

How to Defer March 2025 Graduation (For Students Not Wishing to Graduate in March) [For School of Culture, Media and Society JCulP OS Students]

September 2, 2024

Updated on November 12

Administrative Office of the Faculty of Letters, Arts and Sciences

Starting in AY 2024, March graduation changed from an application-based system to an automatic system. **If students fulfill the requirements for March graduation in the AY 2024 fall semester, they will automatically graduate in March 2025.**

As a rule, once students have met the graduation requirements, they graduate and are no longer registered at the university (i.e., it is not possible to remain registered if you have fulfilled the graduation requirements). However, depending on your credit acquisition status, it may be possible to change when you will meet the graduation requirements by adjusting the courses for which you register and the credits you will acquire.

This document, **which applies to JCulP OS students in the School of Culture, Media and Society, explains how to defer March graduation if you could graduate automatically in March but do not wish to do so. If you do not wish to graduate in March, make sure you consult this document before you register fall semester courses.**

Please note that in some cases there is no way to definitely defer March graduation due to your course registration status and in some cases your GPA will decrease if you defer March graduation.

[If You Wish to Graduate in March]

Students who wish to graduate in March should consult **“March 2025 Graduation Flow (For Students Wishing to Graduate in March) [For School of Culture, Media and Society JCulP OS Students]”** instead of this document. Please be sure to check before registering for fall semester courses.

To graduate, it is necessary to have been **registered for at least 4 years (8 semesters)**. In the following case, the student would not graduate in March.

1st year		2nd year		3rd year		4th year	
Fall semester	Spring semester	Fall semester	Spring semester	Fall semester	Spring semester	Fall semester	Spring semester
Registered	Registered	(Promotion to 2nd-year student) Registered	Registered	Registered	Registered	Registered March graduation not possible	

March Graduation Deferral Flow (For School of Culture, Media and Society JCulP OS Students)

For the details of each step, carefully read the explanation on the indicated page. Notifications about March graduation will also be provided via the school website, MyWaseda notifications, and Waseda Mail, so **be sure to check these frequently**. If there are any changes to schedules, procedures, etc., they will be communicated via the school website, MyWaseda notifications, and Waseda Mail as well.

time (scheduled)	#	Response required	Page
~September 2024	1	Verify the March Graduation Requirements	Page 3
~September 2024	2	Check whether you meet March Graduation Requirement [1]	Page 3
Friday, September 6, 2024 Around 10:00 a.m.	3	Verify whether March Graduation Requirement [1] has been met (check Waseda Mail)	Page 5
before registering for courses	4	Report to your academic supervisor that you plan to defer March graduation	Page 6
before registering for courses	5	Verify your grades through the spring semester and verify missing courses and credits required to graduate	Page 6
before registering for courses	6	Verify the March graduation deferral methods	Page 7
From early September 2024 Please check the 2024 Course Registration Guide for specific dates.	7	Register for fall semester courses	Page 9
Late October 2024	8	Check the results of expected graduation to verify whether you have deferred March graduation	Page 9
Early November 2024	9	Submit an Application to Issue a Certificate of Expected Graduation in September (only if necessary)	Page 11
Early March 2025	10	Verify fall semester grades and Result of Judgment for March Graduation	Page 12

1. Verify the March Graduation Requirements

Students who fulfill all the requirements indicated below will automatically graduate in March.

March Graduation Requirements

- ① At the end of the fall semester, the student **must have been registered for at least 3 years since promotion (since becoming a 2nd-year student)**.

*Leave of absence periods and study abroad periods are not included in the number of years of registration.

- ② At the end of the fall semester, the student must have obtained at least 124 credits required for graduation and fulfill all the requirements.

- ③ Full payment of tuition, etc. for courses through the fall semester must have been made.

*Please note that if requirement [3] is not met, the student will be subject to administrative withdrawal as a result of removal from the school register due to unpaid tuition fees.

2. Check whether you meet March Graduation Requirement [1]

Verify whether you meet March Graduation Requirement [1]. The **number of years of registration does not include** leave of absence periods and study abroad periods **that are not considered enrolment periods**. If you do not meet March Graduation Requirement [1], it is not possible to graduate in September, but just in case, you should make sure to complete the process up to the next step ("3. Verify whether March Graduation Requirement [1] has been met (check Waseda Mail)").

March Graduation Requirements [1]

At the end of the fall semester, the student **must have been registered for at least 3 years since promotion (since becoming a 2nd-year student)**.

*Leave of absence periods and study abroad periods are not included in the number of years of registration.

