

How to Defer March 2025 Completion

(For Students Not Wishing to complete your program in March)

(Graduate School of Letters, Arts and Sciences)

[For September Enrollees in Global-J Course]

August 14, 2024

Updated on November 12

Administrative Office of the Faculty of Letters, Arts and Sciences

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

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

This document, **which applies to students admitted to Global-J Course in september explains how to defer March Completion if you could complete your program automatically in March but do not wish to do so. If you do not wish to complete your program 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 Completion due to your course registration status and in some cases your GPA will decrease if you defer March Completion.

[If You Wish to complete your program in March]

Students who wish to complete your program in March should consult “**March 2025 Completion Flow (for Students Wishing to complete your program in March) (Graduate School of Letters, Arts and Sciences) [For September Enrollees in Global-J Course]**” instead of this document. Please be sure to check before registering for fall semester courses.

To complete your program, it is necessary to have been **registered for at least 2 years (4 semesters)**. In the following case, the student would not complete your program in March.

In the cases indicated below, the program will not be completed in March. **Students who are 2nd-year students in the fall 2024 semester are not required to defer March completion if the cases below apply to them.**

1st year		2nd year	
Fall semester	Spring semester	Fall semester	Spring semester
Registered	Registered	Registered March completion not possible	

March Completion Deferral Flow

For the details of each step, carefully read the explanation on the indicated page. Notifications about March Completion 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 March Completion Requirements	Page 3
~September 2024	2	Check whether you meet March Completion Requirement [1]	Page 3
Friday, September 6, 2024 Around 10:00 a.m.	3	Verify whether March Completion Requirement [1] has been met (check Waseda Mail)	Page 4
Early September 2024	4	Report to your academic supervisor that you plan to defer March completion	Page 4
Monday, September 2, 2024	5	Verify your grades through the spring semester and verify missing courses and credits required for completion	Page 5
Early September 2024	6	Verify the March completion deferral methods	Page 7
From early September 2024 Please check the 2024 Course Registration Guide for specific dates.	7	If necessary, cancel fall semester courses	Page 8
Late October 2024	8	Check the results of expected graduation to verify whether you have deferred March completion	Page 8
Early November 2024	9	Submit an Application to Issue a Certificate of Expected Completion in September (only if necessary)	Page 9
Early March 2025	10	Verify fall semester grades and Result of Judgment for Graduation	Page 11

1. Verify March Completion Requirements

Students who fulfill all the requirements indicated below will automatically complete your program in March.

March Completion Requirements

- ① At the end of the fall semester, the student must have been registered for at least 2 years.
*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 32 credits required for a master's program and meet the required number of course credits.
- ③ Full payment of tuition, etc. for courses through the fall semester must have been made.
- ④ The student must submit a "Master's Thesis Plan" and "Master's Thesis Topic Notification," complete the master's thesis submission procedures without delay, and pass the master's thesis review and examination. (The procedures, etc. are available on the graduate school's website.)
* Please note that regardless of whether [1], [2] and [4] are met, if tuition and other expenses are not paid in full by the deadline, 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 Completion Requirement [1]

Verify whether you meet March Completion 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.**

March Completion Requirements [1]

At the end of the fall semester, the student must have been registered for at least 2 years.

*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 Completion: <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 Completion: <u>Not counted in the number of years of registration</u>
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 Completion, 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 Completion, 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 the number of years of registration</u>
---	---

3. Verify whether March Completion 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 Completion Requirement [1] (Completion 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 Completion Requirement [1]
----------------------	--

➤ **Students who received the notification email indicated above:**

If March Completion Requirements [2], [3] and [4] are also met in the fall 2024 semester, you will automatically complete your program in March.

If you do not wish to complete your program in March, you should follow the procedure below and verify the March Completion deferral method.

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

You will not complete your program in March 2025. **It is not necessary to defer March Completion** as explained below.

