
ECON484	World Economy G	60	4	2-				▲													
HOPE Courses *Only HOPE students can take these courses																					
ECON102	Honors Seminar 1	30	2	1-						x	[EXC]	◎	○	○							
ECON103	Honors Seminar 2	30	2	1-						x	[EXC]	◎	○	○							
ECON203	Honors Seminar 3	30	2	2-						x	[EXC]	◎				○	○	○			
International Program																					
ECON171	Introduction to Economic Reasoning	60	4	1-						x				◎	○	○					
ECON172	Global Economy Lecture	30	2	1-						x		○		○	◎	○	○				
ECON271	Economics Lecture A	60	4	1-						x		○		○	◎	○	○				
ECON272	Economics Lecture B	60	4	1-						x		○		○	◎	○	○				
Departmental English Language courses *These course are treated as credits for "Foreign Language courses (English)"																					
For IP (International Program) students																					
ECON183	Academic Foundations for Economic Majors 1	60	2	1-						x				◎	○	○					
ECON184	Academic Foundations for Economic Majors 2	60	2	1-						x				◎	○	○					
ECON185	Global Economy Laboratory	60	2	1-						x		◎		○	○	○	○				
ECON282	Economics Laboratory A	60	2	1-						x		◎		○	○	○	○				
ECON283	Economics Laboratory B	60	2	1-						x		◎		○	○	○	○				
For Non-IP students																					
ECON181	Economics English Communication 1	60	2	1-						x				◎							
ECON182	Economics English Communication 2	60	2	1-						x				◎							
ECON281	Economics English Communication 3	60	2	2-						x				◎							

O= Required Elective Course; ▲= Cluster Course; No marks= Elective Course (Acquire at least 18 credits in total from the selected cluster)  
 \*\*"Collab" indicates that courses will be held in collaboration with other departments (B=Business Admin.; LW=Law; IL=Int'l Liberal Arts; IS=Info. Sys. Eng.)  
 \* "[EXC]" indicates that courses are not counted toward course load limits  
 \* Students in departments other than Economics cannot take the courses marked with "x" in "Reg. by other Dept. students" column.

## 1. Philosophy and Objectives

Based on the founding principles of Soka University set forth by the founder Dr. Daisaku Ikeda, the Faculty of Law aims to foster individuals who can help to realize the well-being of humankind and a peaceful society by acquiring the ability to think about and explain issues logically based on a legal education founded in humanism and striving to solve actual problems.

## 2. Educational Goals

The Faculty of Law sets the following three education goals.

- (1) Foster individuals who stand on the side of the people and have a sound legal mind to act for the realization of justice.
- (2) Graduate individuals who respect human rights and tirelessly make effort to realize peace.
- (3) Foster individuals who will lead the creation of a new legal culture based on humanism.

## 3. Diploma Policy (Policy Regarding the Graduation Certification/Award of Degrees)

Based on Soka University's diploma policy, the Faculty of Law requires students to obtain the following skills and knowledge, and will award a bachelor's degree (in law) to students who satisfy the degree requirements.

### (1) Knowledge Foundation: Wide range of knowledge and advanced expertise

Accurately understand the values and basic principles that form the basis of the country's legal and political systems, and be able to make specific and appropriate decisions regarding legal or policy issues.

### (2) Practical Skills: Communication skills and the ability to apply knowledge in society

Be able to accurately identify and analyze the nature of the legal or policy issues which the society is facing, determine the options for solving them and come up with solutions, and communicate the above in an easy-to-understand manner.

### (3) Internationality: Ability to accept diversity and cooperate with others

Learn English and a second foreign language, understand the various values of foreign countries and the diverse opinions of others with conflicting interests, and at the same time be capable of working to reach a consensus through discussion with people who have different opinions.

### (4) Creativity: Ability to consolidate and creative thinking

Be able to comprehensively utilize the knowledge acquired, apply it to new issues in the society, and find solutions through creative ideas.

## 4. Curriculum Policy (Policy for Organizing/Implementing Educational Programs)

Based on Soka University's curriculum policy, the Faculty of Law has organized its curriculum based on the following policy, with the aim of fostering students who meet the faculty's diploma policy as described above.

### (1) Acquire a wide range of knowledge and advanced expertise through four years of study

Through the four years of the degree program, students will acquire a wide range of knowledge beyond the area of law and political science through the General Education Courses. The Faculty of Law has established four courses comprising: the "Legal Profession Course," the "Business related Legal Affairs Course," the "Public Policy and Government Course," and the "International Peace and Diplomacy Course." Through these courses, students will learn the advanced expertise required for legal professionals, businesspeople, public officials, diplomats, and other careers. In addition, for students aspiring to become legal professionals, the faculty has established the Global Lawyers Program (GLP) and a curriculum aimed at fostering legal professionals from the first year.

In the first year, students will learn the basics of legal studies in the required course of "Introduction to Legal Studies" in the departmental course. In the "Freshman Seminar" general education courses, they will acquire the basic ability to

collect materials related to legal or policy issues in society, read and think about them on their own, and express their opinions both orally and written. In semester 2 ~~and 3~~, “Theme Seminar” is held, with the aim of bridging the gap between the introductory and specialized education stages while fostering the academic attitude required for students to take the major course.

Students will choose a course in their second year, and by completing at least 24 credits of required elective courses in their selected major course by graduation, they will be able to acquire a wide range of knowledge and advanced expertise depending on their chosen career path.

## (2) Acquire practical capacity and creativity through workshops, etc.

In the major course from the second year, based on the advanced specialized knowledge learned in the lecture courses, students will conduct group research on predetermined themes and examine solutions alongside actual practitioners in “Business & Law Workshop 1—3” (Business related Legal Affairs Course), “Public Policy Workshop A/B” (Public Policy and Government Course), and “Human Security ~~Studies~~ Workshop” (International Peace and Diplomacy Course). By comprehensively applying the knowledge acquired from these courses and applying it to issues in society, students will cultivate the ability to think creatively when considering solutions. In addition, in “Fieldwork in Hachioji” and the “Human Security Fieldwork,” students will acquire the ability to discover and solve issues by listening to opinions on-site. Furthermore, during the internships for each course, students will learn how to devise more realistic solutions by learning about the actual work. Students will take seminar courses each year in which they will develop the ability to logically explain their opinions with reasons and coordinate various opinions with conflicting issues.

Through these courses in which students work together in groups and through active learning, students will cultivate communication skills.

## (3) Acquire internationality

By taking English and second foreign language courses as part of the general education courses and English courses in the major course during their first and second years, students will acquire the basic language proficiency necessary for studying the legal and political systems of foreign countries. In addition, by taking major courses taught in English from the second year, students will not only obtain language proficiency but will also be able to complete the major course in English. At the same time, they will learn to understand the diverse values and opinions of people with conflicting interests and will acquire the ability to cooperate in order to reach a consensus through discussion with others. Further, the Faculty of Law has established its own short-term overseas training program, long-term study abroad program, and double-degree program which offers opportunities to acquire more advanced language proficiency, expertise, and internationality.

## (4) Appropriate evaluation of the skills to be acquired

These skills that students are expected to acquire will be appropriately evaluated through quizzes, midterm exams, regular exams, reports, presentations, theses, discussions, etc. In addition, the Faculty of Law will inspect and evaluate the learning outcomes indicated in the diploma policy through a combination of direct evaluation methods (e.g.: sampling theses and measuring students’ levels of achievement) and indirect evaluation methods (e.g.: self-evaluation by the students in the assessment courses). Further, the faculty will continuously make effort to improve the education.

## 5. Admission Policy (Policy for Accepting New Entrants)

The Faculty of Law uses the following method to select students who have the quality and capacity to grow into the type of people indicated in the education goals of the faculty, based on the admission policy of Soka University.

- (1) Students who has a strong interest in career development and aim to become legal professionals, businesspeople, public officials, diplomats, or other professionals in the future, and who wants to study in the Faculty of Law. In the PASCAL entrance exam and entrance exam on recommendation (general), the desire to apply for the Faculty of Law is the application requirement, and will be evaluated through interview exams as well.
- (2) Students who have the basic academic ability that is aimed to be achieved during education up to high school to develop their expertise, English proficiency and actively participate in the international society. In the PASCAL entrance exam, the entrance exam on recommendation (general), the entrance exam using the National Center Test for University Admissions, the unified entrance exam, the general entrance exam, and the entrance exam for international students, students’ basic academic ability, in other words knowledge/skills, ability to think/judge, etc. are evaluated.
- (3) Students who have a basic level of English proficiency.

In each entrance exam for Faculty of Law, emphasis is placed on English proficiency. Further, the entrance exam on recommendation (general), the unified entrance exam, and the general entrance exam, preferential treatment is given to students with scores or qualifications which shows a certain level or higher of practical English ability.

- (4) Students who have the potential and motivation to acquire the ability to think logically, express themselves, and communicate, and to take the initiative to work in cooperation with various people.  
 In the PASCAL entrance exam and the entrance exam on recommendation (general), a document screening and an interview exam will be implemented to evaluate students' initiatives, cooperativeness and motivation for learning conducted up to the high school level. Furthermore, in the PASCAL entrance exam, the ability to think logically, ability to cooperate, the ability to express, etc., will be evaluated through group discussion and short essay.

## 6. Graduation Requirements

Requirements for graduation from the Department of Law is as indicated in the table below.

- Obtain the number of credits indicated in the table below and achieve a cumulative GPA of at least 2.00.

Course category	Course classifications			Credits required for graduation
General Education Course (page 52–55)	1) Core Academic Skills	Freshman Seminar	Required	2
		Academic Writing	Required Elective	2
		Natural Science	Required Elective	2
	2) University Studies & Soka Education	Required Elective		4
	4) Global Citizenship Education		Required Elective	4
Foreign Language Course	First Foreign Language *1		Required Elective	6
	Second Foreign Language *2		Required Elective	4
Departmental Course (page 70–74)	Required Courses			6
	Required Elective Courses *3			2
	Elective Courses			60
Acquire at least 24 credits in the selected course [courses indicated by ▲]. Also, students in the “International Peace and Diplomacy Course” should acquire at least 9 credits from the designated All English (AE) courses.				
Open Elective Course *4	Credits acquired by freely selecting any courses from “General Education Course,” “Departmental Course of the affiliated faculty,” “Departmental Courses of other faculties or departments,” and “Specialized Courses for Qualifications (Specialized Course enrollees only).”			32 or more
Total				124 or more

Extra credits in exceeding the required credits in each course classification will be calculated as credits for open elective course.

- \*1: Students are required to earn at least six credits in the First Foreign Language courses, and EMP students must take Japanese as the first foreign language. To meet this requirements, EMP students need to acquire credits from “Japanese Language and Culture courses” in General Education courses, except “Japanese Traditional Culture.”
- \*2: For the Second Foreign Language courses, EMP students must acquire at least four credits in one language, except English and the language selected as the first foreign language.
- \*3: Credits in excess of required credits (2 credits) for required elective courses will be calculated as elective courses.
- \*4: For open elective courses, students can acquire credits by freely selecting any courses from 1) General Education Courses, 2) Departmental Courses of the affiliated faculty, 3) Departmental Courses of other faculty or departments, and 4) Specialized Courses for Qualifications (Specialized Course enrollees only). Regarding credits acquired in 1) General Education Courses and 2) Departmental Courses of the affiliated faculty, credits in excess of the required credits for graduation will be calculated as open elective courses. For example, if a student has acquired 62 credits in departmental elective courses, 2 out of the 62 credits will be calculated as credits for open elective courses (when 32 credits have been acquired for open elective courses, the excess credits will be calculated as credits in excess of the required credits for graduation).

## 7. Course load limits, Requirements for high academic performance students, and Early Graduation

■ The Faculty of Law criteria are as follows:

Upper limit of academic credits per semester	Criteria for high academic performance students		Waived course load limits for high academic performance students		Criteria for early graduation		
	Lower limit of credits per semester	Semester GPA in the previous semester	Additional Credits	Registration for advanced academic year	Criteria for cumulative GPA to determine graduation	Requirement at the end of Semester 4	
						Criteria for cumulative GPA	Minimum number of credits earned
20	16	3.50	4	Available	3.90	3.90	86

To be eligible for early graduation, students must fulfill the following criteria at the completion of Semester 4: achieve GPA points of 3.90 or above and have earned 86 credits or more. Moreover, at the time of graduation assessment (at the end of Semester 6 or 7), students need to meet the above GPA point and have acquired 124 credit which is the standard number of credits for graduation.

Candidates for early graduation need to register their proposed graduation semester on the PLAS portal site at the time of course registration for each semester starting Semester 5.

## 8. The International Peace and Diplomacy Program for EMP Students

### (1) Aimed Future Careers

- Become a diplomat and realize the nation's interests and contribute to the international community through planning and drafting foreign policies and negotiating with governments of the foreign nations.
- Study at a foreign university and thrive as a specialist in an international institution or NGO.
- Thrive as a business person in the field of global business.

### (2) The Goal of the Program

The International Peace and Diplomacy Program is a program for students who want to acquire top expertise on peace issues and develop a strong language proficiency in order to thrive in and contribute to the international community

### (3) Outline of the Program

The International Peace and Diplomacy Program strives to enable global careers by supporting students from enrollment to graduation with meticulous programs and tutorials, covering both theory and practice.

In this program we reassess the concept of "peace" in the international community from the perspective of a "human being." We learn to think about how we can construct a world in which people are free from "fear" and "destitution," and which human dignity and human rights are protected. A key phrase in that regard is "human security." Students will acquire expert knowledge in internationally oriented subjects centered on the four concepts of "peace," "human rights," "environment" and "development." In addition, we will also arrange "human security workshops" and "human security fieldwork." By taking fieldwork classes, the vision and sense of human rights as a global citizen in order to solve global issues will be cultivated.

For that purpose, we have set numerical requirements, such as TOEIC scores. By taking All English (AE) or English Medium Programs (EMP) classes, and by going on long-term and short-term study abroad, we aim to have students to obtain high-level communication skills in English.

### (4) Note on Registration

- 1) Make sure to pick International Peace and Diplomacy Program when selecting programs, as this is a requirement for EMP students.
- 2) EMP students are required to take seminars 1 to 3 taught by prof. Ulv Hanssen. Please make sure to register for these seminars.



■How to read the Departmental Course table for the Department of Law

The following items are listed in the Departmental Course (Law) table published from the next page:

Course Code and Number	Course Title	Class contact hour	Credits	Course registration year	Major Course				Reg. by other Dept. students	Note
					LP	BLA	PPG	IPD		
...1)	...2)	...3)	...4)	...5)	...6)				...7)	...8)

1) Course Code and Number	Alphabetical and numerical characters to indicate the type of course are listed. For details, refer to 3.6. <i>Course numbering and course codes</i> on page 20.
2) Course title	This is the title of the course that is posted on the timetable.
3) Class contact hour	The number of class contact hours set for each course is listed. The unit is “contact hour.” One contact hour is 45 minutes. A class with 30 contact hours course are offered once a week, and a class with 60 contact hours course are offered twice a week.
4) Credits	The number of credits that can be acquired by passing a course is listed.
5) Course Registration Year	Academic year which students can take a course from is listed.
6) Major Course	This indicates course designated by each major course. Students need to acquire at least 24 credits in total for courses marked with “▲” in the selected major course column. In addition, students in the International Peace and Diplomacy course should acquire at least 9 credits from courses marked with “AE.” LP = Legal Profession / BLA = Business related Legal Affairs PPG = Public Policy and Government / IPD = International Peace and Diplomacy
7) Reg. by other Dept. students	Whether or not students in other departments can take is indicated. Students in departments other than Economics cannot take the courses marked with “x” in this column.
8) Note	Notes, conditions, restrictions, etc. when taking a course are described.

■ Table: Departmental Courses in the Dept. of Law (For students enrolled in AY2021)

Course Code and Number	Course Title	Class contact hour	Credits	Course Reg. Year	Major Course				Reg. by other Dept. students	Note
					LP	BLA	PPG	IDP		
Required courses: 6 credits										
LAWP201	Seminar 1	30	2	2~	◎	◎	◎	◎	x	
LAWP301	Seminar 2	30	2	3-4	◎	◎	◎	◎	x	
LAWP302	Seminar 3	30	2	3-4	◎	◎	◎	◎	x	
Required elective courses: 2 credits										
LAWP101	Jurisprudence	30	2	1~	◎	◎	◎	◎	x	
LAWP102	Introduction to Legal Studies	30	2	1~	◎	◎	◎	◎▲	x	Collab(B)
Elective courses: 60 credits or higher										
LAWP103	Constitutional Law and Governmental Organization	60	4	1~	▲	▲	▲	▲		
LAWP104	General Principles of Civil Law	60	4	1~	▲	▲	▲	▲		
LAWP202	Criminal Law 1	60	4	1~	▲					
LAWP105	Politics	30	2	1~						
LAWP106	Principles of Political Science	60	4	1~						
LAWP108	Mathematics for Law Students	30	2	1~						
LAWP109	Logics for Law Students	30	2	1~						
LAWP110	Study Abroad and Career Design 1	30	2	1~						
LAWP111	Study Abroad and Career Design 2	30	2	1~						
LAWP112	Special Lectures 1	30	2	1~						
LAWP113	Special Lectures 2	30	2	1~						
LAWP114	Academic Foundations for Peace and Human Rights 1	30	2	1~				▲	x	
LAWP115	Academic Foundations for Peace and Human Rights 2	30	2	1~				▲(AE)	x	
LAWP116	AF Tutorial 1	30	1	1~				▲	x	[EXC]
LAWP117	AF Tutorial 2	30	1	1~				▲	x	[EXC]
LAWP118	Special Topics of Law and Politics A	30	2	1~						
LAWP119	Special Topics of Law and Politics B	30	2	1~						
LAWP120	Peace & Human Rights Study Abroad (short term)	30	2	1~					x	[EXC]
LAWP121	International Internship in Japanese A	30	2	1~				▲	x	[EXC]
LAWP122	Public Policy Internship A	30	2	1~				▲	x	[EXC]
LAWP123	Qualified Accredited Subject A (as a law faculty subject)	30	2	1~					x	
LAWP124	Qualified Accredited Subject B (as a law faculty subject)	30	2	1~					x	
LAWP125	Theme Seminar	30	2	1~						
LAWP133	AF for Study Abroad 1	30	1	1~				▲	x	
LAWP134	AF for Study Abroad 2	30	1	1~				▲(AE)	x	
LAWP107	Constitutional Law and Human Rights	60	4	2~	▲	▲	▲	▲		
LAWP203	Criminal Law 2	60	4	2~	▲					
LAWP204	Property Law	60	4	2~	▲	▲				
LAWP205	Law of Obligations	60	4	2~	▲	▲				
LAWP206	Administrative Law	60	4	2~	▲		▲			
LAWP207	Administrative Remedy Law	60	4	2~	▲					
LAWP208	Civil Law Legal Exercise 1	30	2	2~	▲				x	
LAWP254	Criminal law Legal Exercise 1	30	2	2~	▲				x	
LAWP311	Criminal law Legal Exercise 2	30	2	2~	▲				x	
LAWP501	Constitution (Human Rights) 1: Advanced	30	2	2~	▲				x	
LAWP502	Constitution (Human Rights) 2: Advanced	30	2	2~	▲				x	
LAWP503	Property Law: Advanced	30	2	2~	▲				x	
LAWP504	Collateral Property Law: Advanced	30	2	2~	▲				x	
LAWP505	Claims (General) 1: Advanced	30	2	2~	▲				x	
LAWP506	Claims (General) 2: Advanced	30	2	2~	▲				x	
LAWP507	Criminal Law (detailed) I: Advanced	30	2	2~	▲				x	
LAWP508	Criminal Law (detailed) II: Advanced	30	2	2~	▲				x	
LAWP209	Business & Law Workshop 1	30	2	2~		▲				Collab(B)
LAWP210	Accounting and Law 1	30	2	2~		▲				
LAWP211	Accounting and Law 2	30	2	2~		▲				
LAWP212	Corporate Social Capital and Law	30	2	2~		▲				Collab(B)
LAWP213	Commercial law	30	2	2~		▲				
LAWP214	Labor Law	60	4	2~		▲	▲			Collab(B)
LAWP258	Media seminar 1	30	2	2~		▲		▲		
LAWP259	Media seminar 2	30	2	2~		▲				

◎ = Required Course; ▲ = Course for Major Course; No marks = Elective Course; (AE) = "All English" Course

\* Acquire at least 24 credits in total from the selected major course [courses indicated by ▲]

\* Students in the "International Peace and Diplomacy Course" should acquire at least 9 credits from "AE" courses.

