March 2025 Graduation Flow (for Students Wishing to Graduate in March) [For School of Culture, Media and Society JCulP OS Students]

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September 2, 2024
Updated on November 12
Administrative Office of the Faculty of Letters, Arts and Sciences

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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.**

This is an **explanatory document for those wishing to graduate in March which applies to JCulP OS students in the School of Culture, Media and Society**. In this document, deadlines for required procedures or procedure details will sometimes be indicated as "planned" or "to be determined." Notifications with specific, finalized information will be published separately on the school's website, so **always check individual notifications sent via Waseda Mail or the school website as well.**

[Note for Students Not Wishing to Graduate in March]
Students who do not wish to graduate in March should consult "How to Defer March 2025 Graduation (For Students Not Wishing to Graduate in March)" instead of this document and take steps to defer March graduation. In some cases, it will not be possible to defer March graduation after you have registered for fall semester courses, so make sure you consult the document before you do so.

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 Flow (School of Culture, Media and Society)

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
Monday, September 2, 2024	2	Verify your grades through the spring semester and verify missing courses and credits required to graduate	Page 4
Friday, September 6, 2024 Around 10:00 a.m.	3	Verify whether March Graduation Requirement [1] has been met (check Waseda Mail)	Page 5
From early September 2024 Please check the 2024 Course Registration Guide for specific dates.	4	Register for fall courses	Page 6
Early September 2024	5	Report that you plan to graduate in March to your academic supervisor	Page 6
Late October 2024	6	Verify the results of expected graduation	Page 7
(each)	7	Verify the points of note for writing a graduation thesis (only if graduation thesis credits have not been acquired)	Page 7
Late November 2024	8	Verify the account transfer notice and make full payment of tuition and other fees	Page 7
Fall - Winter 2024	9	Graduation thesis submission and oral examination (only if graduation thesis credits have not been acquired)	Page 8
From late January 2025 Please check the dates for each subject on your own.	10	Take fall semester course examinations	Page 8
Early March 2025	11	Verify fall semester grades and Result of Judgment for March Graduation	Page 8
Mid to late March 2025	12	March graduation ceremony	Page 8

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.

Supplemental Information for March Graduation Requirement [1]

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**

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

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 **be sure to verify the courses and number of credits you are required to obtain in the AY 2024 fall semester.**

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. To meet March Graduation Requirement [2], it is necessary for the **number of "Included" credits to be equal to or greater than the number of "Required" credits** for **each Category** and **Total at the end of the fall semester**.

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 **cannot be used to verify March Graduation Requirement [2]**.
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 ...			
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

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. If students who received the following notification email also meet March Graduation Requirements [2] and [3] in the AY 2024 fall semester, they will automatically graduate in March. **Students who did not receive the following notification email will not be able to graduate in March 2025 even if they meet March Graduation Requirements [2] and [3].**

Notification subject	To all students who meet March 2025 Graduation Requirement [1]

    <u>Students who do not receive the above MyWaseda notification email even though they are planning to graduate in March should make sure to promptly check when they are able to graduate with the Administrative Office of the Faculty of Letters, Arts and Sciences by September 10.</u>

4. Register for fall courses

Register for courses after carefully verifying your missing credits in step 2 ("Verify your grades through the spring semester and verify missing courses and credits required to graduate") to ensure that you will acquire them in the fall semester. **Complete course registration by the stated deadline as usual, based on the specified rules.**

<<Important>>:
- **If students are not automatically registered for a graduation thesis course** even though they have not yet not obtained credits for it, **they will not be able to graduate in March**. (Unless they are automatically registered, they are not qualified to submit a graduation thesis.)
- **Even if courses which are offered as "intensive spring" or "winter" courses can be counted for graduation, they will not be considered as courses for evaluation of March graduation.** In the event of a situation in which March graduation is not possible unless such courses are included, the student should make sure to contact the Administrative Office of the Faculty of Letters, Arts and Sciences before course registration.

5. Report that you plan to graduate in March to your academic supervisor

Once you have confirmed that you meet March Graduation Requirement [1] and that you can acquire any missing credits required for graduation through course registration for the fall semester, report to the supervising faculty member that you are planning to graduate in March.

After that, you should also report to your academic supervisor on your progress toward March graduation as appropriate, such as when the expected graduation evaluation results are announced.

6. Verify the results of expected graduation

The expected graduation evaluation results 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 Screening Result of Status for Graduation

and Status for Expected Acquisition of Teaching License" (publication planned at end of September)

Evaluation Result	Explanation
[Result of Judgment for Graduation] Status for Graduation (Completion) (March)	There is no problem with credit acquisition status through the spring semester and course registration for the fall semester. Graduation is expected in March.
[Result of Judgment for Graduation] Status for Graduation (Completion) (September)	**The student cannot graduate in March. However**, the student is expected to graduate in September. **In the case of planned March graduation, 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 announcement of results of expected graduation.
[Result of Judgment for Graduation] Impossible Status for Graduation (September)	The student **cannot graduate in March or September. 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 announcement of results of expected graduation.

7. Verify the points of note for writing a graduation thesis (only if graduation thesis credits have not been acquired)

Verify the points of note for writing a graduation thesis with your thesis supervisor and follow the instructions.

8. Verify the account transfer notice and make full payment of tuition and other fees

Make full payment of tuition and other fees by the fall semester of the academic year in which you are planning to graduate in March. An account transfer notification will be sent by late November.

Please note that if tuition and other fees are not paid in full, the student will be subject to administrative withdrawal as a result of removal from the school register due to unpaid tuition fees, even if March Graduation Requirements [1] and [2] are met.

9. Graduation thesis submission and oral examination (only if graduation thesis credits have not been acquired)

Verify the graduation thesis submission date and method in advance with your thesis supervisor, then **submit it directly to the thesis supervisor**.

10. Take fall semester course examinations

Except for graduation thesis courses, the examination method for fall semester courses is the same as usual, regardless of whether it is a subject provided by the School of Culture, Media and Society or a subject from another school. Verify the examination method when it is announced.

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

Grades for the fall semester and whether students will graduate in March will be announced on the MyWaseda grade report page.

> **Announcement of fall semester grades and March graduation evaluation results**

Announcement date	Tuesday, March 4, 2025 (planned)

12. March graduation ceremony

The March graduation ceremony is planned for mid-March. Notification about the details will be provided when the students who will graduate in March are announced.