<Whether Study Abroad Period Is Considered as Enrolment Period>

Study Abroad Program	Counting of Study Abroad Period in Number of Years of Registration
EX-R/L	<ul style="list-style-type: none">If the study abroad credits are recognized as accredited and you want them to be credits that count for graduation: <u>Counted in the number of years of registration</u>
Departmental Exchange Programs	<ul style="list-style-type: none">If you did not have the credits recognized, if the credits are not recognized as accredited, or if the credits are accredited but you do not want them to count for graduation: <u>Not counted in the number of years of registration</u>
DD (Double Degree)	<u>Always counted in number of years of registration</u>
CS-R/L	
Exchange at Doshisha University	

Privately financed study abroad program for which the registration status is “study abroad”	<ul style="list-style-type: none"> If the study abroad credits are recognized as accredited, you want them to be credits that count for graduation, and you have paid the credit recognition fee in full: <u>Counted in number of years of registration</u> If you did not have the credits recognized, if the credits were not recognized as accredited, if the credits were recognized as accredited but you do not want them to count for graduation, or if you have not paid the credit recognition fee in full: <u>Not counted in number of years of registration</u>
Privately financed study abroad program for which the registration status is “leave of absence”	<u>Not counted in number of years of registration</u>

The following shows examples of fulfilling and not fulfilling March Graduation Requirement [1] in the AY 2024 fall semester.

	2020	2021	2021	2022	2022	2023	2023	2024	2024
	Fall semester	Spring semester	Fall semester	Spring semester	Fall semester	Spring semester	Fall semester	Spring semester	Fall semester
	Admission	promoted							Fulfills March Graduation Requirement [1].
Year	1st	1st	1st	2nd	2nd	3rd	3rd	4th	5th
Number of years of registration after promotion			0.5	1	1.5	2	2.5	3	3.5

	2020	2021	2021	2022	2022	2023	2023	2024	2024
	Fall semester	Spring semester	Fall semester	Spring semester	Fall semester	Spring semester	Fall semester	Spring semester	Fall semester
	Admission	Not promoted	Promoted						Fulfills March Graduation Requirement [1].
Year	1st	1st	1st	2nd	2nd	3rd	3rd	4th	4th
Number of years of registration after promotion				0.5	1	1.5	2	2.5	3

	2020	2021	2021	2022	2022	2023	2023	2024	2024
	Fall semester	Spring semester	Fall semester	Spring semester	Fall semester	Spring semester	Fall semester	Spring semester	Fall semester
	Admission	Not promoted	Not promoted	Promoted					Does not fulfill March Graduation Requirement [1].
Year	1st	1st	1st	1st	2nd	2nd	3rd	3rd	4th
Number of years of registration after promotion					0.5	1	1.5	2	2.5

	2020	2021	2021	2022	2022	2023	2023	2024	2024
	Fall semester	Spring semester	Fall semester	Spring semester	Fall semester	Spring semester	Fall semester	Spring semester	Fall semester
	Admission	Promoted							Does not fulfill March Graduation Requirement [1].
Year	1st	1st	2nd	Leave of absence	Leave of absence	2nd	3rd	3rd	4th
Number of years of registration after promotion			0.5			1	1.5	2	2.5

	2021	2022	2022	2023	2023	2024	2024
	Fall semester	Spring semester	Fall semester	Spring semester	Fall semester	Spring semester	Fall semester
	Admission	Promoted					Does not fulfill March Graduation Requirement [1].
Year	1st	1st	2nd	2nd	3rd	3rd	4th
Number of years of registration after promotion			0.5	1	1.5	2	2.5

3. Verify whether March Graduation Requirement [1] has been met (check Waseda Mail)

By around 10:00 a.m. on Friday, September 6, 2024, a MyWaseda notification email with the subject indicated below will be sent to the Waseda Mail address of students who meet March Graduation Requirement [1] (graduation requirement relating to number of years of registration) at the end of the AY 2024 fall semester.

Notification subject	To all students who meet March 2025 Graduation Requirement [1]
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➤ Students who received the notification email indicated above:

If March Graduation Requirements [2] and [3] are also met in the fall 2024 semester, you will automatically graduate in March.

If you do not wish to graduate in March, you should follow the procedure below and verify the March graduation deferral method.

➤ Students who did not receive the notification email indicated above:

You will not graduate in March 2025. **It is not necessary to defer March graduation** as explained below.