\* "Collab" indicates that courses will be held in collaboration with other departments (EC=Econ. B=Business Admin.; LT=Letters; IL=Int'l Liberal Arts)

\* "[EXC]" indicates that courses are not counted toward course load limits

\* Students in departments other than Law cannot take the courses marked with "x" in "Reg. by other Dept. students" column.

Course Code and Number	Course Title	Class contact hour	Credits	Course Reg. Year	Major Course				Reg. by other Dept. students	Note
					LP	BLA	PPG	IDP		
Elective courses: 60 credits or higher										
LAWP215	Public Policy Studies	30	2	2~			▲			Collab(B)
LAWP216	Economics of the Public Sector	60	4	2~			▲			
LAWP217	RESAS Social Analytical Skills	30	2	2~			▲			
LAWP218	Fieldwork in Hachioji	30	2	2~			▲			[EXC],Collab(B)
LAWP219	NPO Studies	30	2	2~			▲			
LAWP220	History of Political Science	30	2	2~			▲	▲		
LAWP221	Studies on City Planning	30	2	2~			▲			Collab(B)
LAWP222	Public Policy Workshop A	30	2	2~			▲		x	
LAWP223	International Law 1	60	4	2~		▲		▲		
LAWP224	International Law 2	60	4	2~				▲		
LAWP225	International Politics	60	4	2~				▲		
LAWP226	International Human Rights Law	30	2	2~				▲		
LAWP227	International History	30	2	2~				▲		
LAWP228	Human Security	30	2	2~				▲		
LAWP229	Human Security Workshop	30	2	2~				▲	x	*1
LAWP230	Human Security Fieldwork	30	2	2~				▲	x	[EXC]
LAWP241	Peace Studies in Japanese	30	2	2~				▲		
LAWP231	Global Issues	30	2	2~				▲(AE)		
LAWP232	Peace Studies	30	2	2~				▲(AE)		Collab(EC,B)
LAWP233	Area Studies in International Law Perspectives	30	2	2~				▲(AE)		Collab(EC)
LAWP234	International Relations	60	4	2~				▲(AE)		Collab(EC,B)
LAWP235	International Environmental Policy	30	2	2~				▲(AE)		Collab(EC,B)
LAWP236	Border Studies	30	2	2~				▲(AE)		
LAWP237	Security Studies	30	2	2~				▲(AE)		
LAWP238	Law and Politics in Japan and Asia	30	2	2~				▲(AE)		
LAWP239	American Politics	30	2	2~				▲(AE)		
LAWP240	Anglo-American Law	30	2	2~						
LAWP242	Philosophy of Law	30	2	2~						
LAWP243	Introduction to Legal History (Western Legal history)	30	2	2~						
LAWP244	Special Lectures 3	30	2	2~						
LAWP245	Special Lectures 4	30	2	2~						
LAWP246	Special Topics of Law and Politics C	30	2	2~						
LAWP247	Special Topics of Law and Politics D	30	2	2~						
LAWP248	International Internship A	30	2	2~				▲	x	[EXC]
LAWP249	International Internship B	30	2	2~				▲	x	[EXC]
LAWP250	International Internship in Japanese B	30	2	2~				▲	x	[EXC]
LAWP251	Public Policy Internship B	30	2	2~			▲		x	[EXC]
LAWP252	International Volunteer A	30	2	2~				▲	x	[EXC]
LAWP253	International Volunteer B	30	2	2~				▲	x	[EXC]
LAWP303	Contracts and Torts	60	4	3-4	▲	▲				
LAWP304	Family Law and Law of Succession	60	4	3-4	▲	▲				
LAWP305	Code of Civil Procedure	60	4	3-4	▲					
LAWP306	Execution & Bankruptcy Proceeding	60	4	3-4	▲					
LAWP307	Code of Criminal Procedure	60	4	3-4	▲					
LAWP308	Company Law: Advanced	60	4	3-4	▲				x	
LAWP312	Constitutional Law Legal Exercise 1	30	2	3-4	▲				x	
LAWP313	Constitutional Law Legal Exercise 2	30	2	3-4	▲				x	
LAWP314	Civil Law Legal Exercise 2	30	2	3-4	▲				x	
LAWP509	Contract Law: Advanced	30	2	3-4	▲				x	
LAWP510	Legal Claims: Advanced	30	2	3-4	▲				x	
LAWP511	Administrative Law (General): Advanced	30	2	3-4	▲				x	
LAWP512	Administrative Remedy Law: Advanced	30	2	3-4	▲				x	
LAWP401	Administrative Law Legal Exercise	30	2	3-4	▲				x	
LAWP402	Company Law Legal Exercise	30	2	3-4	▲				x	
LAWP403	Civil Procedure Law Legal Exercise	30	2	3-4	▲				x	
LAWP404	Criminal Procedure Law Legal Exercise	30	2	3-4	▲				x	
LAWP309	General Principles of Corporate & Commercial Law	30	2	3-4		▲				Collab(B)

◎ = Required Course; ▲ = Course for Major Course; No marks = Elective Course; (AE) = "All English" Course

\* Acquire at least 24 credits in total from the selected major course [courses indicated by ▲]

\* Students in the "International Peace and Diplomacy Course" should acquire at least 9 credits from "AE" courses.

\* "Collab" indicates that courses will be held in collaboration with other departments (EC=Econ. B=Business Admin.; LT=Letters; IL=Int'l Liberal Arts)

\* "[EXC]" indicates that courses are not counted toward course load limits

\* Students in departments other than Law cannot take the courses marked with "x" in "Reg. by other Dept. students" column.

\*1: Only the students in IPD course can take "Human Security Workshop."

Course Code and Number	Course Title	Class contact hour	Credits	Course Reg. Year	Major Course				Reg. by other Dept. students	Note
					LP	BLA	PPG	IDP		
Elective courses: 60 credits or higher										
LAWP310	Securities Exchange Law	30	2	3-4	▲	▲				Collab(B)
LAWP315	Social Securities Law	60	4	3-4		▲	▲			Collab(B)
LAWP316	Intellectual Property Law	60	4	3-4		▲				Collab(B)
LAWP317	Tax Law	60	4	3-4		▲				Collab(B)
LAWP318	Consumer Law	30	2	3-4		▲				Collab(B)
LAWP319	Financial Instruments and Exchange Law	30	2	3-4		▲				Collab(B)
LAWP320	Law and Business Internship A	30	2	3-4		▲			x	[EXC]
LAWP321	Law and Business Internship B	30	2	3-4		▲			x	[EXC]
LAWP322	Public Administration	30	2	3-4			▲			
LAWP323	Environmental Law in Japanese	60	4	3-4			▲	▲		Collab(B)
LAWP324	Studies of Local Self-Government	60	4	3-4			▲			
LAWP325	Studies on Local Community	30	2	3-4			▲			
LAWP326	Policy Studies on Social Security	30	2	3-4			▲			
LAWP327	Environmental Policy	30	2	3-4			▲			
LAWP328	Studies on Global Cooperation between cities	30	2	3-4			▲	▲		
LAWP329	Tutorial of Public Policy	30	2	3-4			▲		x	
LAWP330	Public Policy Workshop B	30	2	3-4			▲		x	
LAWP331	Public Policy Volunteer	30	2	3-4			▲			[EXC]
LAWP332	Private International Law (General Discussion)	30	2	3-4		▲		▲		
LAWP333	Private International Law (Detailed Discussion)	30	2	3-4		▲		▲		
LAWP334	International Organization	30	2	3-4				▲		
LAWP335	Law of the European Union	30	2	3-4				▲		
LAWP336	Japanese History of Politics and Diplomacy	30	2	3-4				▲		
LAWP337	Introduction to the Global Economy	30	2	3-4				▲		
LAWP338	International Development and Cooperation	30	2	3-4				▲		
LAWP339	Global Civil Society	30	2	3-4				▲		
LAWP340	Global Business Perspectives	30	2	3-4				▲		
LAWP341	Global Public Policy	30	2	3-4				▲(AE)		
LAWP342	International Human Rights	60	4	3-4				▲(AE)		Collab(EC,B)
LAWP343	Law and Politics in Europe	30	2	3-4				▲(AE)		
LAWP344	International Peace & Diplomacy Tutorial	30	2	3-4				▲	x	
LAWP345	Criminology	30	2	3-4						
LAWP346	History of Legal Thought	30	2	3-4						
LAWP347	Sociology of Law	30	2	3-4						
LAWP348	History of Law	30	2	3-4						
LAWP349	Asian Law	30	2	3-4						
LAWP350	History of Japanese Political Thought	30	2	3-4						
LAWP351	Environmental Law	30	2	3-4						Collab(EC,B)
LAWP352	The Common Law	30	2	3-4						
LAWP353	Seminar in Water Law	30	2	3-4						
LAWP354	Special Lectures 5	30	2	3-4						
LAWP355	Special Lectures 6	30	2	3-4						
LAWP356	Special Topics of Law and Politics E	30	2	3-4						
LAWP357	Special Topics of Law and Politics F	30	2	3-4						
LAWP407	Special Lectures 7	30	2	4						
LAWP408	Special Lectures 8	30	2	4						
LAWP409	Seminar 4	30	2	4					x	
LAWP410	Graduation Thesis	30	2	4					x	注2
BUSI211	Management Theory	60	4	2~		▲				Collab(B)
BUSI212	Human Resource Management	60	4	2~		▲				Collab(B)
BUSI223	Financial Accounting	60	4	2~		▲				Collab(B)
BUSI364	Securities Market	60	4	3-4		▲				Collab(B)
BUSI412	Multinational Enterprises	60	4	3-4		▲				Collab(B)
BUSI312	Corporation Theory	60	4	3-4		▲				Collab(B)
BUSI391	Business & Law Workshop 2	30	2	2~		▲			x	Collab(B)
BUSI491	Business & Law Workshop 3	30	2	3-4		▲			x	Collab(B)

◎ = Required Course; ▲ = Course for Major Course; No marks = Elective Course; (AE) = "All English" Course

\* Acquire at least 24 credits in total from the selected major course [courses indicated by ▲]

\* Students in the "International Peace and Diplomacy Course" should acquire at least 9 credits from "AE" courses.

\* "Collab" indicates that courses will be held in collaboration with other departments (EC=Econ. B=Business Admin.; LT=Letters; IL=Int'l Liberal Arts)

\* "[EXC]" indicates that courses are not counted toward course load limits

\* Students in departments other than Law cannot take the courses marked with "x" in "Reg. by other Dept. students" column.

\*2: When students take "Graduation Thesis," they need to take "Seminar 4" at same time.

Course Code and Number	Course Title	Class contact hour	Credits	Course Reg. Year	Major Course				Reg. by other Dept. students	Note
					LP	BLA	PPG	IDP		
Elective courses: 60 credits or higher										
BUSI232	Principles of Marketing	60	4	2~		▲		▲		Collab(EC,B)
BUSI333	Principles of Consumer Behavior	60	4	3-4		▲		▲		Collab(EC,B)
BUSI275	Financial Management	60	4	2~		▲		▲		Collab(EC,B)
BUSI274	International Context in Business	60	4	2~		▲		▲		Collab(EC,B)
ECON343	Environmental Economics	60	4	2~			▲	▲		Collab(EC)
ECON152	Economic History	60	4	1~						Collab(EC)
ECON355	Economic Development of Japan 1	30	2	2~						Collab(EC,B)
ECON357	Political Economy of Japan and Asia	30	2	2~						Collab(EC,B)
ECON396	Business and Japanese People	30	2	2~						Collab(EC,B)
ECON397	Human Resources Management in Japan and Asia	30	2	2~						Collab(EC)
INLA262	Principles of Sociology	60	4	1~						Collab(IL)
INLA281	Principles of Economics	60	4	1~						Collab(B,IL)
INLA270	Principles of Politics and Globalization	60	4	1~						Collab(IL)
INLA271	Principles of International Relations	60	4	1~						Collab(IL)
INLA361	Global Social Policy	60	4	2~						Collab(IL)
INLA362	Modern Political Thought	60	4	2~						Collab(IL)
INLA462	Global Ethics	60	4	2~						Collab(IL)
INLA370	Contemporary Political Theory	60	4	2~						Collab(IL)
INLA470	Citizenship and Democracy in a Global Age	60	4	2~						Collab(IL)
INLA371	Great Power Politics in the World	60	4	2~						Collab(IL)
INLA372	International Political Economy	60	4	2~						Collab(IL)
INLA373	International Institutions and Global Governance	60	4	2~						Collab(IL)
INLA471	International Relations in Asia	60	4	2~						Collab(IL)
INLA473	Comparative Politics	60	4	2~						Collab(IL)
INLA474	Nonprofit Organizations and Public Sector	60	4	2~						Collab(IL)
INLA381	Development Economics	60	4	2~						Collab(EC,IL)
INLA483	International Business	60	4	2~						Collab(B,IL)
INLA383	Marketing	60	4	2~						Collab(IL)
HUMS400	Peace Studies 1	30	2	1~						Collab(LT)
HUMS401	Peace Studies 2	30	2	1~						Collab(LT)
HUMS104	Mass Communication	30	2	1~						Collab(LT)
Courses for Credit Approval through DD program *These courses will be calculated as credits for the departmental elective courses										
LAWP261	Constitutional and Administrative Law	60	4	2	▲					x
LAWP262	Law of Torts	60	4	2	▲					x
LAWP263	Law of Contract	60	4	2	▲					x
LAWP264	Criminal Law	60	4	2	▲					x
LAWP265	Legal Skills and Procedure	30	2	2	▲					x
LAWP266	Liberalism and Nationalism	30	2	2				▲		x
LAWP267	Government and Politics of the UK and the US	30	2	2				▲		x
LAWP268	Rivalries and Alliances 1879-1914	30	2	2				▲		x
LAWP269	The European Union in the International System	30	2	2				▲		x
LAWP270	Intervention, Free Trade and Protection	30	2	2				▲		x
LAWP271	The Rise of the Dictators	30	2	2				▲		x
LAWP272	The Economics of Europe	30	2	2				▲		x
LAWP273	European Industrial Revolution	30	2	2				▲		x
LAWP274	Appeasement and War	30	2	2				▲		x
LAWP275	Introduction to Academic Studies 1	30	2	2						x
LAWP276	English for Law	15	1	2						x
LAWP277	English for Economics	15	1	2						x
LAWP278	Academic Research Project	30	2	2						x
LAWP279	Foreign Legal System	30	2	2						x
LAWP280	Legal Writing and Research	30	2	2						x
LAWP281	Current Affairs Perspective	30	2	2						x
LAWP282	Law and Policy of the European Union	30	2	2						x
LAWP283	Introduction to the Law of Contract and Tort	30	2	2						x
LAWP284	Introduction to Academic Studies 2	30	2	2						x
LAWP285	Life and Institutions	30	2	2				▲(AE)		x
LAWP286	Introduction to Financial Studies	30	2	2						x
LAWP287	Understanding the World of Business	30	2	2						x

◎ = Required Course; ▲ = Course for Major Course; No marks = Elective Course; (AE) = "All English" Course

\* Acquire at least 24 credits in total from the selected major course [courses indicated by ▲]

\*Students in the "International Peace and Diplomacy Course" should acquire at least 9 credits from "AE" courses.

\* "Collab" indicates that courses will be held in collaboration with other departments (EC=Econ. B=Business Admin.; LT=Letters; IL=Int'l Liberal Arts)

\* Students in departments other than Law cannot take the courses marked with "x" in "Reg. by other Dept. students" column.

Course Code and Number	Course Title	Class contact hour	Credits	Course Reg. Year	Major Course				Reg. by other Dept. students	Note
					LP	BLA	PPG	IDP		
Elective courses: 60 credits or higher										
Courses for Credit Approval through DD program *These courses will be calculated as credits for the departmental elective courses										
LAWP288	International Economics 1	30	2	2					x	
LAWP289	Decision Making in Business	30	2	2					x	
LAWP290	English for Business 1	15	1	2					x	
LAWP291	English for Business 2	15	1	2					x	
LAWP292	International Studies	30	2	2				▲(AE)	x	
LAWP293	Britain since 1945: Changing Roles	30	2	2					x	
LAWP294	The Business Environment	30	2	2					x	
LAWP295	International Cultural Studies	30	2	2					x	
LAWP360	Land Law	60	4	3	▲				x	
LAWP361	Commercial Law for DD	60	4	3	▲				x	
LAWP362	Company Law for DD	60	4	3	▲				x	
LAWP363	Intellectual Property Law for DD	60	4	3	▲				x	
LAWP364	Sex and Gender in the Legal Process 1 and 2	60	4	3	▲				x	
LAWP365	Law of Trusts	60	4	3	▲				x	
LAWP366	Criminology/Criminal Justice	60	4	3	▲				x	
LAWP367	E-business Law	60	4	3	▲				x	
LAWP368	Family Law 1 and 2	60	4	3	▲				x	
LAWP369	Introduction to Sports Law and Sports Law 2	60	4	3	▲				x	
LAWP370	Jurisprudence	60	4	3	▲				x	
LAWP371	Law of Evidence	60	4	3	▲				x	
LAWP372	Employment Law	60	4	3	▲				x	
LAWP373	Government and Politics of China	30	2	3				▲	x	
LAWP374	Regulation and Privatisation	30	2	3				▲	x	
LAWP375	Theories of Empire and India	30	2	3				▲	x	
LAWP376	Africa and the Dominions	30	2	3				▲	x	
LAWP377	Policy Issues in Less Developed Economies	30	2	3				▲	x	
LAWP378	Business Ethics	30	2	3				▲	x	
LAWP379	International Economics 2	30	2	3				▲	x	
LAWP380	Social Theory and Social Welfare	30	2	3				▲	x	
LAWP381	The Bipolar World 1945-1975	30	2	3				▲	x	
LAWP382	A Country-Specific Project	30	2	3				▲	x	
LAWP383	Competing Approaches to Political Analysis	30	2	3				▲	x	
LAWP384	The New International Society 1975-2005	30	2	3				▲	x	
Global Lawyers Program Courses *Only GLP students can take these courses										
LAWP126	GLP Tutorial 1	30	1	1					x	[EXC]
LAWP127	GLP Tutorial 2	30	1	1					x	[EXC]
LAWP255	GLP Tutorial 3	30	1	2					x	[EXC]
LAWP256	GLP Tutorial 4	30	1	2					x	[EXC]
LAWP358	GLP Tutorial 5	30	1	3-4					x	[EXC]
LAWP359	GLP Tutorial 6	30	1	3-4					x	[EXC]
LAWP411	GLP Tutorial 7	30	1	3-4					x	[EXC]
LAWP412	GLP Tutorial 8	30	1	3-4					x	[EXC]
LAWP128	GLP Seminar 1	30	2	1					x	
LAWP257	GLP Seminar 2	30	2	2					x	
LAWP130	GLP Internship A	30	2	1					x	[EXC]
LAWP260	GLP Internship B	30	2	2					x	[EXC]
Departmental English Language courses *These courses will be calculated as credits for "Foreign Language Courses (English)"										
LAWP131	GLP English A	30	1	1					x	[EXC]
LAWP132	GLP English B	30	1	1					x	[EXC]

◎ = Required Course; ▲ = Course for Major Course; No marks = Elective Course; (AE) = "All English" Course

\* Acquire at least 24 credits in total from the selected major course [courses indicated by ▲]

\* Students in the "International Peace and Diplomacy Course" should acquire at least 9 credits from "AE" courses.