If you do not receive the notification email even though you met March Completion Requirement [1] when you checked it yourself, make sure to contact the Administrative Office of the Faculty of Letters, Arts and Sciences by September 10. If you are unsure of when you can complete your program, 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 completion

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

In order to defer March Completion, it is necessary for students who meet March Completion Requirement [1] to **make sure they do not acquire all the credits and compulsory subjects required for Completion in the AY 2024 fall semester (to avoid meeting March Completion 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 complete your program.

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 Completion 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 complete your program.
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 completion, they <u>cannot be used to verify March Completion Requirement [2].</u>
Number of credits in “Included” column	This is the number of credits counted for Completion 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 Completion 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

Verify your credit acquisition status and the available methods to defer March completion.

Credit Acquisition Status	Available March Completion Deferral Methods (For deferral method details, refer to “X. Verify the March completion deferral methods” on the next page)
You have not acquired credits for your master’s thesis . (Verify your master’s thesis credit acquisition status on the grade report page.)	Consider deferral method (1)
The number of “Included” credits in “ Total ” is less than 32 .	Consider deferral method (2)
The number of missing credits (number of “Required” credits – number of “Included” credits) in “ Common Subjects (Foreign Languages) ” is at least 1 credit .	Consider deferral method (3)
None of the above are applicable.	<u>You will need to verify the deferral method separately with the Administrative Office. Contact the Administrative Office before spring semester course registration, giving yourself plenty of time.</u>

6. Verify the March completion deferral methods

If you are able to defer March completion using any of methods (1) to (3), you should do so using the applicable method. If you need to cancel any fall semester courses for which you registered during spring 2024 semester course registration, make sure you do so within the specified period. (Note: It is not possible cancel some courses. No exceptional course cancelations will be allowed at all for the purpose of deferring March completion.)

For students who have not yet acquired credits for their master's thesis, method (1) is the simplest way of deferring March completion.

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

March Completion Deferral Method	GPA Decrease	Explanation and Important Points	Steps Required to complete your program in Next Year's Spring Semester
Deferral method (1): Do not submit your master's thesis in the fall semester. <u>*If you have already acquired credits for your master's thesis, you cannot use this method.</u>	GPA will not decrease	<ul style="list-style-type: none">• Before deciding to use deferral method (1), make sure to consult your academic supervisor in advance and discuss your plan, such as when you will complete and submit your master's thesis.• No grade will be assigned as long as you do not submit your master's thesis (if it has not been submitted, you will not be assigned a fail grade).	Submit your master's thesis during the specified submission period for the spring semester.
Deferral method (2): Adjust course registration so that you will not obtain the 32 credits (total) required for completion in the fall semester	GPA will not decrease	<ul style="list-style-type: none">• If necessary, cancel fall semester courses for which you have already registered.• <u>Automatic registration courses cannot be canceled.</u> If the number of acquired credits exceeds 32 credits when credits for automatically registered spring semester courses are included, you cannot use deferral method (2).	If necessary, register for courses in the spring semester.
Deferral method (3): Adjust course registration so that you will not obtain all credits for "Common Subjects (Foreign Languages)" in the fall semester	GPA will not decrease	<ul style="list-style-type: none">• If necessary, cancel "Common Subjects (Foreign Languages)" courses in the fall semester for which you have already registered.	If necessary, register for "Common Subjects (Foreign Languages)" in the spring semester.

7. If necessary, cancel fall semester courses

- If necessary, you can cancel some fall semester courses. Apply to cancel them within the specified period.

Period: Monday, September 2, 2024 – Friday, October 11, 2024, 5:00 p.m.

Application method: For details, refer to page 11 of the Course Registration Guide 2024.

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

The results of expected graduation are announced at the end of October. **Make sure to check them on the day of the announcement.**

