

GSAPS Procedures for Withdrawal

2023,1,17 Updated

1. Types of Withdrawal

○ Voluntary Withdrawal

Students are allowed to voluntarily withdraw upon receiving permission from the Academic Affairs Committee. In the case of withdrawal during the middle of a semester, school tuition and other fees must be fully paid for that semester. (See "2. Application Date and School Fee related to Withdrawal".)

○ Administrative Withdrawal

Under the conditions below, following an academic hearing, a student will be required to withdraw.

1. The number of years allotted to earn a degree has expired.
2. "Completion of research guidance": Completing the Doctoral Program except for submission of dissertation (for Doctoral Program students)
3. Tuition and other required fees have not been paid.

2. Schedules for the Application Date of the withdrawal and the fees requirements

Students can apply during the following periods in the semester and fees differ according to the date of application. Voluntary withdrawal will be treated as "administrative withdrawal (due to unpaid tuition and fees)" if the application is made after the designated deadline.

	Spring Semester		Fall Semester	
Date of application	1– 14 April	15 April – 20 September	21 – 30 September	1 October to 31 March
Date of Withdrawal	End of the previous fall semester (31 March)	Date of application or the end of spring Semester (20 Sep)	End of the previous Spring semester (20 September)	Date of application or the end of fall Semester (31 March)
Tuition and Fees	Spring Semester/ No need to pay	<u>Spring Semester /</u> <u>NEED to pay</u>	Fall Semester/ No need to pay	<u>Fall Semester /</u> <u>NEED to pay</u>

5. Important Notes for Leave of Absence

- When a holder of a "College Student" Resident Status (Visa) officially withdraws from the University, the student must process a visa status change or return to his/her home country. Please take necessary procedures and refer to [the Center for International Education website](#).
- Your student ID card must be returned to your school's office.
- Please empty your locker. The Office will dispose any personal belongings found left. (In the unlikely event that a locker key is lost, the actual cost will be charged.) If you are PhD students, please complete the Career Path Survey from [the Career Center Website](#).
- Scholarship recipients may be asked to take procedures to suspend their scholarship award or return all or a portion of the award to the University. Please contact the Scholarships and Financial Assistance Section in advance.
- Any student submitting a readmission application must fulfill several preconditions before due consideration can be given. First, students must show that the circumstances which existed at the time of withdrawal no longer apply and/or no longer impact the student. Second, the student must be able to complete his or her program of study and/or graduate based on the numbers of years that remained at the time of withdrawal. Third, readmission applications must be submitted within the designated maximum number of years which have elapsed since the withdrawal year according to the following guidelines below.

(Note: In every instance below, "year" refers to "academic year.")

Master's Degree: Within 4 years counting from the year following the withdrawal year.

Doctoral Degree : Within 5 years counting from the year following the withdrawal year.

- If your withdrawal application for "Completion of research guidance" is approved, the student is allowed to submit a doctoral dissertation within 3 years after the withdrawal date.

6. Application procedures

- 1 . You need to consult with your supervisor and get their approval for your withdrawal for the specified semester in an email. If the applicant is deemed to have officially completed the Doctoral Program except for the submission of the dissertation, please get the approval email for it.
- 2 . Please download the designated format and fill out the form. Signatures of yourself and your guardian are required. If your guardian is abroad, scanned sign on the form is also acceptable.
- 3 . Please submit the form through the designated web link. Please attach the PDF file of your email correspondence with your supervisor stating that your withdrawal has been approved.
We do not accept the application by any other method--e-mail, mail, or in person at the office.
- 4 . Application form for withdrawal must be approved by GSAPS faculty meeting. We will send the confirmation email to your Waseda address once it's approved. Please kindly understand that it takes time to obtain the approval since the faculty meeting is held once a month.