\* "Collab" indicates that courses will be held in collaboration with other departments (EC=Econ. B=Business Admin.; LT=Letters; IL=Int'l Liberal Arts)

\* "[EXC]" indicates that courses are not counted toward course load limits

\* Students in departments other than Law cannot take the courses marked with "x" in "Reg. by other Dept. students" column.

# Faculty of Letters / Department of Humanities

## 1. Philosophy and Objectives

The Department of Humanities in the Faculty of Letters aims to foster creative individuals who can fully participate in various sectors and fields, based on the founding principles of Soka University and the faculty’s three guiding principles of “Be students who respect and uphold the dignity of life,” “Be global citizens who unite humankind,” and “Be leaders who fight for the victory of humanism.”

## 2. Educational Goals

In order to achieve the philosophy and objectives of the faculty, the Faculty of Letters has set educational goals of ensuring students to acquire the knowledge and skills indicated in the diploma policy and general abilities such as thinking, judgment, and expression as well as the qualities necessary to be a global citizen and the attitude of a self-learner. The faculty aims to achieve these goals through in-depth study and research covering a broad range of human cultural activities in areas such as language, art/science, and society.

## 3. Diploma Policy (Policy Regarding Graduation Certification/Award of Degrees)

Based on the Faculty’s philosophy, objectives, and educational goals, the faculty will award a degree to students who have met the learning outcomes in terms of knowledge, ability, general skills, and qualities and attitude as indicated below.

- (1) To have acquired fundamental education and expertise in the humanities, social sciences, and culture and be able to properly understand, appreciate, and evaluate human affairs.
- (2) To be able to self-express and communicate ideas freely and accurately in Japanese and foreign languages.
- (3) To be able to develop new knowledge and expressions based on basic and expert knowledge.
- (4) To be able to think logically and obtain and handle information in an appropriate manner and make accurate judgments.
- (5) To respect cultural diversity and seek world peace and dignity of life as a global citizen.
- (6) To understand what it means to learn, to cultivate the ability to be a self-learner, and to strive to grow as a person by setting and achieving goals.
- (7) To show leadership and cooperation with others with the goal of building a humanistic society.

With reference to the specified learning outcomes of the courses taken (described in the “Curriculum Map” in the Departmental Course list in the Faculty of Letters on page 83–88), students are assessed taking into account the seven items above, in accordance with the evaluation rubric (separately indicated evaluation criteria described below). Students who achieve a certain score under such assessment will be awarded credits, and those who acquire at least 124 credits in total within the designated number of years and have an average GPA of at least 2.0 for all courses taken will be certified for graduation and awarded a degree.

Therefore, students who do not meet the above requirements or who acquire fewer than 40 credits during their four years of enrollment will be expelled.

### ■ Learning Outcomes Evaluation Rubric

LOs	4	3	2	1	0
(1)	To have fully acquired fundamental education and expertise in the humanities, social sciences, and culture and be well able to understand, appreciate, and evaluate human affairs.	To have fully acquired fundamental education and expertise in the humanities, social sciences, and culture and be fairly well able to understand, appreciate, and evaluate human affairs.	To have acquired fundamental education and expertise in the humanities, social sciences, and culture and be fairly well able to understand, appreciate, and evaluate human affairs.	To have little acquired fundamental education and expertise in the humanities, social sciences, and culture and be not well able to understand, appreciate, and evaluate human affairs.	To have not acquired fundamental education and expertise in the humanities, social sciences, and culture and be not able to understand, appreciate, and evaluate human affairs.
(2)	To be well able to self-express and communicate ideas quite freely and accurately in Japanese and foreign languages.	To be well able to self-express and communicate ideas fairly freely and accurately in Japanese and foreign languages.	To be able to self-express and communicate ideas fairly freely and accurately in Japanese and foreign languages.	To be not well able to self-express and communicate ideas not freely and accurately in Japanese and foreign languages.	To be little able to self-express and not able to communicate ideas freely and accurately in Japanese and foreign languages.
(3)	To be well able to develop new knowledge and expressions based on rich basic and expert knowledge.	To be fairly well able to develop new knowledge and expressions based on some basic and expert knowledge.	To be not well able to develop new knowledge and expressions based on some basic and expert knowledge.	To be little able to develop new knowledge and expressions based on poor basic and expert knowledge.	To be not able to develop new knowledge and expressions based on little or no basic and expert knowledge.

LOs	4	3	2	1	0
(4)	To be well able to think logically and obtain and handle information in a very appropriate manner and make very accurate judgments.	To be well able to think logically and obtain and handle information in a fairly appropriate manner and make fairly accurate judgments.	To be fairly well able to think logically and obtain and handle information in a fairly appropriate manner and make fairly accurate judgments.	To be little able to think logically and not obtain and handle information in a fairly appropriate manner and make fairly accurate judgments.	To be not able to think logically and not obtain and handle information in an appropriate manner and make accurate judgments.
(5)	To duly respect cultural diversity and seek earnestly world peace and dignity of life as a global citizen.	To respect cultural diversity and seek fairly earnestly world peace and dignity of life as a global citizen.	To respect to some extent cultural diversity and seek somewhat earnestly world peace and dignity of life as a global citizen.	To respect to little extent cultural diversity and seek little earnestly world peace and dignity of life as a global citizen.	To respect to no extent cultural diversity and seek not earnestly world peace and dignity of life as a global citizen.
(6)	To well understand what it means to learn, and to strive very hard to cultivate oneself to be a self-learner and grow as a person by setting and achieving goals.	To fairly well understand what it means to learn, and to strive hard to cultivate oneself to be a self-learner and grow as a person by setting and achieving goals.	To understand to some extent what it means to learn, and to strive to cultivate oneself to be a self-learner and grow as a person by setting and achieving goals.	To little understand what it means to learn, and to strive only a little to cultivate oneself to be a self-learner and grow as a person by setting and achieving goals.	To not understand what it means to learn, and to not strive to cultivate oneself to be a self-learner and grow as a person by setting and achieving goals.
(7)	To show strong leadership and cooperation with others with the clear goal of building a humanistic society.	To show leadership and cooperation with others with the clear goal of building a humanistic society.	To show rather weak leadership and cooperation with others with the clear goal of building a humanistic society.	To show weak leadership and cooperation with others without the clear goal of building a humanistic society.	To show no leadership and cooperation with others without the goal of building a humanistic society.

#### 4. Curriculum Policy (Policy for Organizing/Implementing Educational Programs)

The Faculty of Letters has organized its curriculum based on the following policy in order to enable each student to fully acquire the knowledge and skills indicated in the diploma policy in addition to general abilities such as thinking, judgment, and expression; to develop their qualities as global citizens and their attitude of self-study; and to realize their dreams.

- (1) As phase I of the first year, a small-group seminar-style course titled “Freshman Seminar” (general education courses; required course) is provided in semester 1. In this course, students acquire the basic academic skills required for learning at the university such as logical thinking skills. The faculty will also provide guidance and instruction to enable students to design course plans on their own based on how they aim to study at the faculty, with an eye on their future careers while broadly looking at the world. Specifically, students will learn the purpose of studying at a university, academic skills, note taking and information-gathering skills, skills in reading, writing, and presentation, skills participate in discussions, and report writing. At the same time, they will proceed to design their lives while utilizing the portfolio.

As phase II of the first year, students study “Introduction to Humanities” in order to understand and learn the philosophy of the faculty. In addition, while obtaining an overview of the various fields of study in the department encompassing languages, arts and sciences, and society, students will gain an understanding that such fields form a stem or root that is common to all humanities. In so doing, the faculty will encourage students to clarify the positions of each major course and determine the direction of their subsequent learning.

As phase III of the first year, 11 introductory courses in the three fields of the faculty are offered. These courses will provide an introduction to the more advanced learning in the future.

- (2) In semester 3, “Academic Foundations for Humanities” is offered. In this course, students further clarify the objectives of their learning and learn more about the specifics of life design and the intentionality, knowledge, and skills necessary to realize it.
- (3) For students to acquire basic education and advanced expertise while studying at the university, the faculty has established the following nine specialized courses (“majors” or specialization courses) :

1) Philosophy and History Major; 2) Culture and Representation Major; 3) Cross-cultural Communication in English Major; 4) Cross-cultural Communication in Japanese Major; 5) Cross-cultural Communication in Chinese Major; 6) Cross-cultural Communication in Russian Major; 7) Global Japan Studies Major; 8) Sociology Major; 9) Specialist course of Social Welfare.

Students can select and take courses in each specialized field with reference to the registration models indicated for each major/specialized course. Students acquiring the designated number of credits will be certified as having completed the major/specialized course.

- (4) For students to learn in as systematic a manner as possible throughout their time at the university, the specialized courses in each major/specialized course are classified into three phases of “introductory,” “basic,” and “advanced” depending on the level of expertise. In order for the students to determine their path while thinking about which major/specialized course they will choose, “basic” courses are offered from the first year in addition to the “introductory” courses. Furthermore, “advanced” courses are offered in sequence from the second year.

In this way, alongside the general education courses, students will have the opportunity to acquire basic education in a variety of fields, including literature, philosophy, literary ideas, history, language, society, and culture as well as



the expertise to precisely understand, appreciate, and evaluate humanities.

- (5) Making use of the faculty's tradition of language education, the faculty offers multiple language courses from semester 1 including Chinese and Russian in addition to Japanese and English. In this way, students can acquire appropriate self-expression and communication skills and cross-cultural understandings that are necessary for acclimatizing to globalization.
  - (6) From semester 5 (EMP students: from semester 6), seminar courses (required faculty courses) are offered in the major/specialized courses, allowing students to have a more specialized learning and research experience. When registering for a seminar course, students also register the major/specialist course to which their seminar course is affiliated. Through the seminars that run for subsequent two years, students will acquire the qualities and attitudes indicated in (5) to (7) of the learning outcomes specified in the diploma policy. In addition to the general skills, they will also cultivate the specialized knowledge and skills indicated in (1) to (3).
  - (7) Graduation thesis research (required faculty course) is offered for the fourth year. In this program, students comprehensively utilize their academic skills, basic education, expert knowledge, and language skills learned up to that time to prepare a thesis and further improve such skills in the process.
  - (8) The faculty's curriculum has a course (EMP) for students with advanced English skills that allow them to graduate by only taking courses taught in English. Through this program, students can acquire language and communication skills alongside cross-cultural understanding to further acclimatize to globalization.
  - (9) The faculty incorporates various active learning methods in both lecture courses and seminar courses. From the viewpoint of making the credits more meaningful, students are required to complete assignments for each course to ensure that they study for a reasonable amount of time outside the class. Through these learning methods, students come to understand what it means to learn and grow personally as self-learners by setting and achieving their own goals.
  - (10) During the various courses offered to the students—including the “Freshman Seminar” (general education course) and “Introduction to Humanities” in the first year, “Academic Foundations for Humanities” in the second year, and other courses such as “introductory” courses—active learning is proactively incorporated based on the philosophy and objectives of the faculty education. Such active learning includes panel discussions involving more than one instructor, lectures by external lecturers, and discussions with other students. Through these approaches, students acquire an attitude of respect for various ways of thinking and cultural diversity and learn to seek the dignity of life and peace as global citizens. In addition, they learn to cooperate with others and develop as leaders toward the creation of a humanistic society.
  - (11) A list of faculty courses established based on the above policy (curriculum map) has been separately prepared. It indicates in an easy-to-understand manner the courses in which students will be able to acquire the various knowledge and skills indicated in the diploma policy, as well as the necessary general abilities, qualities, and attitude.
- (12) Regarding the grading evaluations for each course in the faculty, students who attain a certain score under the rubric (evaluation criteria) which measures the level of achievement of each item of the learning outcomes indicated in the diploma policy will be awarded the credits for completing the course. Specifically:
    - 1) For lecture courses, instructors conduct comprehensive evaluations of students based on regular exams, reports, submission and content of preparation/review assignments for each class, quizzes given from time to time, submission of other assignments, participation in discussions, as well as other specific questionnaires for measuring the level of learning achievement.
    - 2) For seminar courses, instructors conduct comprehensive evaluations of students based on the submission and content of preparation/review assignments for each class, the content of presentations, participation in discussions, submission of reports, and other specific questionnaires for measuring the level of learning achievement.
    - 3) For graduation thesis research, instruction on thesis writing is provided in conjunction with the seminar course, and the thesis that meets the separately specified style and volume are evaluated based on their content, in addition to the results of an oral examination administered by two instructors.

Grades are awarded on a thirteen-tier scale of: A+ (95 points and above), A (90–94 points), A- (85–89 points), B+ (80–84 points), B (75–79 points), B- (70–74 points), C+ (65–69 points), C (60–64 points), D+ (55–59 points), D (50–54 points), E+ (45–49 points), E (45 points and below), N (failure to meet the evaluation criteria). Students who acquire at least a D are awarded credits. A relative evaluation based on the university criteria is also taken into account; and in principle, the sum of the students who receive grades of A+, A, and A- is no more than 25% of all registrants.

## 5. Admission Policy (Policy for Accepting New Entrants)

In order to foster individuals who have fully acquired the knowledge, abilities, and attitudes indicated in the diploma policy (policy for the award of degrees) based on the founding principles of Soka University as well as the philosophy/goals and educational goals of the faculty, the Department of Humanities of the Faculty of Letters seeks excellent students from within Japan and overseas. Specifically, the department seeks individuals who have the

knowledge and skills, thinking/judgment/expression skills, and qualities/attitudes/intentions indicated below.

Such an individual should understand the philosophy, objectives, and educational goals of the faculty and want to study at the Faculty of Letters, and:

- (1) Have acquired the basic knowledge, understanding, thinking, writing, language, and mathematical abilities expected to have achieved by secondary education through proactive studies.
- (2) In addition to studying, have the spirit to actively take on challenges in activities inside and outside the school, such as taking qualification exams, participating in contests, club, and volunteer activities, and have the ability to achieve goals by producing results.
- (3) Rather than simply possessing sufficient knowledge, also possess the will and independence to work assiduously on themes of interest with the objective of solving the problems, as well as the ability to set issues and the creative ability to achieve this.
- (4) Based on a sense of morality and ethics, have respect for the dignity of life and peace, strive to actively communicate with others, and work to make achievements while respecting the positions of others.
- (5) After enrolling in the faculty, have the will to work hard to enhance the skills and qualities indicated in items (1) ~ (4) stated above to a more advanced and sophisticated level than those indicated in the diploma policy; achieving it through participation in lectures/seminars/practical training courses that range over 300 courses and offered in a wide range of study fields and expertise in addition to learning outside of class.

Regarding item (1) stated above, students are evaluated based on their scores in each subject in the entrance exam, using the National Center Test for University Admissions, the unified entrance exam, the general entrance exam, the PASCAL entrance exam, or the paper review under the entrance on a recommendation system. For items (2), (3), and (4), students are evaluated based on the PASCAL entrance exam or on the paper review and interview under the entrance on recommendation system, as well as the group discussion and short essay in the PASCAL entrance exam. For item (5), students are comprehensively evaluated based on their scores in the paper exam, interview, and exams for each subject in all types of entrance exams.

## 6. Graduation requirements

The specific graduation requirements based on the diploma policy (policy regarding the award of degrees) of Soka University and the Faculty of Letters are as follows. Carefully read the points noted below when registering for classes.

- Obtain the number of credits indicated in the table below and achieve a cumulative GPA of at least 2.00.

Course category	Course classifications			Credits required for graduation
General Education Course (page 52–55)	1) Core Academic Skills	Freshman Seminar	Required	2
		Academic Writing	Required Elective	2
		Natural Science	Required Elective	2
	2) University Studies & Soka Education		Required Elective	4
	4) Global Citizenship Education		Required Elective	4
6) Social Science		Required Elective	2	
Foreign Language Course	First Foreign Language *1		Required Elective	6
	Second Foreign Language *2		Required Elective	4
Departmental Course (page 83–88)	Introductory courses		Required Elective Courses *4	2
			Elective Courses	4
	Basic courses	Required Elective Courses *4, 5	2	
		Elective Courses	24	
	Advanced courses	Required Courses	14	
		Elective Courses	14	
*Acquire at least 2 credits from the faculty's global courses (courses marked as "G").				
Open Elective Course *3	Credits acquired by freely selecting any courses from "General Education Course," "Departmental Course of the affiliated faculty," "Departmental Courses of other faculties or departments," and "Specialized Courses for Qualifications (Specialized Course enrollees only)."			38 or more
Total				124 or more

Extra credits in exceeding the required credits in each course classification will be calculated as credits for open elective course.

- \*1: Students are required to earn at least six credits in the First Foreign Language courses, and EMP students must take Japanese as the first foreign language. To meet this requirements, EMP students need to acquire credits from “Japanese Language and Culture courses” in General Education courses, except “Japanese Traditional Culture.
- \*2: For the Second Foreign Language courses, EMP students must acquire at least four credits in one language, except English and the language selected as the first foreign language.
- \*3: For open elective courses, students can acquire credits by freely selecting any courses from 1) General Education Courses, 2) Departmental Courses of the affiliated faculty, 3) Departmental Courses of other faculty or departments, and 4) Specialized Courses for Qualifications (Specialized Course enrollees only). Regarding credits acquired in 1) General Education Courses and 2) Departmental Courses of the affiliated faculty, credits in excess of the required credits for graduation will be calculated as open elective courses. For example, if a student has acquired 26 credits in departmental basic elective courses, 2 out of the 24 credits will be calculated as credits for open elective courses (when 38 credits have been acquired for open elective courses, the excess credits will be calculated as credits in excess of the required credits for graduation).
- \*4: In the case that at least two credits have already been acquired in the Introductory and Basic courses, credits for the required elective courses of the departmental courses are calculated as credits for open elective courses.
- \*5: The “Academic Foundations for Humanities” course should be taken in semester 3. Students who were unable to complete the course due to a leave of absence should consult with the Faculty of Letters Office.

Note: Regarding the selection of major courses, refer to the descriptions under “Major Registration.”

## 7. Course load limits, Requirements for high academic performance students, and early graduation

■The Faculty of Letters criteria are as follows:

Upper limit of academic credits per semester	Criteria for high academic performance students		Waived course load limits for high academic performance students		Criteria for early graduation		
	Lower limit of credits per semester	Semester GPA in the previous semester	Additional Credits	Registration for advanced academic year	Criteria for cumulative GPA to determine graduation	Requirement at the end of Semester 4	
						Criteria for cumulative GPA	Minimum number of credits earned
24	16	3.50	4	Available	There is no early graduation system in the Faculty of Letters.		

## 8. Major Registration

Students are required to register their major at the beginning of the semester 5. The students’ major should be a one that the student’s seminar belongs to. To register the major, students have to acquire the following credits specified for each major: 2credits of Introductory course and 2 credits of Basics course. Students who acquire the following number of credits of their major shall be granted a certificate of major completion when they graduate.

- (1) Two credits of Introductory Elective course, 10 credits of Basic Elective course, and 28 credits of Advanced course (including 14 credits of required courses).
- (2) Credits of advanced required courses shall be approved by the acquisition of credits in Seminar 1, 2, 3, 4, and by submission and pass of the graduation thesis. These seminars and graduation thesis should belong to the major the student registered.

## 9. Seminar Registration

### (1) How to Register for Seminar (Required Course)

The process of registering for a seminar is as follows.

- 1) Orientation at the beginning of the fall semester of the second year (EMP students: the third year): Overview of the Seminars
- 2) From late September to early October: Individual guidance by each professor
- 3) From mid-October to late October: First round of selection
- 4) Early November: Announcement of selection results (First round of registration confirmation)
- 5) Late November: Second round of selection
- 6) Early December: Announcement of selection results (Second round of registration confirmation)
- 7) Late January: Third round of registration

- \* If the student is not selected in the first round, s/he should register for the second round. If the student is also not selected in the second round, s/he should register for the third round, which will be the final confirmation.
- \* The schedule above is subject to change. Please be sure to attend the general guidance and check for details.
- \* If the student cannot register due to study abroad during this period or planning to study abroad during the third year, please consult with the Dean or the Vice Dean in advance.
- \* The students in the Double Degree Course should register after returning to Japan. Please check the details in the course guidance.