Pattern	Explanation
Students who are evaluated as “[Result of Judgment for Graduation] Impossible Status for Graduation (September),” regardless of which deferral method they used	You cannot complete your program in either March or September. There is some problem with your credit acquisition status, course registration, etc. <u>Promptly contact the Administrative Office of the Faculty of Letters, Arts and Sciences by the specified deadline indicated in the announcement of results of expected graduation.</u>
Students who plan to defer completion using deferral method (1)	<ul style="list-style-type: none">• If evaluation is “[Result of Judgment for Graduation] Status for Graduation (Completion) (March).” You will not complete your program in March unless you submit your master’s thesis in the fall semester.• If evaluation is “[Result of Judgment for Graduation] Status for Graduation (Completion) (September).” You are expected to complete your program in September, but you cannot complete it in March. Unless you acquire credits by registering for some additional courses in the spring 2025 semester, you will not be able to complete your program in March. If there is any misunderstanding or uncertainty, contact the Administrative Office of the Faculty of Letters, Arts and Sciences.
Students who plan to defer completion using deferral method (2) or (3)	<ul style="list-style-type: none">• If evaluation is “[Result of Judgment for Graduation] Status for Graduation (Completion) (September).” You have successfully deferred March completion. You are not expected to complete your program in March and may complete it in September 2025. Register for courses so that you will meet the completion requirements in next year’s spring semester.

- | | |
|--|---|
| | <ul style="list-style-type: none"> • If evaluation is “[Result of Judgment for Graduation] Status for Graduation (Completion) (March).” <p>You failed to defer completion using deferral method (2) or (3) due to a course registration error or the like. <u>Promptly contact the Administrative Office of the Faculty of Letters, Arts and Sciences by the specified deadline indicated in the announcement of results of expected graduation.</u></p> |
|--|---|

9. Submit an Application to Issue a Certificate of Expected Completion in September (only if necessary)

[Important]

If your expected Completion 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 will defer March completion using deferral method (1) or some other method (e.g., trying to obtain a fail grade) and whose expected Completion evaluation result is “[Result of Judgment for Graduation] Status for Graduation (Completion) (March),” a Certificate of Expected Completion for March completion is set to be issued. **Students who require a Certificate of Expected Completion for September 2025 Completion should submit an application in the period indicated below.** If expected September completion is evaluated and deemed permissible, it will be possible to issue a Certificate of Expected Completion for September completion.

[Important Note]

It may not be possible to defer March completion even if you submit this application. If you meet the March Completion Requirements in the fall semester even though you submitted the application, you will automatically complete your program 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 completion 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 completion requirements**, referring to “6. Verify the March completion deferral methods”.

➤ **Application to Issue a Certificate of Expected Completion in September**

Application criteria	<p>Students who meet all the requirements below are eligible to apply.</p> <ul style="list-style-type: none"> • The expected completion evaluation result displayed on the web grade report page is “[Result of Judgment for Graduation] Status for Graduation (Completion) (March).” • Students who wish to complete their program in September rather than March and will defer March completion by adjusting the courses for which they register or the number of credits they will acquire using deferral method (1) or some other method (e.g., trying to obtain a fail grade).
Application period	Tuesday, November 5 – Thursday, November 7
Application method	<p>Apply using the application form</p> <p>https://my.waseda.jp/application/detail/application-detail?communityContentLinkId=603225883</p>
Announcement of expected September completion evaluation results	Monday, November 11 (planned)

*** A notification will be published separately on the graduate school’s website by late October with the exact schedule, details, etc. mentioned above.**

GLAS website > For Current Students > Grades

“Regarding Application to Issue Certificate of Expected Completion in September (For September Enrollees in Global-J Course Expected to Graduate in March)” (Publication planned for late October; the notification title is provisional and therefore subject to change.)

<<Important>>

In certain special cases, students may not be permitted to complete your program in September 2025 even if they are expected to complete your program in March 2025. In such cases, the “Application to Issue a Certificate of Expected completion in September” will be rejected, and the student should complete your program in March 2025.

(Example: Students who reach the permissible number of registration years in the fall semester (the maximum number of years students can register at the university is 4 years for a master’s program at GLAS) and cannot register for the next spring semester, etc.)

10. Verify fall semester grades and March completion evaluation results

Grades for the fall semester and March completion evaluation results 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 Completion.

- Students for whom “[**Result of Judgment for Graduation**] Graduation (Completion) (March)” is displayed

You have not deferred March Completion. You will complete your program in March.

➤ **Announcement of fall semester grades and March completion evaluation results**

Announcement date	Tuesday, March 4, 2025 (planned)
-------------------	----------------------------------