If you do not receive the notification email even though you met March Graduation Requirement [1] when you checked it yourself, make sure to contact the Administrative Office of the Faculty of Letters, Arts and Sciences before registering for fall semester courses. If you are unsure of when you can graduate, you should also contact the Administrative Office of the Faculty of Letters, Arts and Sciences.

4. Report to your academic supervisor that you plan to defer March graduation

- Students who meet March Graduation Requirement [1] and wish to defer March graduation should report to their academic supervisor that “I am eligible for March graduation based on the number of years of registration, but I do not plan to graduate in March.”
- After that, report to your academic supervisor as needed if your plan regarding March graduation changes, etc.
- Students who do not receive a notification email informing them that they meet March Graduation Requirement [1] are not eligible for March graduation in the first place, so they do not have to report anything in particular to their academic supervisor.

5. Verify your grades through the spring semester and verify missing courses and credits required to graduate

In order to defer March graduation, it is necessary for students who meet March Graduation Requirement [1] to **make sure they do not acquire all the credits and compulsory subjects required for graduation in the AY 2024 fall semester (to avoid meeting March Graduation Requirement [2]).** To do so, you should first verify your credit acquisition status.

In early September, grades for the spring semester are announced on MyWaseda’s web grade report page. Check the number of credits you have acquired to date and the missing courses and credits required to graduate.

If you do not understand the web grade report page procedure, consult the following page:

[01_Check My Grades & Progress – Support Anywhere \(waseda.jp\)](#)

Check your missing credits by clicking the “Credit Report” button on the web grade report page and compare the credits (for each **Category** and **Total**) in the “Required” column and “Included” column.

At the end of the fall semester, if the **number of “Included” credits is equal to or greater than the number of “Required” credits for each Category and Total**, you meet March Graduation Requirement [2].

Number of credits in “Required” column	The number of credits that must be obtained to graduate.
Number of credits in “Passed” column	Ignore the figures in the “Passed” column. Since these figures include credits for courses that are not counted for graduation, they <u>cannot be used to verify March Graduation Requirement [2].</u>
Number of credits in “Included” column	This is the number of credits counted for graduation that you have already acquired at the current time.

<Example of Verifying Credit Acquisition Status Page>

For all rows with a figure written in the “Required” column (“Category” and “Total”), if
“Included” credits ≥ “Required” credits, all credits required for graduation have been acquired.

Missing credits: “Required” credits – “Included” credits

Category		Required	Passed	Included
Core Subjects	Core Seminars	4	4	4
	Required Core Seminars	4	4	4
	Elective Core Seminars		0	0
	Japanese	24	10	10
	Subtotal	28	14	14
Bridge Subjects	Lectures		14	14
	Elective Foreign Languages		0	0
	Advanced Specialized Studies			
Abbreviated				
	(Lectures)		11	11
	Subjects from Other Schools (Elective English)		0	0
	Subjects from Other Schools (Elective Foreign Languages)		0	0
	Subtotal		11	11
Total		124	75	75

6. Verify the March graduation deferral methods

Make sure to verify the March graduation deferral methods before fall semester course registration.

Method of Deferring March Graduation	GPA Decrease	Explanation and Important Points	Steps Required to Graduate in Next Year's Spring Semester
Deferral method (1): Register for courses so that you will not obtain the 124 credits (total) required for graduation in the fall semester	GPA will not decrease	<ul style="list-style-type: none"> • <u>Automatic registration courses cannot be canceled.</u> If the number of acquired credits exceeds 124 credits when credits for automatically registered courses are included, this method cannot be used. • At the course registration stage, carefully verify how many credits required for graduation you still need to obtain before you register. • Please also take care regarding the number of credits available for courses you will register for in next year's spring semester to ensure that you can acquire the 124 credits required for graduation in that semester. 	During the specified course registration period for next year's spring semester, register for courses that will ensure you obtain the 124 credits required for graduation.

Deferral method (2): Register for courses so that you will not obtain all the required credits for “Japanese” or “Advanced Seminars (CORE) JCulP” in the fall semester	GPA will not decrease	<ul style="list-style-type: none"> • Take care to ensure you can acquire all the required credits in next year’s spring semester. • For advanced seminars, you can only register for up to 6 credits per semester. When the grades for the fall semester are announced, make sure you are not missing more than 6 credits for “Advanced Seminars (CORE) JCulP.” • For Japanese courses, you can only register for up to 8 credits per semester. When the grades for the fall semester are announced, make sure you are not missing more than 8 credits for “Japanese.” 	During the specified course registration period for next year’s spring semester, register for courses that will provide all the credits you are missing.
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You should consider **deferral methods (3) and (4) below as methods to be used in unavoidable circumstances only.** Both of these methods involve **deliberately obtaining a fail grade**, which is fundamentally not desirable. Furthermore, with deferral method (4), **you cannot be sure that you will defer March graduation.**

Take care with this method, as even if you deliberately aim for a fail grade, it is possible that it will not go according to plan and you will obtain a pass grade. Grades are determined based on the judgment of the course instructor, and you cannot request a fail grade or the like.