## (2) Notes on Seminars

- 1) The number of the students in each seminar is fixed. Each seminar has its own screening in which you are required to pass. Please check the screening methods for your desired seminar.
- 2) Student must take Seminar 1 during their third year spring, Seminar 2 during third year autumn (EMP students: fourth year autumn), Seminar 3 during fourth year spring (EMP students: fourth year autumn), and Seminar 4 during fourth year autumn (EMP students: fourth year spring) under the same instructor. If the student wishes to study abroad during the time of enrolling in the seminar, please consult with the seminar instructor on the enrollment procedures prior to departure.
- 3) Students in the Double Degree Course take Seminar 1, 2, 3, and 4 (required courses) during the fourth year. Please check the course orientation for details.

## 10. Enrollment for Graduation Thesis Course

Students must take the Graduation Thesis Course under the same seminar instructor.

## 11. Selection of a Minor

Student may choose a minor besides their major. Students can get accreditation of a minor by taking courses outside of the students' own faculty. They can also claim a minor through earning the specified amount of credits needed for accreditation in the major specified courses outside of the students' registered major (2 credits of Introductory courses, 10 credits of Basic courses, and 12 credits of Advanced courses) at the time of graduation.

## 12. Special Student: Exchange Program at the Faculty of Letters

### (1) Double Degree Program in Chinese (Chinese DD)

- 1) Under the academic agreement between Soka University and Beijing Language and Culture University, Soka University students can earn two undergraduate degrees, one from each university, through the Double Degree Program. Beijing Language and Culture University is known as the most prominent university in Chinese language studies and has developed a universal Test of Chinese Proficiency called HSK. The University also supervises the compilation of Chinese textbooks that are used worldwide and is world renowned as one of the National Key Institutions of higher education in China.
- 2) Selected students by examination will have an opportunity to study at Beijing Language and Culture University for two years during their second and third years and then return to Soka University to complete their graduation in their fourth year. They will be required to submit their graduation thesis in both Japanese and Chinese. They are also expected to pass an oral examination at Soka University conducted by an examiner appointed by the Beijing Language and Culture University. Upon successful completion of the Double Degree Program, students will receive two bachelor's degrees, one from each aforementioned university.
- 3) Under the academic agreement between the two universities, the maximum number of students who can be selected for the Chinese DD Program is ten (10). Students who undergo the summer training in their first year can take the selection test for this program. Please attend the course orientation for further details regarding the schedule and method of selection.

### (2) The Faculty Preparation Program for Study Abroad

- 1) This is a program offered for gaining English proficiency and basic expertise required for study abroad. Through taking designated English courses, students will acquire this competency and also build a plan for the courses to take at the university they aim for.

- 2) This is a year-round program with priority given to the first-year students. The number of students accepted is limited to 18, and if there are more applicants, the selection will be based on their TOEIC-IP score. Students who wish to take this program must participate in a guidance in “The Faculty Preparation Program for Study Abroad” held at the start of the spring semester.

### 13. AKADEMIA (English Medium Program)

In the same manner as other faculties, the Faculty of Letters also offers English Medium Program (EMP), in which students can gain their bachelor’s degree through only taking courses taught in English. The Faculty offers various kinds of courses in English for the students to acquire insightful knowledge and skills in the field of linguistics, humanities, and social sciences; thus, calling the English Medium Program “Arts, Knowledge AnD English Major for International Arena (AKADEMIA)”.

Students who earn over 24 credits from the EMP courses with the cumulative GPA score above 2.70 will be certified as finishing the EMP in addition to their degrees in humanities.

Note that only students who have the TOEIC score of 490 or above or corresponding English capabilities (EIKEN Grade 2 and above) can take EMP courses.

AKADEMIA students can also take general education courses and EMP courses of other faculties in addition to the courses offered in the AKADEMIA program and obtain sufficient credits required for a bachelor’s degree.

### 14. The Faculty Special Programs

The Faculty of Letters offers the following four special programs. Please refer to the brochure handout for detailed information.

- (1) The Special Chinese Language Program
  - (2) The Special Russian Language Program
  - (3) The Special Japanese Language Education Program
  - (4) The Special Basic Japanese Language Education Program \*
- \*This program is also offered to students of other faculties.

### 15. Accreditation of Credits Earned Overseas

The credits in the faculty’s special subjects that students have earned by studying overseas (in official or unofficial exchange programs, or in the double degree programs) are accepted as such when the faculty approves. Those who want the approval must submit the following documents to the Academic Affairs Office: Application for the Approval of Earned Overseas Credits; syllabi for the overseas lectures; the outlines of the lectures; and the transcripts (DD students must follow the instructions explained in the DD program orientations).

■How to read the Departmental Course table for the Department of Humanities

The following items are listed in the Departmental Course (Humanities) table published from the next page:

Course Code and Number	Course Title	Class contact hour	Credits	Course registration year	Major/Specialized course							Global	Reg. by other Dept. students	Note	Learning Outcomes						
					CCE	CCJ	CCC	CCR	P&H	C&R	GJS				SOC	SWS	1	2	3	4	5
...1)	...2)	...3)	...4)	...5)	...6)							...7)	...8)	...9)	...10)						

1) Course Code and Number	Alphabetical and numerical characters to indicate the type of course are listed. For details, refer to 3.6. <i>Course numbering and course codes</i> on page 20.
2) Course title	This is the title of the course that is posted on the timetable.
3) Class contact hour	The number of class contact hours set for each course is listed. The unit is “contact hour.” One contact hour is 45 minutes. A class with 30 contact hours course are offered once a week, and a class with 60 contact hours course are offered twice a week.
4) Credits	The number of credits that can be acquired by passing a course is listed.
5) Course Registration Year	Academic year which students can take a course from is listed.
6) Major/Specialized course	This indicates course designated by each major/specialized course. CCE=Cross Cultural Communication: English; CCJ=Cross Cultural Communication: Japanese; CCC=Cross Cultural Communication: Chinese; CCR=Cross Cultural Communication: Russian; P&H= Philosophy and History; C&R=Culture and Representation; GJS=Global Japan Studies; SOC=Sociology; SWS= Social Welfare Studies
7) Global	This indicates which courses are “Global Courses.” The course marked with “G” in this column are global courses, and students need to acquire at least 2 credits in total for courses marked with “G.”
8) Reg. by other Dept. students	Whether or not students in other departments can take is indicated. Students in departments other than Economics cannot take the courses marked with “x” in this column.
9) Note	Notes, conditions, restrictions, etc. when taking a course are described.
10) Learning Outcomes	This shows whether each course applies to the learning outcomes indicated in the Diploma Policy.” ◎” means most applicable, “○” means applicable. Each number represents the following learning outcomes. 1. To have acquired fundamental education and expertise in the humanities, social sciences, and culture and be able to properly understand, appreciate, and evaluate human affairs. 2. To be able to self-express and communicate ideas freely and accurately in Japanese and foreign languages. 3. To be able to develop new knowledge and expressions based on basic and expert knowledge. 4. To be able to think logically and obtain and handle information in an appropriate manner and make accurate judgments. 5. To respect cultural diversity and seek world peace and dignity of life as a global citizen. 6. To understand what it means to learn, to cultivate the ability to be a self-learner, and to strive to grow as a person by setting and achieving goals. 7. To show leadership and cooperation with others with the goal of building a humanistic society.













Course Code and Number	Course Title	Class contact hour	Credits	Course Reg. Year	Major/Specialized course										Global	Reg. by other Dept. student	Note	Leaning Outcomes										
					CCE	CCJ	CCC	CCR	P&H	G&S	SOC	SWS	1	2				3	4	5	6	7						
Advanced elective courses: 14 credits or higher																												
HUMS414	Sociology of History	30	2	2-															○	◎								
HUMS415	Sociology of Present-Day Religion	30	2	3, 4															○			◎						
HUMS416	Visual Sociology	30	2	3, 4															○		◎							
HUMS417	Survey Research Practice	30	2	3, 4															○			◎						
HUMS418	Field Research Practice	30	2	3, 4															○			◎						
HUMC322	English Readings in Humanities 1	30	2	2-	○	○			○	○	○	○							○	◎			○					
HUMC323	English Readings in Humanities 2	30	2	2-	○	○			○	○	○	○							○	◎			○					
HUMC324	French Readings in Humanities 1	30	2	2-	○	○			○	○	○	○							○	◎			○					
HUMC325	French Readings in Humanities 2	30	2	2-	○	○			○	○	○	○							○	◎			○					
HUMC326	German Reading in Humanities 1	30	2	2-	○	○			○	○	○	○							○	◎			○					
HUMC327	German Readings in Humanities 2	30	2	2-	○	○			○	○	○	○							○	◎			○					
HUMC328	Readings in Classical Language 1	30	2	2-	○	○		○	○	○	○	○							○	◎			○					
HUMC329	Readings in Classical Language 2	30	2	2-	○	○		○	○	○	○	○							○	◎			○					
HUMC330	Readings in Sanskrit 1	30	2	2-	○	○	○	○	○	○	○	○							○	◎			○					
HUMS428	Welfare Administration and Finance and Welfare Plan	30	2	3, 4												○			○		◎							
HUMS429	Social Security 1	30	2	2-												○			○				○					
HUMS430	Social Security 2	30	2	2-												○			○				○					
HUMS431	Organization and Management of Social service	30	2	3, 4												○			○				○		◎			
HUMS432	Support for Poverty	30	2	2-												○			○				○			◎		
HUMS433	Health Care and Welfare	30	2	3, 4												○			○	◎		○						
HUMS434	Law System for Protection of Human Rights	30	2	3, 4												○			○	◎								
HUMS308	Structure and Function of the Human Body and Disease	30	2	2-												○			○	◎		○						
HUMS436	Criminal Justice and Welfare	30	2	4												○			○							◎		
HUML431	Teaching Methods of English 3	30	2	3, 4	○							○									◎		○		○			
HUML432	Teaching Methods of English 4	30	2	3, 4	○							○									◎		○		○			
HUML433	Teaching Methods of Japanese 3	30	2	3, 4		○						○									◎		○		○			
HUML434	Teaching Methods of Japanese 4	30	2	3, 4		○						○									◎		○		○			
HUMC332	Human Geography	30	2	3, 4								○	○						○				○	○				
HUMC333	Physical Geography	30	2	3, 4								○	○						○				○	○				
HUMC334	Regional Geography	30	2	3, 4								○	○						○				○	○				
Social Welfare Studies Courses (Only SWS students can take) *These courses will be calculated as credits for Dept. Advanced elective courses																												
HUMS305	Seminar on Social Work	30	2	2-												○			◎		○							
HUMS419	Seminar on Social Work(Specialized) 1	30	2	2-												○			◎		○							
HUMS420	Seminar on Social Work(Specialized) 2	30	2	3, 4												○			◎		○							
HUMS421	Seminar on Social Work(Specialized) 3	30	2	3, 4												○			◎		○							
HUMS422	Seminar on Social Work(Specialized) 4	30	2	4												○			◎		○							
HUMS306	Foundation for Social Work and Professional	30	2	2-												○			◎		○							
HUMS309	Foundation for Social Work and Professional (Specialized)	30	2	2-												○			◎		○							
HUMS307	Theory and Method of Social Work 1	30	2	2-												○			◎		○							
HUMS310	Theory and Method of Social Work 2	30	2	2-												○			◎		○							
HUMS423	Theory and Method of Social Work(Specialized) 1	30	2	3, 4												○			◎		○							
HUMS428	Theory and Method of Social Work(Specialized) 2	30	2	3, 4												○			◎		○							
HUMS424	Practice teaching for Social Work 1	30	2	3, 4												○			◎		○						○	
HUMS425	Practice teaching for Social Work 2	30	2	3, 4												○			◎		○							
HUMS426	Practice teaching for Social Work 3	30	2	4												○			○	◎			○					
HUMS427	Practice of Social Work 1	60	2	3, 4												○			○	◎			○					
HUMS435	Practice of Social Work 2	180	2	3, 4												○			○	◎			○					

◎=Required; ▲=Required Elective; ○=Courses for Major (Acquire at least 2 credits in total for Global courses)

\* Students in departments other than Economics cannot take the courses marked with "x" in "Reg. by other Dept. students" column.

## Faculty of Business Admin. / Dept. of Business Admin.

### 1. Philosophy and Objectives

The Faculty of Business Administration has set forth its philosophy of humanistic management based on the founding principles of Soka University. Humanistic management refers to organizational management that tackles various social issues through human behavior and organizational activities in society from the viewpoint of the dignity of life and contributes to peace in the world and among all people. Based on this philosophy, the Faculty of Business Administration aims to offer normative and practical education in order to foster creative individuals who have a definite view of these objectives, in addition to knowledge and humanity.

### 2. Educational Goals

The Faculty of Business Administration has set forth the following three education goals.

- (1) Foster individuals who constantly take on challenges and are capable of identifying and solving social issues with a strong determination to contribute to human society from the standpoint of humanism.
- (2) Foster individuals who have the expertise and methods necessary to identify and solve problems in society and who have knowledge and humanity obtained through a broad, in-depth education.
- (3) Foster individuals who are proficient in English and other languages, have excellent communication skills, and are able to globally participate successfully in international society.

### 3. Diploma policy (Policy Regarding the Graduation Certification/Award of Degrees)

Based on Soka University's diploma policy, the Faculty of Business Administration will award a degree to students who have satisfied the following criteria through the degree program education aimed to foster individuals with the skills as described in the faculty's education goals and obtained the designated credits and the required GPA.

#### Knowledge Foundation

- (1) Have the will to contribute to society and understand/acquire the philosophy of humanistic management and social responsibility.
- (2) Have the basic knowledge required for modern management and the related knowledge and skills with an understanding of the management mechanism.

#### Practical Skills

- (3) Have an interest in social issues, as well as the ability to identify them independently and accurately communicate them to others.
- (4) Have the ability to observe the meaning and value behind issues to humankind and society and to solve the problems.

#### Internationality

- (5) Have the basic knowledge of business English and communication skills and the ability to work in the business world and society.
- (6) Have the ability to accept diversity and cooperate with others from a global perspective as a global citizen.

#### Creativity

- (7) Have the ability to independently gather and analyze the information necessary for solving problems and to create value while logically exploring the issues.
- (8) Have the ability to work independently and actively in a team and to integrate various resources and knowledge through discussion.

### 4. Curriculum Policy (Policy for Organizing/ Implementing Educational programs)

Based on Soka University's curriculum policy, the Faculty of Business Administration has organized its curriculum in accordance with the following policy to foster students who meet the faculty's diploma policy. The faculty will inspect and evaluate the learning outcomes indicated in the diploma policy by using direct evaluation methods (e.g. holding

graduation thesis research presentation sessions and measuring students' levels of achievement) and indirect evaluation methods (e.g. rubric surveys in seminar courses). In addition, the faculty will continuously strive to improve the education that it provides.

- (1) In the first year, the faculty offers the Freshman Seminar to enable diverse new entrants to receive university education with no difficulty and develop their foundations as self-learners by acquiring a variety of academic skills and participating in active learning.
- (2) In order for students to acquire the ability to communicate in a global society, the faculty has created a curriculum that allows students to take many language courses in their first year. Therefore, in addition to the language courses for all students, the faculty has established practical English courses in the major courses.
- (3) In order to provide students with a wide range of education that will form a knowledge base for creative and practical skills, the faculty has arranged the curriculum so that students can actively take general education courses. The general education courses have been organized to allow students to learn university studies, arts and sciences, and natural sciences in a well-balanced manner with a focus on career development courses.
- (4) In the major course, seminar courses have been established during all years, from the Freshman Seminar during the first year to the senior year seminars. In this curriculum, students practice active learning and acquire skills to independently and actively cooperate with others.
- (5) In the basic major course, students first acquire foundational knowledge about business administration, bookkeeping, statistics, economics, and other subjects. In addition, regarding humanistic management—which represents the philosophy of the faculty—students learn through lectures, as well as group discussions, presentations, and other active learning methods.
- (6) Regarding the advanced major course, all courses in the faculty are largely classified into two clusters: one for fostering international leaders and another to cultivate expertise. This allows the students to study in a sequential and systematic manner. The courses are numbered and illustrated in the curriculum map in which students can create their own study plans and independently study toward achieving their goals. All matters relating to the major course are handled by the faculty's Academic Affairs Committee.
- (7) In order to foster global citizens, the faculty has established a unique framework that includes study abroad programs and offers students the opportunity to study abroad in cooperation with foreign educational institutions. Learning outcomes in the study abroad programs are recognized as credits toward students' major course if certain requirements are met.
- (8) In the specialized seminar courses, in addition to seminars dedicated to the fields of individual expertise, clusters of seminars are organized across the fields of expertise, allowing the students to acquire logical, empirical thinking and the ability to identify and solve problems.

Some of the courses mentioned above are taught in English, making the curriculum available not only to Japanese students but to also international students coming from various cultural backgrounds.

The skills cultivated in the major course of the faculty are evaluated using evaluation methods appropriate for the outcome of the courses such as rubric evaluation; evaluation through presentations, reports, and essays; and paper exams. Furthermore, whether the students have achieved the learning outcomes indicated in the faculty's diploma policy is inspected and evaluated through a combination of direct evaluation methods (e.g.: measuring students' levels of achievement through a written graduation thesis and presentation) and indirect evaluation methods (e.g.: rubric surveys in seminar courses). In addition, the faculty continuously strives to improve the education that it provides.

## 5. Admission Policy (Policy for Accepting New Entrants)

The Faculty of Business Administration selects individuals who have the potential to grow into the type of individuals indicated in the faculty's educational goals based on Soka University's admission policy. Such individuals shall:

- (1) Understand the Faculty of Business Administration's philosophy of humanistic management and have a desire to study at the faculty with the objective of participating widely in society. Such intention is evaluated during the interview exam for the PASCAL entrance exam and the entrance exam on recommendation.
- (2) In order to acquire the expertise and methods necessary to solve problems, have the basic academic skills that are required to achieve in high school. In the entrance exam using the National Center Test for University Admissions, the unified entrance exam, the general entrance exam, and the entrance exam for international students, these basic academic skills—in other words, knowledge/skills, thinking/judgment, etc.—are evaluated.
- (3) Have the basic English skills necessary to acquire the ability to participate in international society. In the entrance exam on recommendation, the entrance exam using the National Center Test for University Admissions, the unified entrance exam, and the general entrance exam, the emphasis is placed on students' English proficiency. In the entrance exam using the National Center Test for University Admissions and the general entrance exam, English test scores are given a higher weight. In addition, in the PASCAL entrance exam, the entrance exam on recommendation,

and the unified entrance exam, preferential treatment is afforded to students who have qualifications and test scores that exceed a certain level of practical English proficiency.

- (4) Have the potential and motivation to work independently to identify and solve problems through logical thinking and creativity. In the entrance exam on recommendation, mathematics and Japanese may be selected in addition to English; in which case mathematical skills, thinking/judgment/expression are evaluated. Furthermore, in the PASCAL entrance exam and the entrance exam on recommendation, thinking/judgment/expression and independence/cooperation are evaluated through paper exam, group discussion, short essay, and interview exam; and at the same time, favorable treatment is afforded to students who have qualifications and grades related to bookkeeping, information processing, and mathematics.

## 6. Graduation Requirements

Requirements for graduation from the Department of Business Administration is as indicated in the table below.

- Obtain the number of credits indicated in the table below and achieve a cumulative GPA of at least 2.00.

