

[Concerning Students Admitted in September in Academic Year 2024] Recognition of Credits Acquired Before Admission (JCulP OS Students)

September 11, 2024

Administrative Office, Faculty of Letters, Arts and Sciences

Credits acquired by **JCulP students admitted as regular students in the first year** of the School of Culture, Media and Society before they were admitted from other schools of Waseda University and other universities (including technical and other colleges) are recognized as credits necessary for graduation from their schools if an application is filed by the students themselves during the designated period and the credits are deemed appropriate by the faculty committee. Students who wish to request recognition of credits must perform the necessary procedures within the designated period after carefully reading the following guidelines.

1. Overview

Eligible students

Regular students admitted as first-year students or readmitted as first-year students in the 2024 academic year

Number of recognized credits

Credits are recognized up to the limit applied to subjects studied in other schools while enrolled in our schools. Any student who wishes to enroll in subjects of other schools and have their credits counted during their study in our school must be careful of the limit on the requested number of credits on the application. Recognized credits obtained before admission do not count toward the limit on number of registered subjects for the semester when the recognition is made.

	Limit on credits from subjects studied in other schools * excluding optional subjects
SCMS	36

Example: In the case where 10 credits acquired before admission are recognized, only 26 credits from subjects studied at other schools may be counted as meeting the requirement for graduation.

Classification of recognized subjects and grades

Recognized credits are counted as credits from subjects studied in other schools (lectures). The **grade N** indicates that credits obtained elsewhere were **recognized**. These grades are not included in students' GPAs and are not indicated on transcripts.

Recognized accrediting institutes and necessary documents

Credits from the following institutes are recognized. Note that different documents are required from different institutes for the credits to be recognized. No applications lacking the requisite documents will be accepted. All documents must be originals (no copies are acceptable). No documents will be returned once submitted.

Accrediting institutes		Submitted documents
(1)	Other undergraduate school at Waseda University	<ul style="list-style-type: none">• Transcript of Academic Record• Certificate of withdrawal
(2)	Special auditing program for high-school students offered by Waseda University	<ul style="list-style-type: none">• Transcript for special auditing student(issued by the Global Education Center of Waseda University)
(3)	University or junior college in Japan other than Waseda University	<ul style="list-style-type: none">• Transcript of Academic Record• Certificate of withdrawal
(4)	Overseas university or junior college	<ul style="list-style-type: none">• Transcript of Academic Record (English)• Certificate of withdrawal (English)• Documents providing general information on the university or junior college (in English)<ul style="list-style-type: none">→ Ideally, these documents should indicate that overseas students can earn a bachelor's or associate degree under the school education system of the relevant country.• If these documents are not in English, submit a Japanese or English translation of them. (Translations must be certified as accurate by a public organization.)• Report detailing the subjects that you studied and majored in at the university or junior college (to be submitted on one or two sheets of A4 paper in any format).
(5)	College of technology	<ul style="list-style-type: none">• Transcript of Academic Record• Certificate of withdrawal

- **Credits that have already been counted to obtain a degree** at another university or college in Japan or elsewhere **cannot be recognized**.
- If withdrawing from study at a college of technology after completion of the third year or later, only the credits obtained after the completion of the third year (i.e., fourth and fifth years) or credits from major subjects can be recognized.

Announcement of recognized credits

Recognized credits are announced on the Web Grade Report after approval by the faculty committee. Results from the first round of accepted applications are announced along with grades from the Fall semester in the beginning of March. Results from the second round are announced along with grades from the Spring semester in the beginning of September.

Additional notes

- Credits from physical education (including sports theory) are not recognized since they do not count as credits necessary for graduation at the School of Culture, Media and Society.
- Credits acquired before admission and recognized by our schools under this framework **do not count as credits necessary for Promotion to the Second year.**
- If a regular student has already attended classes offered by the School of Culture, Media and Society or the School of Humanities and Social Sciences in the special auditing program for high-school students and the credits have been recognized, the student can attend the same classes again if they are still offered.
- Second-year students and above, as well as students who have not advanced to the second year (i.e., *mishinkyusei*) are not eligible for this type of credit recognition.
- Students who are taking a leave of absence from the school or studying abroad during application period cannot apply.

2. Application period and necessary items

[1st round of application]

September 19 (Thu), 2024- October 23 (Wed), 2024 during office hours

[2nd round of application]

April 21 (Mon), 2025 - May 23(Fri), 2025 during office hours

* No application is accepted after the deadline under any circumstances.

[Necessary items]

- Student ID
- Application for Recognition of Credits Acquired Before Admission (designated form)
⇒ Download and fill it out in advance.
- Documents specified by type of accrediting institute in the "Recognized accrediting institutes and necessary documents" of 1. Overview above.

Make sure to contact the Administrative Office of the Faculty of Letters, Arts and Sciences if you have any questions regarding the documents that need to be submitted, etc. No application lacking the required documents will be accepted unless the deficiency is addressed by the end of the application period. Be aware that, after such a failure, applications will no longer be accepted in the following academic years.