Method of Deferring March Graduation	GPA Decrease	Explanation and Important Points	Steps Required to Graduate in Next Year’s Spring Semester
Deferral method (3): (If you have not yet obtained credits for your graduation thesis) Do not submit your graduation thesis in the fall semester	<u>GPA will decrease (a failed course will be recorded on your GPA certificate)</u>	<ul style="list-style-type: none"> • <u>If you do not submit your graduation thesis in the fall semester, you will be given a fail grade. Your GPA will also decrease.</u> • Make sure to consult your thesis supervisor beforehand. 	Submit your graduation thesis in next year’s spring semester and obtain a pass grade.
Deferral method (4): Deliberately obtain a fail grade in any subject so that you will not meet the graduation requirements		<ul style="list-style-type: none"> • Be very careful since September graduation for next year’s spring semester may not be possible depending on the credits or course that you fail. 	During the specified course registration period for next year’s spring semester, register so that you will meet the graduation requirements.

7. Register for fall semester courses

Complete course registration by the stated deadline as usual, based on the specified rules.

<<Important>>

- **If you are planning to graduate in the spring 2025 semester (in September 2025), you need to acquire all compulsory subjects and credits required for graduation in the spring 2025 semester. Plan your courses by taking into account the maximum number of credits for course registration in the spring 2025 semester.** The maximum number of credits for course registration in the **spring 2025** semester will vary based on the credits for which you register in the fall 2024 semester. Carefully verify the course registration guidelines, including any other course registration rules.
- **Pay particular attention to the maximum number of credits for course registration for half a year and one year.**

Category	Maximum Number of Credits for Course Registration for Half a Year	Maximum Number of Credits for Course Registration for One Year	Remarks
All credits counting for graduation	26	44	If you register for 26 credits that count for graduation in the fall 2024 semester, you will only be able to register for up to 18 credits that count for graduation in the spring 2025 semester.
Advanced Seminar	6	-	
Japanese	8	-	You can only register for up to 8 credits per semester, regardless of whether they count for graduation.

8. Check the results of expected graduation to verify whether you have deferred March graduation

The results of expected graduation are announced at the end of October. **Make sure to check them on the day of the announcement.** The announcement date is scheduled to be published on the school website around late September.

CMS website > For Current Students > Grades

“Announcement of results of expected graduation and expected acquisition of Teaching License【for fourth-year students】” (publication planned at end of September)

Evaluation Result	Explanation
Students who are evaluated as “[Result of Judgment for Graduation] Impossible Status for Graduation (September) ,” regardless of which deferral method they used ((1) to (4))	The student <u>cannot graduate in March or September.</u> There is some problem with credit acquisition status through the spring semester, course registration for the fall semester, etc. Contact the Administrative Office for the Faculty of Letters, Arts and Sciences by the specified deadline indicated in the notification of the expected graduation evaluation result.

<p>Students who plan to defer graduation using deferral method (1) or (2)</p>	<p>If evaluation is “<u>[Result of Judgment for Graduation] Status for Graduation (Completion) (September)</u>”</p> <p>You have successfully deferred March graduation. You are not expected to graduate in March 2025 and are expected to graduate in September 2025.</p> <p>If evaluation is “<u>[Result of Judgment for Graduation] Status for Graduation (Completion) (March)</u>”</p> <p>You failed to defer graduation using deferral method (1) or (2) due to a course registration error or the like. Contact the Administrative Office for the Faculty of Letters, Arts and Sciences by the specified deadline indicated in the notification of the expected graduation evaluation result.</p>
<p>Students who plan to defer graduation using deferral method (3)</p>	<p>If evaluation is “<u>[Result of Judgment for Graduation] Status for Graduation (Completion) (March)</u>”</p> <p>You will not graduate in March unless you submit your graduation thesis. However, you will receive a fail grade for your graduation thesis and your GPA will decrease.</p> <p>If evaluation is “<u>[Result of Judgment for Graduation] Status for Graduation (Completion) (September)</u>”</p> <p>You are not expected to graduate in March 2025, but you are expected to graduate in September 2025.</p> <p>Please note that based on the credits you have acquired to date and the credits for courses you are registered for in the fall 2024 semester, you do not have enough credits required for graduation. You need to add courses so that you will meet the graduation requirements in the spring 2025 semester. If you are unsure about the graduation requirements you are missing, contact the Administrative Office of the Faculty of Letters, Arts and Sciences.</p>
<p>Students who plan to defer graduation using deferral method (4)</p>	<p>If evaluation is “<u>[Result of Judgment for Graduation] Status for Graduation (Completion) (March)</u>”</p> <p>If you are able to deliberately obtain a fail grade as planned so that you do not meet the graduation requirements, you will not graduate in March 2025. However, your GPA will decrease.</p> <p>If evaluation is “<u>[Result of Judgment for Graduation] Status for Graduation (Completion) (September)</u>”</p> <p>You are not expected to graduate in March 2025, but you are expected to graduate in September 2025.</p> <p>Please note that based on the credits you have acquired to date and the credits for courses you are registered for in the fall 2024 semester, you do not have enough credits required for graduation. You need to add courses so that you will meet the graduation requirements in the spring 2025</p>