Course category	Course classifications			Credits required for graduation
General Education Course (page 52–55)	1) Core Academic Skills	Freshman Seminar	Required	2
		Academic Writing	Required Elective	2
		Natural Science	Required Elective	2
	2) University Studies & Soka Education		Required Elective	4
	4) Global Citizenship Education		Required Elective	4
8) Career Development		Required Elective	2	
Foreign Language Course	First Foreign Language *1, 2		Required Elective	10
Departmental Course (page 96–98)	Required Courses			8
	Required Elective Courses *3	Group A		18
		Group B		16
	Elective Courses			36
Open Elective Course *4	Credits acquired by freely selecting any courses from “General Education Course,” “Departmental Course of the affiliated faculty,” “Departmental Courses of other faculties or departments,” and “Specialized Courses for Qualifications (Specialized Course enrollees only).”			20 or more
Total				124 or more

Extra credits in exceeding the required credits in each course classification will be calculated as credits for open elective course.

- \*1: Students are required to earn at least ten credits in the First Foreign Language courses, and EMP students must take Japanese as the first foreign language. To meet this requirements, EMP students need to acquire credits from “Japanese Language and Culture courses” in General Education courses, except “Japanese Traditional Culture.”
- \*2: If foreign language courses besides the Japanese language are taken, it will be calculated as credits for the open elective course.
- \*3: Earned credits that exceed 18 credits for the required elective courses (group A) or exceed 16 credits for the required elective courses (group B) may be calculated as and included toward the 36 credits for elective courses.
- \*4: For open elective courses, students can acquire credits by freely selecting any courses from 1) General Education Courses, 2) Departmental Courses of the affiliated faculty, 3) Departmental Courses of other faculty or departments, and 4) Specialized Courses for Qualifications (Specialized Course enrollees only). Regarding credits acquired in 1) General Education Courses and 2) Departmental Courses of the affiliated faculty, credits in excess of the required credits for graduation will be calculated as open elective courses. For example, if a student has acquired 38 credits in departmental elective courses, 2 out of the 38 credits will be calculated as credits for open elective courses (when 20 credits have been acquired for open elective courses, the excess credits will be calculated as credits in excess of the required credits for graduation).

## 7. Course load limits, requirements for high academic performance students, and early graduation

■ The Faculty of Business Administration criteria are as follows:

Upper limit of academic credits per semester	Criteria for high academic performance students		Waived course load limits for high academic performance students		Criteria for early graduation		
	Lower limit of credits per semester	Semester GPA in the previous semester	Additional Credits	Registration for advanced academic year	Criteria for cumulative GPA to determine graduation	Requirement at the end of Semester 4	
						Criteria for cumulative GPA	Minimum number of credits earned
20	16	3.50	4	Available	3.70	3.70	84

To be eligible for early graduation, students must fulfill the following criteria at the completion of Semester 4: achieve GPA points of 3.70 or above and have earned 84 credits or more. Moreover, at the time of graduation assessment (at the end of Semester 6 or 7), students need to meet the above GPA point and have acquired 124 credit which is the standard number of credits for graduation.

Candidates for early graduation need to register their proposed graduation semester on the portal site at the time of course registration for each semester starting Semester 5.

## 8. Global Program English Track (GPET)

GPET at Faculty of Business Administration offers a crosscutting business education in English for future global business leaders. GPET is designed to prepare students for success in the commercial, nonprofit, and public sectors of the Japanese and global economy while engaging in local communities.

### (1) First Year

The elective required courses (Group A) such as Principles of Business and Principles of Economics, Introduction to Accounting 1/2 and Statistics for Economics and Business 1/2 are recommended to be registered in the first year. Japanese language courses and other general education courses are recommended to be registered according to the requirements for graduation. Since Introduction to Global Business leadership is a bilingual course in Japanese and English with many Japanese students, it is recommended to take it from the second year after the study of basic Japanese.

#### Registration Model (the first semester)

Course Classification	Category	Name of courses	Credits
Departmental Courses	Required Elective Courses (Group A)	Principles of Business	4
		Introduction to Accounting 1	2
		Statistics for Economics and Business 1	2
General Education Courses	(1) Core Academic Skills (Required Courses)	Freshman Seminar	2
		Academic Writing 1	2
	(3) First Foreign Language	General Japanese for Beginners or General Japanese 1	5
	(2) Univ. Studies & Soka Education (4) Global Citizenship Education	Course of student's choice, one of the available courses	2
Total credits			19

#### Registration Model (the second semester)

Course Classification	Category	Name of courses	Credits
Departmental Courses	Required Elective Courses (Group A)	Introduction to Accounting 2	2
		Statistics for Economics and Business 2	2
General Education Courses	(1) Core Academic Skills (Elective Required Courses)	Introduction to Mathematics 1 or your choice from Introduction to Mathematics, Introduction to Statistic, Computer Literacy	2
		(3) First Foreign Language	General Japanese 1 or General Japanese 2
	(2) Univ. studies & Soka Education (4) Global Citizenship Education	Course of student's choice from the available courses	6
	(8) Career Development	Career Design Basics	2
Total credits			19



## (2) Second Year

Humanistic Management Workshop and Principles of Economics as a required elective course are recommended to be registered in the third semester.

More than 16 credits of required elective courses (Group B) are recommended to be registered in the second year. Other elective courses can be registered according to the students' choice. From the second year, the GPET core courses in the table below are expected to be taken.

## (3) Third and Fourth Year

“Zemi” (Seminar course 1 to 4) are compulsory courses for graduation. These continuous small group courses are supervised by one teaching staff of a specific field of study. Seminar 4 requires students to write a research paper for graduation. Under the guidance of the supervisor, the bridging and applied courses are expected to be registered.

**Table : GPET Core Courses**

( ) = Credits \*Courses are subject to change the semester according to the availability of teaching staff

<b>Applied courses</b>					Global Business Review 1 (2)	Global Business Review 2 (2)
					Environmental Management Issues (2)	Sustainable Business and Management (2)
			Financial Management (4)	Multicultural Management (2)	Critical Thinking in Business Strategy (2)	
			Project Management 1 (2)	Project Management 2 (2)	Business Ethics (2)	
	International Business (4)	Principles of Marketing (4)	Principles of Consumer Behavior (4)			
<b>Zemi</b>					Seminar 1, 2, 3, 4 (2x4)	
<b>Bridging courses</b>			GP Foundations (2)	GP Mission 1 or 2 (2)	GP Review (2)	
			Humanistic Management Workshop (2)	Stakeholder Dialogue (2)	Japanese Business 1 (2)	Japanese Business 2 (2)
<b>Introduction</b>	Introduction to Accounting 1, 2 (2x2)	Statistics for Economics and Business 1, 2 (2x2)	Introduction to Global Business Leadership (2)	International Context in Business (4)		
<b>Basics</b>	Principles of Business (4)		Principles of Economics (4)			
			Global Business Communication 1, 2 (4+4)			
<b>First year</b>			<b>Second year</b>		<b>Third and Fourth year</b>	

## (4) Global Program Mission

Global Program Mission, also known as “GP Mission”, offers two short-term study abroad programs during spring/summer holidays. (1) In the “Courses for Global Business Leaders” program, participants study in management courses at a prestigious business school overseas, and (2) the “Study Trip for Global Citizens” program gives students opportunities to visit international organizations, business schools, and foreign companies, where they learn the perspectives of global citizens from front-line leaders and professionals. GP Mission participants should complete the two courses, “GP Foundations” and “GP Review”, respectively before and after their participation in the program.

## 9. Registration for Seminar Course (called “Zemi”)

### (1) Important Notes on Seminars

The seminar courses (zemi) in the departmental courses are required for graduation. Please note the following.

- 1) Each seminar accepts a fixed number of students. There will be an application and selection period before you are assigned to a seminar.
- 2) Make sure to attend an orientation session for application, which will be held prior to the selection period.
- 3) As a general rule, the consecutive seminars (Seminar 2, 3, and 4 for EMP students) will be conducted by the same instructor.

### (2) Seminar Orientation and Application Period

The application and selection period for seminars is set during Semester 5. In addition to an orientation session, a general information session will be offered in Seminar 1 (Semester 5) exclusively for EMP students.

### (3) Seminar Course Title, Course Category, and Registration Period

**Faculty of Business Administration:** Seminar 1–4 (departmental required courses)  
Seminar 1 (semester 5), Seminar 2 (semester 6), Seminar 3 (semester 7), Seminar 4 (semester 8); Seminar 1 is an exclusive class for EMP students, Seminar 2, Seminar 3, Seminar 4 are selected instructor’s class.

## 10. Credit Transfer

The Faculty of Business Administration accepts transferred credits through study abroad program. Students are required to submit, to the Academic Affairs Office, (a) the designated application form (available on the University’s website) and (b) the original certificate of credit completion. All credit transfer applications will be examined, and require approvals, by the Faculty.

### ■ Credit transfer from overseas institutions

The Faculty would accept Business Administration course credits completed at appropriate overseas institutions. In addition to the required documents mentioned above, students are to include the following items in their applications: (a) an overseas credit transfer application kit available at the Academic Affairs Office, (b) the original transcript (with a grading system indicated) issued by the overseas institution, and (c) a copy of the original syllabi of the overseas courses. Students participating in the Faculty’s Global Business School Program should have a guidance session with a designated faculty member before their departure. The same credit transfer policy and procedure will apply. For further details, follow the instructions given by the designated faculty member.

■ How to read the Departmental Course table for the Department of Business Administration

The following items are listed in the Departmental Course (Business Administration) table published from the next page:

Course Code and Number	Course Title	Class contact hour	Credits	Course registration year	Study Course				Reg. by other Dept. students	Note	Learning Outcomes							
					GBL	PRO	LOC	GPET			1	2	3	4	5	6	7	8
... 1)	... 2)	... 3)	... 4)	... 5)	... 6)	... 7)	... 8)	... 9)										

1) Course Code and Number	Alphabetical and numerical characters to indicate the type of course are listed. For details, refer to 3.6. <i>Course numbering and course codes</i> on page 20.
2) Course title	This is the title of the course that is posted on the timetable.
3) Class contact hour	The number of class contact hours set for each course is listed. The unit is “contact hour.” One contact hour is 45 minutes. A class with 30 contact hours course are offered once a week, and a class with 60 contact hours course are offered twice a week.
4) Credits	The number of credits that can be acquired by passing a course is listed.
5) Course Registration Year	Academic year which students can take a course from is listed.
6) Study Course	This column indicates what courses each course recommends to take; Introductory Course for Study course (▲), Enforced Courses for Study course (△), Recommended Course for Study Course (○). GBL = Global Business Leaders; PRO = Professional; LOC = Local Creation Business; GPET = Global Program English Track
7) Reg. by other Dept. students	Whether or not students in other departments can take is indicated. Students in departments other than Business Administration cannot take the courses marked with “x” in this column.
8) Note	Notes, conditions, restrictions, etc. when taking a course are described.
9) Learning Outcomes	<p>This shows whether each course applies to the learning outcomes indicated in the Diploma Policy.” ©” means most applicable, “o” means applicable. Each number represents the following learning outcomes.</p> <ol style="list-style-type: none"> <li>1. Have the will to contribute to society and understand/acquire the philosophy of humanistic management and social responsibility.</li> <li>2. Have the basic knowledge required for modern management and the related knowledge and skills with an understanding of the management mechanism.</li> <li>3. Have an interest in social issues, as well as the ability to identify them independently and accurately communicate them to others.</li> <li>4. Have the ability to observe the meaning and value behind issues to humankind and society and to solve the problems.</li> <li>5. Have the basic knowledge of business English and communication skills and the ability to work in the business world and society.</li> <li>6. Have the ability to accept diversity and cooperate with others from a global perspective as a global citizen.</li> <li>7. Have the ability to independently gather and analyze the information necessary for solving problems and to create value while logically exploring the issues.</li> <li>8. Have the ability to work independently and actively in a team and to integrate various resources and knowledge through discussion.</li> </ol>

■ Table: Departmental Courses in the Dept. of Business Admin. (For students enrolled in AY2021)

Course Code and Number	Course Title	Class contact hour	Credits	Course Reg. Year	Study Course				Reg. by other Dept. student	Note	Learning Outcomes																
					GBL	PRO	LOC	GPET			1	2	3	4	5	6	7	8									
Required courses: 8 credits																											
BUSI301	Seminar 1	30	2	3, 4	⊙	⊙	⊙	⊙	x												⊙	⊙					
BUSI302	Seminar 2	30	2	3, 4	⊙	⊙	⊙	⊙	x												⊙	⊙					
BUSI401	Seminar 3	30	2	4	⊙	⊙	⊙	⊙	x												⊙	⊙					
BUSI402	Seminar 4	30	2	4	⊙	⊙	⊙	⊙	x												⊙	⊙					
Required elective courses (Group A): 18 credits or higher *Acquire required credits from each field of study.																											
Business Management (4 credits)																											
BUSI111	Business Management	60	4	1-	○	○	○		x		○	⊙	○														
INLA282	Principles of Business	60	4	1-				○		Collab(IL)																	
Bookkeeping (4 credits)																											
BUSI121	Principles of Bookkeeping	60	4	1-	○	○	○		x			⊙		○													
BUSI122	Introduction to Accounting 1	30	2	1-				○	x			⊙		○	○												
BUSI123	Introduction to Accounting 2	30	2	1-				○	x			⊙		○	○												
Statistics (4 credits)																											
BUSI141	Statistics	60	4	1-	○	○	○		x					○								⊙					
ECON225	Statistics for Economics and Business 1	30	2	1-				○		Collab(EC)																	
ECON226	Statistics for Economics and Business 2	30	2	1-				○		Collab(EC)																	
Economics (4 credits)																											
BUSI161	Introduction to Economics	60	4	2-	○	○	○		x					○								⊙					
INLA281	Principles of Economics	60	4	1-				○		Collab(LW-IL)																	
Humanistic Mananement (2 credits)																											
BUSI201	Seminar of Humanistic Management	30	2	2-	○	○	○		x		⊙										○	○					
BUSI202	Humanistic Management Workshop	30	2	2-				○	x		⊙										○	○					
Required elective courses (Group B): 16 credits or higher																											
BUSI270	Introduction to Global Business Leadership	30	2	1-	▲			○	x				○		○	⊙											
BUSI221	Corporate Accounting	30	2	1-		▲		○	x			⊙		○													
BUSI222	Accounting by Manufacturing Company	30	2	1-		▲			x			⊙		○													
BUSI271	Global Business Communication 1	60	4	2-	△			○	x						⊙	○					○						
BUSI272	Global Business Communication 2	60	4	2-	△			○	x						⊙	○					○						
BUSI274	International Context in Business	60	4	2-	○			▲		Collab(EC-LW)		○			○	⊙											
BUSI232	Principles of Marketing	60	4	2-	○			▲		Collab(EC-LW)		⊙	○		○												
BUSI273	Stakeholder Dialogue	30	2	2-	○			▲			○				○	⊙											
BUSI275	Financial Management	60	4	2-	○			▲		Collab(EC-LW)		○		⊙	○												
INLA483	International Business	60	4	2-	○			▲		Collab(LW-IL)																	
BUSI223	Financial Accounting	60	4	2-		△				Collab(LW)		⊙	○									○					
BUSI224	Fundamentals of Management Accounting	60	4	2-		△						⊙	○									○					
BUSI278	Local Business	30	2	2-			▲						⊙	○								○					
BUSI211	Management Theory	60	4	2-	○	○	○			Collab(LW)	○	⊙	○														
BUSI212	Human Resource Management	60	4	2-	○	○	○			Collab(LW)	○	⊙	○														
BUSI225	Financial Management	60	4	2-	○	○	○					⊙	○														
BUSI241	Business Data Analysis	60	4	2-	○	○	○						○	○								⊙					
Elective Courses: 36 credits or higher																											
BUSI102	Special Topics A	30	2	1-																							
BUSI103	Special Topics B	30	2	1-																							
BUSI104	Special Business Lectures A	60	4	1-																							
BUSI112	Service Learning A	30	2	1-					x	[EXC]	⊙		○	○													
BUSI113	Service Learning B	30	2	1-					x	[EXC]	⊙		○	○													
BUSI276	Global Business Internship A	30	2	1-					x	[EXC]		○			⊙	○											
BUSI277	Global Business Internship B	30	2	1-					x	[EXC]		○			⊙	○											
BUSI266	International Business Studies 1	45	3	1-					x			○			⊙	○											
BUSI267	International Business Studies 2	54	3	1-					x			○			⊙	○											
BUSI268	International Business Studies 3	45	3	1-					x			○			⊙	○											
BUSI269	International Business Studies 4	45	3	1-					x			○			⊙	○											
BUSI203	Humanistic Management & CSR	30	2	2-							○		⊙	○													
BUSI231	Marketing	60	4	2-								⊙	○	○													
BUSI284	Principles of Project Management	30	2	2-									○	○								⊙					
BUSI226	CSR Accounting	30	2	2-				○				⊙			○							○					
BUSI279	Business for Regional Revitalization Workshop	30	2	2-				△	x		○		○									⊙					
LAWP209	Business & Law Workshop 1	30	2	2-						Collab(LW)																	
BUSI391	Business & Law Workshop 2	30	2	2-					x	Collab(LW)					○							○					
BUSI204	Basic Studies in Business	30	2	2-									○									⊙					
BUSI205	Special Topics C	30	2	2-																							
BUSI206	Special Topics D	30	2	2-																							
BUSI207	Special Business Lectures B	60	4	2-																							

⊙=Required Course; ▲=Introductory Course for Study course; △=Enforced Courses for Study course; ○=Recommended Course for Study

\* "Collab" indicates that courses will be held in collaboration with other departments (EC=Economics; LW=Law; IL=Int'l Liberal Arts)

\* "[EXC]" indicates that courses are not counted toward course load limits

\* Students in departments other than Business Administration cannot take the courses marked with "x" in "Reg. by other Dept. students" column.



Course Code and Number	Course Title	Class contact hour	Credits	Course Reg. Year	Study Course				Reg. by other Dept. student	Note	Learning Outcomes															
					GBL	PRO	LOC	GPET			1	2	3	4	5	6	7	8								
Elective Courses: 36 credits or higher																										
Global Program Courses *These courses will be calculated as credits for Dept. elective courses																										
BUSI384	Global Business Review 2	30	2	3, 4					O																	
BUSI385	Business Ethics	30	2	3, 4					O	Collab(EC)	O			⊙												
BUSI386	Environmental Management Issues	30	2	3, 4					O	x				⊙		O							O			
BUSI387	Critical Thinking in Business Strategy	30	2	3, 4					O					⊙		O										
LAWP102	Introduction to Legal Studies	30	2	1-					O	x	Collab(LW)															
LAWP234	International Relations	60	4	2-					O		Collab(EC·LW)															
LAWP342	International Human Rights	60	4	3, 4					O		Collab(EC·LW)															
LAWP235	International Environmental Policy	30	2	2-					O		Collab(EC·LW)															
LAWP351	Environmental Law	30	2	3, 4					O		Collab(EC·LW)															
LAWP232	Peace Studies	30	2	2-					O		Collab(EC·LW)															
ECON355	Economic Development of Japan 1	30	2	2-					O		Collab(EC·LW)															
ECON357	Political Economy of Japan and Asia	30	2	2-					O		Collab(EC·LW)															
ECON371	Development and Environment	60	4	2-					O		Collab(EC)															
ECON396	Business and Japanese People	30	2	2-					O		Collab(EC·LW)															
Departmental English Language courses *These courses will be calculated as credits for "Foreign Language Courses (English)"																										
BUSI173	Study Skills for Business 1	60	2	1-					x							⊙		O					O			
BUSI174	Study Skills for Business 2	60	2	1-					x							⊙		O					O			
BUSI175	Business English 1	60	2	1-					x							⊙		O					O			
BUSI176	Business English 2	60	2	1-					x							⊙		O					O			
BUSI177	Business English 3	60	2	2-					x							⊙		O					O			

⊙=Required Course; ▲=Introductory Course for Study course; △=Enforced Courses for Study course; O=Recommended Course for Study

\* "Collab" indicates that courses will be held in collaboration with other departments (EC=Economics; LW=Law; IL=Int'l Liberal Arts)

\* Students in departments other than Business Administration cannot take the courses marked with "x" in "Reg. by other Dept. students" column.

## Faculty of Education / Department of Education

■ Table: Departmental Courses in the Dept. of Education (For students enrolled in AY2021)

Course Code and Number	Course Title	Class contact hour	Credits	Course Reg. Year	Reg. by other Dept. students	Note
EDUC100	Introduction to Education 1	30	2	1-		
EDUC101	Introduction to Education 2	30	2	1-		*1
EDUC200	Schooling Case Studies	30	2	2-		
EDUC202	Philosophy of Education	60	3	2-		
EDUC203	Sociology of Education	60	3	2-		
EDUC102	History of Education A	30	2	1-		
EDUC103	History of Education B	30	2	1-		
EDUC150	Introduction to Lifelong Learning	30	2	1-		
EDUC151	Introduction to Adult Education	30	2	1-		
EDUC222	Educational Psychology in English	30	2	2-		
EDUC223	Sociology of Education in English	30	2	2-		
EDUC224	Seminar for Global Issues in Education A	30	2	2-		
EDUC225	Seminar for Global Issues in Education B	30	2	2-		
EDUC232	School Internship 1	60	2	2-		*2
EDUC233	School Internship 2	60	2	2-		*1
EDUC250	Special Lecture on Adult Education A	30	2	2-		
EDUC253	Lifelong Learning Support 1	30	2	2-		
EDUC254	Lifelong Learning Support 2	30	2	2-		
EDUC301	Educational Assessment	30	2	3, 4		
EDUC303	Special Lecture on Education B	30	2	3, 4		
EDUC333	School Internship 3	30	1	3, 4		*1
EDUC334	School Internship 4	30	1	3, 4		*1
EDUC341	Environmental Education	30	2	3, 4		
EDUC353	Seminar on Adult Education 1	30	2	3, 4		*3
EDUC355	Seminar on Adult Education 2	15	1	3, 4		*3
EDUC354	Special Lecture on Adult Education B	30	2	3, 4		
EDUC356	Adult Education Management 1	30	2	3, 4		
EDUC357	Adult Education Management 2	30	2	3, 4		
EDUC358	Field Study on Adult Education	60	1	3, 4		*3

\*1: To take these courses, students need to have earned credits for the courses with the previous number

\*2: Only specialized Course enrollees can take this course, and they are required to earn credits of "Schooling Case Studies" before taking.

\*3: Only Specialized Course enrollees can take these courses.

\*This table only shows the courses that can be taken by other departments' students.

## Faculty of Education / Department of Primary Education

■ Table: Departmental Courses in the Dept. of Education (For students enrolled in AY2021)

Course Code and Number	Course Title	Class contact hour	Credits	Course Reg. Year	Reg. by other Dept. students	Note
PRED150	Arts and Crafts Education	30	2	1-		
PRED151	Sports Pedagogy	30	2	1-		
PRED243	Life for Adventure	30	2	2-		
PRED250	Japanese-Language Education	30	2	2-		
PRED251	Social Studies Education	30	2	2-		
PRED252	Arithmetic Education	30	2	2-		
PRED253	Science Education	30	2	2-		
PRED254	Music Education	30	2	2-		
PRED255	English Education	30	2	2-		
PRED256	Life Environmental Studies Education	30	2	2-		
PRED257	Home Economics Education	30	2	2-		
PRED301	Educational Assessment	30	2	3, 4		
PRED345	Teaching Methods for the Period for Integrated Studies	15	1	3, 4		

\*This table only shows the courses that can be taken by other departments' students.

# Faculty of Science and Engineering / Department of Information Systems Science

■ Table: Departmental Courses in the Dept. of ISE (For students enrolled in AY2021)

Course Code and Number	Course Title	Class contact hour	Credits	Course Reg. Year	Reg. by other Dept. students	Note
INFO111	Calculus 1	30	2	1~		Collab(EC)
INFO112	Linear algebra 1	30	2	1~		
INFO113	Exercises in Calculus and Linear Algebra I	30	2	1~		
SCEN121	Physics A (Introductory Mechanics)	30	2	1~		
INFO152	Information Society	30	2	1~		
INFO114	Calculus 2	30	2	1~		Collab(EC)
INFO115	Linear algebra 2	30	2	1~		
INFO116	Exercises in Calculus and Linear Algebra 2	30	2	1~		
SCEN122	Physics B (Introductory Electromagnetics)	30	2	1~		
INFO133	Introduction to Electronics	30	2	1~		
INFO213	Logic and Set	30	2	1~		
INFO211	Probability and Statistics	30	2	2~		
INFO212	Complex-variable Functions	30	2	2~		
INFO252	Numerical Analysis	30	2	2~		
INFO253	Data Structures	30	2	2~		
INFO254	Information Instrumentation	30	2	2~		
INFO311	Differential Equations	30	2	2~		
INFO331	Lagrange & Hamilton Mechanics	30	2	2~		
INFO332	Optics	30	2	2~		
INFO351	Algorithms	30	2	2~		
INFO352	Digital Logic Circuits	30	2	2~		
INFO353	Control engineering	30	2	2~		
INFO354	Computer Architecture	30	2	2~		
INFO355	Operating System	30	2	2~		
INFO312	Algebra 1	30	2	2~		
INFO452	Operations Research	30	2	2~		
INFO255	Information Theory	30	2	2~		
INFO251	Mathematical Programming	30	2	3~		
INFO411	Algebra 2	30	2	3~		
INFO313	History of Mathematics	30	2	3~		
INFO431	Quantum Mechanics	30	2	3~		
INFO432	Electrodynamics	30	2	3~		
INFO413	Introduction to Modern Mathematics A	30	2	3~		
INFO414	Introduction to Modern Mathematics B	30	2	3~		
INFO356	Software engineering	30	2	3~		
INFO357	Computer Network	30	2	3~		
INFO358	Computer Simulation	30	2	3~		
INFO458	Date Base	30	2	3~		
INFO359	Artificial Intelligence	30	2	3~		
INFO421	Soft Computing	30	2	3~		
INFO422	Cryptography	30	2	3~		
INFO451	Information Security	30	2	3~		
INFO455	Signal Theory	30	2	3~		
INFO456	Multimedia	30	2	3~		
INFO457	Introduction to Intellectual Property Law	30	2	3~		
INFO511	Geometry 2	30	2	3~		

\* "Collab" indicates that courses will be held in collaboration with other departments (EC=Econ.)

\*This table only shows the courses that can be taken by other departments' students.



# Faculty of Science and Engineering / Department of Science and Engineering for Sustainable Innovation

■ Table: Departmental Courses in the Dept. of SESI (For students enrolled in AY2021)

Course Code and Number	Course Title	Class contact hour	Credits	Course Reg. Year	Reg. by other Dept. students	Note
SESI301	Advanced Topics in Science and Engineering	30	2	3-		
SESI111	Elementary Calculus	30	2	1-		
SESI113	Linear Algebra	30	2	1-		
SCEN121	Physics A (Introductory Mechanics)	30	2	1-		
SCEN122	Physics B (Introductory Electromagnetics)	30	2	1-		
SESI141	Chemistry A	30	2	1-		
SESI142	Chemistry B	30	2	1-		
SESI161	Biology A	30	2	1-		
SESI162	Biology B	30	2	1-		
SESI143	Chemistry Laboratory	60	2	1-		
SESI123	Physics Laboratory	60	2	2-		
SESI163	Biology Laboratory	60	2	2-		
SESI211	Statistics	30	2	2-		
SESI104	History of Natural Science	30	2	2-		
SESI221	Optics	30	2	2-		
SESI222	Lagrange & Hamilton Mechanics	30	2	2-		
SESI321	Statistical Thermodynamics	30	2	3, 4		
SESI322	Fundamental Optical Physics	30	2	3, 4		
SESI323	Quantum Mechanics	30	2	3, 4		
SESI324	Differential Equation	30	2	3, 4		
SESI325	Continuum Physics	30	2	2-		
SESI326	Nonlinear Physics	30	2	3, 4		
SESI421	Introduction to Modern Physics	30	2	3, 4		
SESI422	Electrodynamics	30	2	3, 4		
SESI241	Organic Chemistry 1	30	2	2-		
SESI242	Organic Chemistry 2	30	2	2-		
SESI243	Analytical Chemistry	30	2	2-		
SESI244	Physical Chemistry A	30	2	2-		
SESI245	Physical Chemistry B	30	2	3, 4		
SESI341	Inorganic Chemistry	30	2	3, 4		
SESI342	Quantum Chemistry	30	2	3, 4		
SESI343	Electrochemistry	30	2	3, 4		
SESI261	Microbiology	30	2	2-		
SESI263	Molecular Biology	30	2	2-		
SESI264	Biochemistry	30	2	2-		
SESI265	Ecology	30	2	2-		
SESI266	Biodiversity	30	2	3, 4		
SESI267	Plant Physiology and Ecology	30	2	2-		
SESI268	Cell Biology	30	2	2-		
SESI361	Developmental Biology	30	2	3, 4		
SESI362	Structural Biology	30	2	3, 4		
SESI365	Molecular Cell Biology 1	30	2	3, 4		
SESI366	Molecular Cell Biology 2	30	2	3, 4		
SESI461	Metabolic Biochemistry	30	2	3, 4		
SESI463	Enzyme Chemistry	30	2	3, 4		
SESI464	Immunology	30	2	3, 4		
SESI281	Introduction to Earth Science	30	2	2-		
SESI282	Climatology	30	2	2-		
SESI381	Geochemistry	30	2	3, 4		
SESI382	Soil and Plant Nutrition	30	2	3, 4		
SESI231	Introduction to Laser Science	30	2	2-		
SESI312	Information Sensing	30	2	3, 4		
SESI411	Signal Theory	30	2	3, 4		
SESI351	Materials Science	30	2	3, 4		
SESI353	Instrumental Analysis	30	2	3, 4		
SESI371	Neuroscience	30	2	3, 4		
SESI372	Neurobiology	30	2	3, 4		
SESI373	Practical Bioinformatics	30	2	3, 4		
SESI374	Computer Programming in Bioinformatics	30	2	3, 4		
SESI376	Biological Instrumental Analysis	30	2	3, 4		
SESI471	Genome Information Science	30	2	3, 4		
SESI472	Nanoscience	30	2	3, 4		

\* "[EXC]" indicates that courses are not counted toward course load limits

\*This table only shows the courses that can be taken by other departments' students.

Course Code and Number	Course Title	Class contact hour	Credits	Course Reg. Year	Reg. by other Dept. students	Note
SESI391	Energy Resource Engineering	30	2	3, 4		
SESI392	Environmental Sciences	30	2	3, 4		
SESI395	Applied Ecology	30	2	3, 4		
SESI491	Environmental Metrics	30	2	3, 4		
SESI318	Special Lecture 1	15	1	3, 4		[EXC]
SESI319	Special Lecture 2	15	1	3, 4		[EXC]
SESI214	Digital Logic Circuits	30	2	2-		
SESI291	Introduction to Science and Technology	30	2	2-		
SESI313	Computer Architecture	30	2	3, 4		
SESI332	Control engineering	30	2	3, 4		
SESI354	Food Engineering	30	2	3, 4		
SESI355	Biotechnology	30	2	3, 4		
SESI375	Chemical Reaction Engineering	30	2	3, 4		
SESI396	Chemical Engineering 1	30	2	2-		
SESI397	Chemical Engineering 2	30	2	3, 4		
SESI399	Waste Treatment Engineering	30	2	3, 4		
SCEN103	Japan Studies Program Engineering and Natural Sciences	30	2	1-		
SESI204	International Technical Cooperation	30	2	2-		[EXC]
SESI205	International Exchange	30	2	1-		
SESI207	Environmental Education Theory	30	2	2-		
SESI307	Environmental Economics	60	4	2-		

\* "[EXC]" indicates that courses are not counted toward course load limits

\*This table only shows the courses that can be taken by other departments' students.

## Faculty of Nursing / Department of Nursing

■ Table: Departmental Courses in the Dept. of Nursing (For students enrolled in AY2021)

Course Code and Number	Course Title	Class contact hour	Credits	Course Reg. Year	Reg. by other Dept. students	Note
NURS244	Rehabilitation Nursing	30	2	2~		
NURS103	Social security and Social welfare theory	30	2	2~		
NURS104	Introduction to Public Health	15	1	2~		
NURS260	Global Health Nursing	30	2	1~		
NURS261	Global Health Nursing Special Lecture a	30	2	1~		
NURS262	Global Health Nursing Special Lecture b	30	2	1~		
NURS263	Global Health Nursing Special Lecture c	30	2	1~		
NURS361	International Nursing Field studies	90	2	2~		*1
NURS422	Interdisciplinary teams in Health Care	15	1	3~		
NURS454	Psychiatric Liaison Nursing	15	1	4		
NURS455	Family Nursing	15	1	4		

\*1: Students are recommended to earn credits of "Global Health Nursing Special Lecture" before taking this course

\*This table only shows the courses that can be taken by other departments' students.

# Faculty of International Liberal Arts / Department of International Liberal Arts

■ Table: Departmental Courses in the Dept. of Int'l Liberal Arts (For students enrolled in AY2021)

Course Code and Number	Course Title	Class contact hour	Credits	Course Reg. Year	Reg. by other Dept. students	Note
INLA390	Seminar 1	30	2	3-		
INLA391	Seminar 2	30	2	3-		
INLA120	Statistics 1	60	4	1-		
INLA121	Statistics 2	60	4	1-		
INLA122	Precalculus	60	4	1-		
INLA220	Programming	60	4	1-		
INLA221	Calculus	60	4	1-		
INLA222	Linear Algebra	60	4	1-		
INLA223	Qualitative Research Methods	60	4	2-		
INLA260	Principles of Philosophy	60	4	1-		
INLA261	Principles of History	60	4	1-		
INLA262	Principles of Sociology	60	4	1-		Collab(LW)
INLA270	Principles of Politics and Globalization	60	4	1-		Collab(LW)
INLA271	Principles of International Relations	60	4	1-		Collab(LW)
INLA280	Principles of Accounting and Financial Analysis	60	4	1-		
INLA281	Principles of Economics	60	4	1-		Collab(LW·BA)
INLA282	Principles of Business	60	4	1-		Collab(BA)
INLA360	World Wars in History	60	4	2-		
INLA361	Global Social Policy	60	4	2-		Collab(LW)
INLA362	Modern Political Thought	60	4	2-		Collab(LW)
INLA363	Sociology of Globalization	60	4	2-		
INLA460	Cold War and Decolonisation in History	60	4	2-		
INLA461	Education and International Development	60	4	2-		
INLA462	Global Ethics	60	4	2-		Collab(LW)
INLA463	Transnational Migration	60	4	2-		
INLA370	Contemporary Political Theory	60	4	2-		Collab(LW)
INLA371	Great Power Politics in the World	60	4	2-		Collab(LW)
INLA372	International Political Economy	60	4	2-		Collab(LW)
INLA373	International Institutions and Global Governance	60	4	2-		Collab(LW)
INLA470	Citizenship and Democracy in a Global Age	60	4	2-		Collab(LW)
INLA471	International Relations in Asia	60	4	2-		Collab(LW)
INLA472	International Bargaining	60	4	2-		
INLA473	Comparative Politics	60	4	2-		Collab(LW)
INLA474	Nonprofit Organizations and Public Sector	60	4	2-		Collab(LW)
ECON313	Intermediate Microeconomics	60	4	2-		Collab(EC)
INLA381	Development Economics	60	4	2-		Collab(EC·LW)
INLA382	Management Science	60	4	2-		
INLA383	Marketing	60	4	2-		Collab(LW)
ECON314	Intermediate Macroeconomics	60	4	2-		Collab(EC)
INLA481	International Economics	60	4	2-		Collab(EC)
INLA482	Operations Management	60	4	2-		
INLA483	International Business	60	4	2-		Collab(LW·BA)
INLA330	Special Seminar A	60	4	2-		
INLA331	Special Seminar B	60	4	2-		
INLA332	Special Seminar C	60	4	2-		
INLA333	Special Seminar D	60	4	2-		
INLA334	Special Seminar E	60	4	2-		
INLA335	Special Seminar F	60	4	2-		
INLA430	Special Lecture 1	30	2	2-		
INLA431	Special Lecture 2	30	2	2-		
INLA432	Special Lecture 3	30	2	2-		
INLA433	Special Lecture 4	30	2	2-		
INLA434	Special Lecture 5	30	2	2-		
INLA435	Special Lecture 6	30	2	2-		
INLA436	Special Lecture 7	30	2	2-		
INLA437	Special Lecture 8	30	2	2-		
INLA438	Special Lecture 9	30	2	2-		
INLA439	Special Lecture 10	30	2	2-		
INLA440	Special Lecture 11	30	2	2-		
INLA441	Special Lecture 12	30	2	2-		

\* "Collab" indicates that courses will be held in collaboration with other departments (EC=Econ. B=Business Admin.; LW=Law)

\*This table only shows the courses that can be taken by other departments' students with TOEFL iBT score of 70 (Seminar: 80) or above

Course Code and Number	Course Title	Class contact hour	Credits	Course Reg. Year	Reg. by other Dept. students	Note
INLA490	Seminar 3	30	2	4		
INLA336	International Studies 1	30	2	2-		
INLA337	International Studies 2	30	2	2-		
INLA338	International Studies 3	30	2	2-		
INLA339	International Studies 4	30	2	2-		
INLA340	International Studies 5	30	2	2-		
INLA341	International Studies 6	30	2	2-		
INLA342	International Studies 7	30	2	2-		
INLA343	International Studies 8	30	2	2-		
INLA442	Global Studies 1	45	3	2-		
INLA443	Global Studies 2	45	3	2-		
INLA444	Global Studies 3	45	3	2-		
INLA445	Global Studies 4	45	3	2-		
INLA446	Global Studies 5	45	3	2-		
INLA447	Global Studies 6	45	3	2-		
INLA448	Global Studies 7	45	3	2-		
INLA449	Global Studies 8	45	3	2-		

\*This table only shows the courses that can be taken by other departments' students with TOEFL iBT score of 70 (Seminar: 80) or above

# Chapter 7. Minor Programs

## 7.1. Minor Programs

In order to guarantee a wide range of learning, the minor program is a system that enables students to learn specialized fields more systematically and deeply from fields other than the affiliated faculty; a system that takes one-step further from the conventional course registration system of other Faculty or Department.

For example, students of the Faculty of Law can take courses set as a minor program in the Faculty of Economics, while learning the major courses set in the Faculty of Law. If the student fulfills the accreditation requirements for minor courses, s/he would be recognized as “Major: Law / Minor: Economics,” and it will be recorded on the transcripts of academic records and the diploma.

### 7.1.1. Number of Established Minor Programs for EMP students

Minor Programs are established for each faculty (each major program for the Faculty of Letters), and students can apply up to three Minor programs other than the faculty to which they belong.

Belongs		Applicable Minor Programs													
Faculty	Dept.	Economics	Law	Business Administration	Education	Science and Engineering	Cross-Cultural Communication: English	Cross-Cultural Communication: Japanese	Cross-Cultural Communication: Chinese	Cross-Cultural Communication: Russian	Philosophy and History	Culture and Representation	Global Japan Studies	Sociology	Data Science
Econ	Econ	×	○	○	○	○	○	○	○	○	○	○	○	○	○
Law	Law	○	×	○	○	○	○	○	○	○	○	○	○	○	○
Letters	Humanities	○	○	○	○	○	Available except selected major program								○
Bus Admin	Bus Admin	○	○	×	○	○	○	○	○	○	○	○	○	○	○

### 7.1.2. Application for Minor Program

Students can register/enroll in the minor programs online during the course registration period from Semester 3. A cumulative GPA of 2.70 or higher is required at the time of application.

If students do not apply, they are not considered to have completed the minor program even if they meet the requirements for accreditation of the minor. If you want to acquire “Minor,” be sure to apply for a minor.