	semester. If you are unsure about the graduation requirements you are missing, contact the Administrative Office of the Faculty of Letters, Arts and Sciences.
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9. Submit an Application to Issue a Certificate of Expected Graduation in September (only if necessary)

[Important]

If your expected graduation was evaluated as “[Result of Judgment for Graduation] Status for Graduation (Completion) (September),” the application mentioned in this section is not required, so do not submit one.

For students who plan to defer March graduation using deferral method (3) or (4) and whose expected graduation evaluation result is “[Result of Judgment for Graduation] Status for Graduation (Completion) (March),” a Certificate of Expected Graduation in March is set to be issued. **Students who require a Certificate of Expected Graduation for September 2025 graduation should submit an application in the period indicated below.** If expected September graduation is evaluated and deemed permissible, it will be possible to issue a Certificate of Expected Graduation for September graduation.

[Important Note]

It may not be possible to defer March graduation even if you submit this application. If you meet the March Graduation Requirements in the fall semester even though you submitted the application, you will automatically graduate in March. If the application is accepted, “[Result of Judgment for Graduation] Status for Graduation (Completion) (September)” will be displayed on the web grade report page, but this does not mean that March graduation has been successfully deferred. To defer it, **you need to make sure that you adjust the credits you will acquired and when you will meet the graduation requirements**, referring to “6. Verify the March graduation deferral methods.”

➤ Application to Issue a Certificate of Expected Graduation in September

Application criteria	Students who meet all the requirements below are eligible to apply. <ul style="list-style-type: none"> • The expected graduation evaluation result displayed on the web grade report page is “[Result of Judgment for Graduation] Status for Graduation (Completion) (March).” • The student wishes to graduate in September rather than March and will defer March graduation by adjusting the courses for which they register or the number of credits they acquire using one of the methods indicated in “6. Verify the March graduation deferral methods.”
Application period	Tuesday, November 5 – Thursday, November 7
Application method	Apply using the application form https://my.waseda.jp/application/detail/application-detail?communityContentLinkId=603225860
Announcement of expected September	Monday, November 11 (planned)

graduation evaluation results	
Start date for issuing Certificates of Expected Graduation	Monday, November 11 (planned)

<<Important>>

- In certain special cases, students may not be permitted to graduate in September 2025 even if they are expected to graduate in March 2025. In such cases, the “Application to Issue a Certificate of Expected Graduation in September” will be rejected, and the student should graduate in March 2025. (Example: Students who reach the permissible number of registration years in the fall 2024 semester (the maximum number of years students can register at the university is 8 years for regular students and 4 years for students who already hold a bachelor’s degree) and cannot register for the spring 2025 semester, etc.)

10. Verify fall semester grades and Result of Judgment for March Graduation

Grades for the fall semester and Result of Judgment for March Graduation will be announced on the MyWaseda grade report page, so you should verify them there.

- Students for whom “[**Result of Judgment for Graduation**] Impossible to graduate (March)” or “[**Result of Judgment for Graduation**] Status for Graduation (Completion) (September)” is displayed
You have successfully deferred March graduation.
- Students for whom “[**Result of Judgment for Graduation**] Graduation (Completion) (March)” is displayed
You have not deferred March graduation. You will graduate in March.

➤ Announcement of fall semester grades and March graduation evaluation results

Announcement date	Tuesday, March 4, 2025 (planned)
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