### 7.1.3. Course Registration of the Minor Program Courses

Course registration for the minor program courses will be made in the same way as regular course registration. Credits for minor program courses are also counted towards the course load limit.

### 7.1.4. Accreditation Requirements for Minor Programs

To get accreditation for the minor programs, students need to;

- 1) Acquire more than 24 credits from the courses designated by each minor program
- 2) A cumulative GPA of 2.70 or higher at the time of graduation

■ Table: Minor Program Courses (For students enrolled in AY2021)

**Economics (For Students enrolled in AY2021)**

■ Japanese Program

Course Code and Number	Course Title	Credits
Required Courses: 12 credits		
ECON111	Introduction to Microeconomics	4
ECON112	Introduction to Macroeconomics	4
ECON151	Introduction to Economic History	4
Required Elective Courses (A): 4 credits or higher		
ECON121	Introductory Mathematics for Economics A	4
ECON221	Introductory Mathematics for Economics B	4
Required Elective Courses (B): 4 credits or higher		
ECON122	Introductory Statistics A	4
ECON222	Introductory Statistics B	4
Elective Courses: 4 credits or higher		
ECON311	Microeconomics (Intermediate)	4
ECON312	Macroeconomics (Intermediate)	4
ECON321	Mathematics for Economics	4
ECON322	Data Science	4
ECON331	Monetary Economics	4
ECON332	Public Finance	4
ECON351	Japanese Economic History	4
ECON361	Development Economics	4

■ English Program

Course Code and Number	Course Title	Credits
Required Courses: 12 credits		
ECON152	Economic History	4
ECON113	Principles of Microeconomics	4
ECON114	Principles of Macroeconomics	4
Required Elective Courses: 4 credits or higher		
ECON313	Intermediate Microeconomics	4
ECON314	Intermediate Macroeconomics	4
ECON334	Principles of Finance	4
Elective Courses: 8 credits or higher		
ECON223	Introductory Mathematics for Economics 1	2
ECON224	Introductory Mathematics for Economics 2	2
ECON225	Statistics for Economics and Business 1	2
ECON226	Statistics for Economics and Business 2	2
ECON276	World Economy 1	2
ECON277	World Economy 2	2
ECON336	Econometrics	4
ECON355	Economic Development of Japan 1	2
ECON357	Political Economy of Japan and Asia	2
ECON371	Development and Environment	4
ECON376	Contemporary Economy and Business 1	2
ECON377	Contemporary Economy and Business 2	2
ECON378	Contemporary Economy and Business 3	2
ECON379	Contemporary Economy and Business 4	2
ECON382	World Economy 3	2
ECON383	World Economy 4	2
ECON384	World Economy 5	2
ECON385	World Economy 6	2

\*When you choose Economics as a minor, you need to acquire at least 24 credits in either Japanese or English Program.

\*Extra credits in exceeding the required credits in Elective Required courses will be counted as Elective courses credits.

**Law (For Students enrolled in AY2021)**

■ Japanese Program

Course Code and Number	Course Title	Credits
Elective Courses: 24 credits or higher		
LAWP103	Constitutional Law and Governmental Organization	4
LAWP104	General Principles of Civil Law	4
LAWP107	Constitutional Law and Human Rights	4
LAWP202	Criminal Law 1	4
LAWP203	Criminal Law 2	4
LAWP204	Property Law	4
LAWP205	Law of Obligations	4
LAWP206	Administrative Law	4
LAWP214	Labor Law	4
LAWP223	International Law 1	4
LAWP303	Contracts and Torts	4
LAWP304	Family Law and Law of Succession	4
LAWP309	General Principles of Corporate & Commercial Law	2
LAWP315	Social Securities Law	4
LAWP316	Intellectual Property Law	4
LAWP317	Tax Law	4
LAWP318	Consumer Law	2
LAWP319	Financial Instruments and Exchange Law	2
LAWP323	Environmental Law in Japanese	4

■ English Program

Course Code and Number	Course Title	Credits
Elective Courses: 24 credits or higher		
LAWP102	Introduction to Legal Studies	2
LAWP231	Global Issues	2
LAWP232	Peace Studies	2
LAWP233	Area Studies in International Law Perspectives	2
LAWP234	International Relations	4
LAWP235	International Environmental Policy	2
LAWP236	Border Studies	2
LAWP237	Security Studies	2
LAWP238	Law and Politics in Japan and Asia	2
LAWP239	American Politics	2
LAWP341	Global Public Policy	2
LAWP342	International Human Rights	4
LAWP351	Environmental Law	2
LAWP352	The Common Law	2

\*When you choose Law as a minor, you need to acquire at least 24 credits in either Japanese or English Program.

### Business Admin. (For Students enrolled in AY2021)

Course Code and Number	Course Title	Credits
Elective Courses: 24 credits or higher		
BUSI111	Business Management	4
BUSI121	Principles of Bookkeeping	4
BUSI331	Distribution	4
BUSI211	Management Theory	4
BUSI313	Organization Theory	4
BUSI212	Human Resource Management	4
BUSI223	Financial Accounting	4
BUSI225	Financial Management	4
BUSI364	Securities Market	4
BUSI314	Business History	4
BUSI341	Management Science	4
BUSI311	Business Strategy	4
BUSI312	Corporation Theory	4
BUSI412	Multinational Enterprises	4
BUSI316	Production Management	4

### Education (For Students enrolled in AY2021)

Course Code and Number	Course Title	Credits
Required Elective Courses (A): 4 credits or higher		
EDUC100	Introduction to Education 1	2
EDUC101	Introduction to Education 2 *1	2
PRED110	Introduction to Psychology 1	2
PRED111	Introduction to Psychology 2 *1	2
Required Elective Courses (B): 4 credits or higher		
PRED250	Japanese-Language Education	2
PRED251	Social Studies Education	2
PRED252	Arithmetic Education	2
PRED253	Science Education	2
Elective Courses: 16 credits or higher		
EDUC102	History of Education A	2
EDUC103	History of Education B	2
EDUC150	Introduction to Lifelong Learning	2
PRED180	Introduction to Special Education	2
EDUC200	Schooling Case Studies	2
EDUC201	Research Methods in Educational Inquiry	2
EDUC222	Educational Psychology in English *2	2
EDUC223	Sociology of Education in English *2	2
EDUC224	Seminar for Global Issues in Education A *2	2
EDUC225	Seminar for Global Issues in Education B *2	2
EDUC320	Comparative & International Education A	2
EDUC321	Comparative & International Education B	2
EDUC341	Environmental Education	2

\*Extra credits in exceeding the required credits in Elective Required A/B courses will be counted as Elective courses credits.

\*1 Students need to earn the credits of its "1" course to take this course.

\*2 Students need to have the TOEIC score of 550 or higher to take this course.

### Science & Engineering (For Students enrolled in AY2021)

Course Code and Number	Course Title	Credits
Elective Courses: 24 credits or higher		
INFO151	Introduction of Information Systems	2
INFO152	Information Society	2
INFO213	Logic and Set	2
INFO133	Introduction to Electronics	2
INFO357	Computer Network	2
INFO253	Data Structures	2
INFO354	Computer Architecture	2
INFO355	Operating System	2
INFO356	Software engineering	2
INFO458	Date Base	2
SCEN121	Physics A (Introductory Mechanics)	2
SCEN122	Physics B (Introductory Electromagnetics)	2
SESI141	Chemistry A	2
SESI142	Chemistry B	2
SESI161	Biology A	2
SESI162	Biology B	2
SESI221	Optics	2
SESI331	Introductory Material Physics	2
SESI325	Continuum Physics	2
SESI326	Nonlinear Physics	2
SESI244	Physical Chemistry A	2
SESI241	Organic Chemistry 1	2
SESI242	Organic Chemistry 2	2
SESI243	Analytical Chemistry	2
SESI341	Inorganic Chemistry	2
SESI261	Microbiology	2
SESI263	Molecular Biology	2
SESI264	Biochemistry	2
SESI268	Cell Biology	2
SESI373	Practical Bioinformatics	2
SESI265	Ecology	2
SESI392	Environmental Sciences	2
SESI381	Geochemistry	2

## Cross-Cultural Communication: English (For Students enrolled in AY2021)

Course Code and Number	Course Title	Credits	Course Code and Number	Course Title	Credits
<b>Introductory Courses: 2 credits</b>					
HUML100	Cross-Cultural Communication	2	HUMC107	Global Japan Studies	2
HUML101	Introduction to Language and Culture	2	HUMS100	Human and Society	2
<b>Basic Courses: 10 credits</b>					
HUMC406	Literature 1	2	HUMS103	International Cultural Exchange and Japan	2
HUMC407	Literature 2	2	HUML109	Introduction of Japan 1	2
HUMS400	Peace Studies 1	2	HUML110	Introduction of Japan 2	2
HUMS401	Peace Studies 2	2	HUML112	Second Language Acquisition Basic	2
HUMC408	Cultural Representation 1	2	HUML113	Interpersonal Communication	2
HUMC409	Cultural Representation 2	2	HUMS104	Mass Communication	2
HUML200	Academic Writing A1	2	HUML204	Translation A	2
HUML201	Academic Writing A2	2	HUML205	Interpretation A	2
HUML102	Global Issues in English A1	2	HUMC208	Philosophy 1	2
HUML103	Global Issues in English A2	2	HUMC113	History 1	2
HUML202	Global Issues in English B1	2	HUMC219	Introduction to English and American Literature 1	2
HUML203	Global Issues in English B2	2	HUMC220	Introduction to English and American Literature 2	2
HUMC201	Readings in English and American Literature 1	2	HUML131	Survey of English Linguistics 1	2
HUML300	Academic Writing B1	2	HUML132	Introduction to Linguistics	2
HUML301	Academic Writing B2	2	HUML133	Survey of English Linguistics 2	2
HUML104	Oral Communication in English 1	1	HUML231	Studies on English Grammar 1	2
HUML105	Oral Communication in English 2	1	HUML232	Studies on English Grammar 2	2
HUML106	Translation Basic 1	2	HUML233	English Phonetics	2
HUML107	Translation Basic 2	2	HUML134	Introduction to Comparative Study of Japanese	2
HUMC202	Comparative Culture 1	2	HUMC122	Comparative Studies on Culture 1	2
HUMC203	Comparative Culture 2	2	HUMC123	Comparative Studies on Culture 2	2
<b>Advanced Courses: 12 credits</b>					
HUML400	Second Language Acquisition Advanced	2	HUMC307	Philosophy 2	2
HUML302	Intercultural Communication	2	HUMC320	Culture and History of Old and Middle English	2
HUML303	Global Communication	2	HUMC321	Culture and History of Modern English	2
HUML304	English in Society	2	HUML323	Cognitive English Linguistics	2
HUML305	English in Institutions	2	HUML324	Comparative Studies on Japanese and English	2
HUML306	Translation B	2	HUMS411	Peace Studies Workshop 1	2
HUML307	Interpretation B	2	HUMS413	Peace Studies Workshop 2	2
HUML308	Translation Studies	2	HUMC322	English Readings in Humanities 1	2
HUML309	English Translation Studies	2	HUMC323	English Readings in Humanities 2	2
HUML310	Teaching English for Academic Purposes	2	HUMC324	French Readings in Humanities 1	2
HUML311	Text Studies 1	2	HUMC325	French Readings in Humanities 2	2
HUML312	Text Studies 2	2	HUMC326	German Reading in Humanities 1	2
HUMC302	Special Lecture A	2	HUMC327	German Readings in Humanities 2	2
HUMC303	Special Lecture B	2	HUMC328	Readings in Classical Language 1	2
HUML313	Special Lecture on English A	2	HUMC329	Readings in Classical Language 2	2
HUML314	Special Lecture on English B	2	HUMC330	Readings in Sanskrit 1	2
HUML315	Social Linguistics	2	HUMC331	Readings in Sanskrit 2	2



### Cross-Cultural Communication: Japanese (For Students enrolled in AY2021)

Course Code and Number	Course Title	Credits	Course Code and Number	Course Title	Credits
Introductory Courses: 2 credits					
HUML100	Cross-Cultural Communication	2	HUML101	Introduction to Language and Culture	2
Basic Courses: 10 credits					
HUML102	Global Issues in English A1	2	HUML206	Survey of Linguistics 1	2
HUML103	Global Issues in English A2	2	HUML207	Survey of Linguistics 2	2
HUML202	Global Issues in English B1	2	HUML208	Contrastive Linguistics 1	2
HUML203	Global Issues in English B2	2	HUML209	Contrastive Linguistics 2	2
HUML108	Studies on Japanese Culture	2	HUML210	Japanese Phonetics	2
HUMS103	International Cultural Exchange and Japan	2	HUMC211	Outline of Japan Ancient, Medieval History	2
HUML111	Japanese Language Skills Required in Japanese S	2	HUMC114	Outline of History of Comparative Culture	2
HUML112	Second Language Acquisition Basic	2	HUMC119	Introduction to Japanese Literature 1	2
HUML114	Survey of the Teaching of Japanese 1	2	HUMC120	Introduction to Japanese Literature 2	2
HUML115	Survey of the Teaching of Japanese 2	2	HUML134	Introduction to Comparative Study of Japanese	2
HUML116	Survey of Japanese Linguistics 1	2	HUMS108	Foundation of Sociological Research	2
HUML117	Survey of Japanese Linguistics 2	2	HUMS109	Cultural Anthropology	2
HUML118	Study of Japanese Communication	2			
Advanced Courses: 12 credits					
HUMC302	Special Lecture A	2	HUML405	Practice of Japanese Pedagogy	2
HUMC303	Special Lecture B	2	HUML333	Japanese Vocabulary and Writing	2
HUML401	Special Lecture on the Teaching of Japanese A	2	HUML429	Special Lecture on Japanese Linguistics A	2
HUML402	Special Lecture on the Teaching of Japanese B	2	HUML430	Special Lecture on Japanese Linguistics B	2
HUML403	Special Lecture on the Teaching of Japanese C	2	HUMC322	English Readings in Humanities 1	2
HUML315	Social Linguistics	2	HUMC323	English Readings in Humanities 2	2
HUML316	Modern Japanese Grammar A	2	HUMC324	French Readings in Humanities 1	2
HUML317	Modern Japanese Grammar B	2	HUMC325	French Readings in Humanities 2	2
HUML318	Teaching Materials for Japanese 1	2	HUMC326	German Reading in Humanities 1	2
HUML319	Teaching Materials for Japanese 2	2	HUMC327	German Readings in Humanities 2	2
HUML320	Japanese Pedagogy 1	2	HUMC328	Readings in Classical Language 1	2
HUML321	Japanese Pedagogy 2	2	HUMC329	Readings in Classical Language 2	2
HUML322	Communicative Japanese	2	HUMC330	Readings in Sanskrit 1	2
HUML404	Teaching Practice of Japanese to Foreigners	2	HUMC331	Readings in Sanskrit 2	2

### Cross-Cultural Communication: Chinese (For Students enrolled in AY2021)

Course Code and Number	Course Title	Credits	Course Code and Number	Course Title	Credits
Introductory Courses: 2 credits					
HUML100	Cross-Cultural Communication	2	HUML101	Introduction to Language and Culture	2
Basic Courses: 10 credits					
HUML102	Global Issues in English A1	2	HUML214	Basic Chinese Grammar 2	2
HUML103	Global Issues in English A2	2	HUML215	Intermediate Readings in Chinese 1	2
HUML202	Global Issues in English B1	2	HUML216	Intermediate Readings in Chinese 2	2
HUML203	Global Issues in English B2	2	HUML217	Basic Comprehensive Chinese 1	2
HUML119	Introduction to Chinese Linguistics 1	2	HUML218	Basic Comprehensive Chinese 2	2
HUML120	Introduction to Chinese Linguistics 2	2	HUMC205	Chinese Society & Culture 1	2
HUML121	Basic Chinese Communication 1	2	HUMC206	Chinese Society & Culture 2	2
HUML122	Basic Chinese Communication 2	2	HUML219	Basic Chinese Writing 1	2
HUML123	Basic Readings in Chinese 1	2	HUML220	Basic Chinese Writing 2	2
HUML124	Basic Readings in Chinese 2	2	INLA261	Principles of History	4
HUMC108	Introduction to Chinese Society & Culture 1	2	HUMC212	Outline of Asian History 1	2
HUMC109	Introduction to Chinese Society & Culture 2	2	HUMC213	Outline of Asian History 2	2
HUMC204	History and Thought of Modern China	2	HUML139	Survey of Chinese Linguistics 1	2
HUML211	Intermediate Chinese Communication 1	2	HUML140	Survey of Chinese Linguistics 2	2
HUML212	Intermediate Chinese Communication 2	2	HUMS105	Outline of Modern China	2
HUML213	Basic Chinese Grammar 1	2			
Advanced Courses: 12 credits					
HUMC302	Special Lecture A	2	HUML416	Japanese-Chinese Translation A	2
HUMC303	Special Lecture B	2	HUML417	Japanese-Chinese Translation B	2
HUML406	Chinese Linguistics Advanced 1	2	HUML418	Chinese-Japanese Translation A	2
HUML407	Chinese Linguistics Advanced 2	2	HUML419	Chinese-Japanese Translation B	2
HUML408	Chinese Writing Advanced 1	2	HUML331	Chinese Grammar 1	2
HUML409	Chinese Writing Advanced 2	2	HUML332	Chinese Grammar 2	2
HUML410	Chinese Communication Advanced 1	2	HUMS402	Special Lecture on Chinese Social Issues A	2
HUML411	Chinese Communication Advanced 2	2	HUMS403	Special Lecture on Chinese Social Issues B	2
HUML412	Japanese-Chinese Interpretation A	2	HUMS300	Chinese Politics	2
HUML413	Japanese-Chinese Interpretation B	2	HUMS301	Chinese Economy	2
HUML414	Chinese-Japanese Interpretation A	2	HUMC330	Readings in Sanskrit 1	2
HUML415	Chinese-Japanese Interpretation B	2	HUMC331	Readings in Sanskrit 2	2

### Cross-Cultural Communication: Russian (For Students enrolled in AY2021)

Course Code and Number	Course Title	Credits	Course Code and Number	Course Title	Credits
<b>Introductory Courses: 2 credits</b>					
HUML100	Cross-Cultural Communication	2	HUML101	Introduction to Language and Culture	2
<b>Basic Courses: 10 credits</b>					
HUML102	Global Issues in English A1	2	HUML223	Russian Grammar Intermediate 1	2
HUML103	Global Issues in English A2	2	HUML224	Russian Grammar Intermediate 2	2
HUML202	Global Issues in English B1	2	HUML225	Russian Reading Basic 1	2
HUML203	Global Issues in English B2	2	HUML226	Russian Reading Basic 2	2
HUML125	Russian Grammar Elementary 1	2	HUML227	Russian Translation Basic 1	2
HUML126	Russian Grammar Elementary 2	2	HUML228	Russian Translation Basic 2	2
HUML127	Russian Communication Basic 1	1	HUML229	Russian Communication Intermediate 1	1
HUML128	Russian Communication Basic 2	1	HUML230	Russian Communication Intermediate 2	1
HUML129	Russian Phonetic Exercises 1	1	HUMC118	Introduction to Russian Literature	2
HUML130	Russian Phonetic Exercises 2	1	HUMC225	History and Culture of Russia	2
HUML221	Russian Grammar Basic 1	2	HUMC226	History and Culture of Eastern Europe	2
HUML222	Russian Grammar Basic 2	2	HUMS106	Outline of Modern Russia	2
<b>Advanced Courses: 12 credits</b>					
HUMC302	Special Lecture A	2	HUML428	Readings in Russian Literature 2	2
HUMC303	Special Lecture B	2	HUMC424	Russian Literature	2
HUML420	Russian Grammar Advanced 1	2	HUML329	Russian Linguistics 1	2
HUML421	Russian Grammar Advanced 2	2	HUML330	Russian Linguistics 2	2
HUML422	Russian Communication Advanced 1	1	HUMS404	Russian Society	2
HUML423	Russian Communication Advanced 2	1	HUMS405	Russian Economy	2
HUML424	Russian Translation Advanced 1	2	HUMC328	Readings in Classical Language 1	2
HUML425	Russian Translation Advanced 2	2	HUMC329	Readings in Classical Language 2	2
HUML426	Current Issues in Russian	2	HUMC330	Readings in Sanskrit 1	2
HUML427	Readings in Russian Literature 1	2	HUMC331	Readings in Sanskrit 2	2

### Philosophy and History (For Students enrolled in AY2021)

Course Code and Number	Course Title	Credits	Course Code and Number	Course Title	Credits
<b>Introductory Courses: 2 credits</b>					
HUMC102	Introduction to Philosophy and Thought	2	HUMC103	Invitation to History	2
<b>Basic Courses: 10 credits</b>					
HUML102	Global Issues in English A1	2	INLA261	Principles of History	4
HUML103	Global Issues in English A2	2	HUMC211	Outline of Japan Ancient, Medieval History	2
HUML202	Global Issues in English B1	2	HUMC114	Outline of History of Comparative Culture	2
HUML203	Global Issues in English B2	2	HUMC115	Outline of Archaeology	2
HUMC202	Comparative Culture 1	2	HUMC212	Outline of Asian History 1	2
HUMC203	Comparative Culture 2	2	HUMC213	Outline of Asian History 2	2
HUMC204	History and Thought of Modern China	2	HUMC214	Outline of Western History 1	2
HUMC207	Survey of Philosophy	2	HUMC215	Outline of Western History 2	2
HUMC208	Philosophy 1	2	HUMC225	History and Culture of Russia	2
HUMC110	Survey of Buddhism	2	HUMC226	History and Culture of Eastern Europe	2
HUMC111	History of Western Philosophy 1	2	HUMC234	Geography 1	2
HUMC209	History of Japanese Thought 1	2	HUMC235	Geography 2	2
HUMC210	Survey of Ethics	2	HUMS203	Central Asian Studies	2
HUMC112	Introduction to History	2			
<b>Advanced Courses: 12 credits</b>					
HUMC302	Special Lecture A	2	HUMC419	Special Lecture on History A	2
HUMC303	Special Lecture B	2	HUMC420	Special Lecture on History B	2
HUMC304	History of Western Philosophy 2	2	HUMC421	Special Lecture on History C	2
HUMC305	History of Oriental Thought	2	HUML327	Studies on German Language and Culture 1	2
HUMC306	History of Japanese Thought 2	2	HUML328	Studies on German Language and Culture 2	2
HUMC307	Philosophy 2	2	HUMC322	English Readings in Humanities 1	2
HUMC308	Logic	2	HUMC323	English Readings in Humanities 2	2
HUMC309	Philosophy of Language	2	HUMC324	French Readings in Humanities 1	2
HUMC310	Religion	2	HUMC325	French Readings in Humanities 2	2
HUMC311	Philosophy of Science	2	HUMC326	German Reading in Humanities 1	2
HUMC410	Special Lecture on Philosophy and Thought A	2	HUMC327	German Readings in Humanities 2	2
HUMC411	Special Lecture on Philosophy and Thought B	2	HUMC328	Readings in Classical Language 1	2
HUMC412	Folklore	2	HUMC329	Readings in Classical Language 2	2
HUMC413	History of Western Culture	2	HUMC330	Readings in Sanskrit 1	2
HUMC414	History of Oriental Culture	2	HUMC331	Readings in Sanskrit 2	2
HUMC415	Paleography	2	HUMC332	Human Geography	2
HUMC416	Studies on Modern History	2	HUMC333	Physical Geography	2
HUMC418	History of Central Eurasia	2	HUMC334	Regional Geography	2

## Culture and Representation (For Students enrolled in AY2021)

Course Code and Number	Course Title	Credits	Course Code and Number	Course Title	Credits
<b>Introductory Courses: 2 credits</b>					
HUMC104	Invitation to World Literature	2	HUMC105	Introduction to Culture and Representation	2
<b>Basic Courses: 10 credits</b>					
HUMC406	Literature 1	2	HUMC217	Creative Writing 2	2
HUMC407	Literature 2	2	HUMC218	Readings in English and American Literature 2	2
HUMS400	Peace Studies 1	2	HUMC219	Introduction to English and American Literature 1	2
HUMS401	Peace Studies 2	2	HUMC220	Introduction to English and American Literature 2	2
HUMC408	Cultural Representation 1	2	HUMC221	History of Classic English Literature	2
HUMC409	Cultural Representation 2	2	HUMC222	History of Modern English Literature	2
HUML200	Academic Writing A1	2	HUMC223	History of American Literature	2
HUML201	Academic Writing A2	2	HUMC224	Introduction to Drama	2
HUMC201	Readings in English and American Literature 1	2	HUMC118	Introduction to Russian Literature	2
HUML300	Academic Writing B1	2	HUMC227	Film Studies	2
HUML301	Academic Writing B2	2	HUMC119	Introduction to Japanese Literature 1	2
HUML104	Oral Communication in English 1	1	HUMC120	Introduction to Japanese Literature 2	2
HUML105	Oral Communication in English 2	1	HUMC228	Reading Classic Japanese Literature	2
HUML106	Translation Basic 1	2	HUMC229	Reading Modern Japanese Literature	2
HUML107	Translation Basic 2	2	HUMC230	History of Japanese Literature	2
HUMC202	Comparative Culture 1	2	HUMC121	Calligraphy 1	2
HUMC203	Comparative Culture 2	2	HUMC231	Calligraphy 2	2
HUML114	Survey of the Teaching of Japanese 1	2	HUMC232	Chinese Literature 1	2
HUML115	Survey of the Teaching of Japanese 2	2	HUMC233	Chinese Literature 2	2
HUML116	Survey of Japanese Linguistics 1	2	HUML131	Survey of English Linguistics 1	2
HUML117	Survey of Japanese Linguistics 2	2	HUML132	Introduction to Linguistics	2
HUML118	Study of Japanese Communication	2	HUML133	Survey of English Linguistics 2	2
HUML213	Basic Chinese Grammar 1	2	HUML231	Studies on English Grammar 1	2
HUML214	Basic Chinese Grammar 2	2	HUML232	Studies on English Grammar 2	2
HUML215	Intermediate Readings in Chinese 1	2	HUML233	English Phonetics	2
HUML216	Intermediate Readings in Chinese 2	2	HUML134	Introduction to Comparative Study of Japanese	2
HUML225	Russian Reading Basic 1	2	HUML135	Studies on German Grammar 1	2
HUML226	Russian Reading Basic 2	2	HUML136	Studies on German Grammar 2	2
HUML227	Russian Translation Basic 1	2	HUML137	Studies on Spanish Grammar 1	2
HUML228	Russian Translation Basic 2	2	HUML138	Studies on Spanish Grammar 2	2
HUMC211	Outline of Japan Ancient, Medieval History	2	HUMC122	Comparative Studies on Culture 1	2
HUMC116	Introduction to Critical Reading 1	2	HUMC123	Comparative Studies on Culture 2	2
HUMC117	Introduction to Critical Reading 2	2	HUMS210	Sociology of Journalism	2
HUMC216	Creative Writing 1	2			
<b>Advanced Courses: 12 credits</b>					
HUML306	Translation B	2	HUMC317	Subculture Studies	2
HUML311	Text Studies 1	2	HUMC318	Special Lecture on Classical Chinese 1	2
HUML312	Text Studies 2	2	HUMC319	Special Lecture on Classical Chinese 2	2
HUMC302	Special Lecture A	2	HUML325	Studies on Spanish Language and Culture 1	2
HUMC303	Special Lecture B	2	HUML326	Studies on Spanish Language and Culture 2	2
HUML316	Modern Japanese Grammar A	2	HUML327	Studies on German Language and Culture 1	2
HUML317	Modern Japanese Grammar B	2	HUML328	Studies on German Language and Culture 2	2
HUML322	Communicative Japanese	2	HUML329	Russian Linguistics 1	2
HUML427	Readings in Russian Literature 1	2	HUML330	Russian Linguistics 2	2
HUML428	Readings in Russian Literature 2	2	HUMS411	Peace Studies Workshop 1	2
HUMC422	English and American Children's Literature	2	HUMS413	Peace Studies Workshop 2	2
HUMC423	Drama	2	HUMS302	Sociology of Gender	2
HUMC424	Russian Literature	2	HUMC322	English Readings in Humanities 1	2
HUMC425	Outline of Middle Eastern Culture 1	2	HUMC323	English Readings in Humanities 2	2
HUMC426	Outline of Middle Eastern Culture 2	2	HUMC324	French Readings in Humanities 1	2
HUMC312	Study of Classic Japanese Literature A	2	HUMC325	French Readings in Humanities 2	2
HUMC313	Study of Classic Japanese Literature B	2	HUMC326	German Reading in Humanities 1	2
HUMC314	Study of Modern Japanese Literature A	2	HUMC327	German Readings in Humanities 2	2
HUMC315	Study of Modern Japanese Literature B	2	HUMC328	Readings in Classical Language 1	2
HUMC427	Special Lecture on Japanese Literature A	2	HUMC329	Readings in Classical Language 2	2
HUMC428	Special Lecture on Japanese Literature B	2	HUMC330	Readings in Sanskrit 1	2
HUMC429	Special Lecture on Japanese Literature C	2	HUMC331	Readings in Sanskrit 2	2

## Global Japan Studies (For Students enrolled in AY2021)

Course Code and Number	Course Title	Credits	Course Code and Number	Course Title	Credits
<b>Introductory Courses: 2 credits</b>					
HUML100	Cross-Cultural Communication	2	HUMC107	Global Japan Studies	2
HUMC106	Invitation to Global Japan Studies	2	HUMS100	Human and Society	2
<b>Basic Courses: 10 credits</b>					
HUMC407	Literature 2	2	HUMC211	Outline of Japan Ancient, Medieval History	2
HUMS401	Peace Studies 2	2	HUMC114	Outline of History of Comparative Culture	2
HUMC409	Cultural Representation 2	2	HUMC212	Outline of Asian History 1	2
HUML200	Academic Writing A1	2	HUMC213	Outline of Asian History 2	2
HUML201	Academic Writing A2	2	HUMC214	Outline of Western History 1	2
HUML103	Global Issues in English A2	2	HUMC215	Outline of Western History 2	2
HUML203	Global Issues in English B2	2	HUMC224	Introduction to Drama	2
HUML300	Academic Writing B1	2	HUMC225	History and Culture of Russia	2
HUML301	Academic Writing B2	2	HUMC226	History and Culture of Eastern Europe	2
HUML104	Oral Communication in English 1	1	HUMC119	Introduction to Japanese Literature 1	2
HUML105	Oral Communication in English 2	1	HUMC120	Introduction to Japanese Literature 2	2
HUMC202	Comparative Culture 1	2	HUMC228	Reading Classic Japanese Literature	2
HUMC203	Comparative Culture 2	2	HUMC229	Reading Modern Japanese Literature	2
HUML108	Studies on Japanese Culture	2	HUMC230	History of Japanese Literature	2
HUMS103	International Cultural Exchange and Japan	2	HUMC121	Calligraphy 1	2
HUML109	Introduction of Japan 1	2	HUMC231	Calligraphy 2	2
HUML110	Introduction of Japan 2	2	HUMC234	Geography 1	2
HUML111	Japanese Language Skills Required in Japanese Studies	2	HUMC235	Geography 2	2
HUML204	Translation A	2	HUMS105	Outline of Modern China	2
HUML205	Interpretation A	2	HUMS106	Outline of Modern Russia	2
HUML114	Survey of the Teaching of Japanese 1	2	HUMC122	Comparative Studies on Culture 1	2
HUML115	Survey of the Teaching of Japanese 2	2	HUMC123	Comparative Studies on Culture 2	2
HUML116	Survey of Japanese Linguistics 1	2	HUMS107	International Relations	2
HUML117	Survey of Japanese Linguistics 2	2	HUMS109	Cultural Anthropology	2
HUML118	Study of Japanese Communication	2	HUMS204	Anthropology of Modern Culture	2
HUML206	Survey of Linguistics 1	2	HUMS110	Outline of Sociology	2
HUML207	Survey of Linguistics 2	2	HUMS207	Sociology of Family	2
HUML208	Contrastive Linguistics 1	2	HUMS208	Community and Urban Sociology	2
HUML209	Contrastive Linguistics 2	2	HUMS209	Sociology of Religion	2
HUMC110	Survey of Buddhism	2	HUMS210	Sociology of Journalism	2
HUMC209	History of Japanese Thought 1	2	HUMS214	Survey of Social Welfare 1	2
INLA261	Principles of History	4	HUMS215	Survey of Social Welfare 2	2
<b>Advanced Courses: 12 credits</b>					
HUML302	Intercultural Communication	2	HUMC318	Special Lecture on Classical Chinese 1	2
HUML303	Global Communication	2	HUMC319	Special Lecture on Classical Chinese 2	2
HUML307	Interpretation B	2	HUML324	Comparative Studies on Japanese and English	2
HUML308	Translation Studies	2	HUML333	Japanese Vocabulary and Writing	2
HUML309	English Translation Studies	2	HUML429	Special Lecture on Japanese Linguistics A	2
HUML312	Text Studies 2	2	HUML430	Special Lecture on Japanese Linguistics B	2
HUMC302	Special Lecture A	2	HUMS406	Peace Studies	2
HUMC303	Special Lecture B	2	HUMS407	Human Security Studies	2
HUML315	Social Linguistics	2	HUMS408	Global Community	2
HUML316	Modern Japanese Grammar A	2	HUMS409	East Asian Community and Security Studies	2
HUML317	Modern Japanese Grammar B	2	HUMS302	Sociology of Gender	2
HUML322	Communicative Japanese	2	HUMS303	Sociology of Education	2
HUMC305	History of Oriental Thought	2	HUMS304	Mass Media and Social Psychology	2
HUMC306	History of Japanese Thought 2	2	HUMS414	Sociology of History	2
HUMC307	Philosophy 2	2	HUMS415	Sociology of Present-Day Religion	2
HUMC412	Folklore	2	HUMS416	Visual Sociology	2
HUMC413	History of Western Culture	2	HUMC322	English Readings in Humanities 1	2
HUMC414	History of Oriental Culture	2	HUMC323	English Readings in Humanities 2	2
HUMC415	Paleography	2	HUMC332	Human Geography	2
HUMC416	Studies on Modern History	2	HUMC333	Physical Geography	2
HUMC316	Debate on Japanology	2	HUMC334	Regional Geography	2
HUMC317	Subculture Studies	2			

## Sociology (For Students enrolled in AY2021)

Course Code and Number	Course Title	Credits	Course Code and Number	Course Title	Credits
<b>Introductory Courses: 2 credits</b>					
HUMS100	Human and Society	2	HUMS102	Introduction to Social Welfare	2
HUMS101	Invitation to Modern Society Studies	2			
<b>Basic Courses: 10 credits</b>					
HUMS400	Peace Studies 1	2	HUMC123	Comparative Studies on Culture 2	2
HUMS401	Peace Studies 2	2	HUMS203	Central Asian Studies	2
HUML102	Global Issues in English A1	2	HUMS107	International Relations	2
HUML103	Global Issues in English A2	2	HUMS108	Foundation of Sociological Research	2
HUML202	Global Issues in English B1	2	HUMS109	Cultural Anthropology	2
HUML203	Global Issues in English B2	2	HUMS204	Anthropology of Modern Culture	2
HUMC202	Comparative Culture 1	2	HUMS110	Outline of Sociology	2
HUMC203	Comparative Culture 2	2	HUMS205	Outline of History of Sociology	2
HUMS103	International Cultural Exchange and Japan	2	HUMS206	Data Collection and Analysis	2
HUMS104	Mass Communication	2	HUMS207	Sociology of Family	2
HUMC204	History and Thought of Modern China	2	HUMS208	Community and Urban Sociology	2
HUMC225	History and Culture of Russia	2	HUMS209	Sociology of Religion	2
HUMC226	History and Culture of Eastern Europe	2	HUMS210	Sociology of Journalism	2
HUMS105	Outline of Modern China	2	HUMS211	Social Research Methods	2
HUMS106	Outline of Modern Russia	2	HUMS212	Qualitative Research Methods	2
HUMS201	East Asian Politics	2	HUMS213	Social Statistics	2
HUMS202	East Asian Economy	2	HUMS214	Survey of Social Welfare 1	2
HUMC122	Comparative Studies on Culture 1	2	HUMS215	Survey of Social Welfare 2	2
<b>Advanced Courses: 12 credits</b>					
HUMC302	Special Lecture A	2	HUMS303	Sociology of Education	2
HUMC303	Special Lecture B	2	HUMS304	Mass Media and Social Psychology	2
HUMC412	Folklore	2	HUMS414	Sociology of History	2
HUMC317	Subculture Studies	2	HUMS415	Sociology of Present-Day Religion	2
HUMS300	Chinese Politics	2	HUMS416	Visual Sociology	2
HUMS301	Chinese Economy	2	HUMS417	Survey Research Practice	2
HUMS404	Russian Society	2	HUMS418	Field Research Practice	2
HUMS405	Russian Economy	2	HUMC322	English Readings in Humanities 1	2
HUMS406	Peace Studies	2	HUMC323	English Readings in Humanities 2	2
HUMS407	Human Security Studies	2	HUMC324	French Readings in Humanities 1	2
HUMS408	Global Community	2	HUMC325	French Readings in Humanities 2	2
HUMS409	East Asian Community and Security Studies	2	HUMC326	German Reading in Humanities 1	2
HUMS410	Workshop for Peacebuilding 1	2	HUMC327	German Readings in Humanities 2	2
HUMS411	Peace Studies Workshop 1	2	HUMC328	Readings in Classical Language 1	2
HUMS412	Workshop for Peacebuilding 2	2	HUMC329	Readings in Classical Language 2	2
HUMS413	Peace Studies Workshop 2	2	HUMC330	Readings in Sanskrit 1	2
HUMS302	Sociology of Gender	2	HUMC331	Readings in Sanskrit 2	2

## Data Science Program (For Students enrolled in AY2021)

Course Code and Number	Course Title	Course Classification	Credits	Department enrolled				Note
				Economics	Law	Humanities	Business Admin.	
Required Courses: 4 credits								
ECON322	Data Science	Econ	4	⊙	⊙	⊙	⊙	
Elective Courses: 20 credits								
Basic Statistics *								
GNAT111	Physical Exercise A	General	2		○			
GNAT112	Physical Exercise B	General	2		○			
ECON122	Introductory Statistics A	Econ	4	○				
HUMS206	Data Collection and Analysis	Human	2			○		
HUMS213	Social Statistics	Human	2			○		
BUSI141	Statistics	Bus Admin	4				○	
Basic Programming								
SESI212	Practical Study in Computer Science	SESI	2	○	○	○	○	
Data Science								
GNAT102	Information Science	General	2	○	○	○	○	
GNAT104	Computer Programming	General	2	○	○	○	○	Java
BUSI252	Computer Programming	Bus Admin	4	○	○	○	○	Python
INFO162	Seminar in Programming 2	ISE	2	○	○	○	○	
SESI213	Advanced Programming	SESI	2	○	○	○	○	
INFO253	Data Structures	ISE	2	○	○	○	○	
INFO261	Seminar in Software A	ISE	2	○	○	○	○	
INFO262	Seminar in Software B	ISE	2	○	○	○	○	Java
ECON323	Statistics	Econ	4	○	○	○	○	
INFO359	Artificial Intelligence	ISE	2	○	○	○	○	
INFO454	Data Analysis	ISE	2	○	○	○	○	
INFO458	Data Base	ISE	2	○	○	○	○	

\* Statistics courses that will be calculated as credits for minor program differ depending on the faculties or departments

Only the courses marked with "O" in your department will be counted as credits for minor program

\* Students other than the Faculty of Science and Engineering are recommended that they first take "Basic Statistics," "Basic Programming," or courses in the General Education Courses



**SOKA University**