

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]

September 2, 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.**

This is an **explanatory document for those wishing to complete your program in March which applies to** students admitted to Global-J Course in September. 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 complete your program in March]

Students who do not wish to complete your program in March should consult “**How to Defer March 2025 Completion (For Students Not Wishing to complete your program in March)**” instead of this document and take steps to defer March completion. In some cases, it will not be possible to defer March completion after you have registered for fall semester courses, so make sure you consult the document before you do so.

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.

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

March Completion 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 (planned)	#	Required Response	page
~September 2024	1	Verify the March Completion Requirements	Page 3
Monday, September 2, 2024	2	Verify your grades through the spring semester and verify missing courses and credits required to complete your program	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 that you plan to complete your program in March to your academic supervisor	Page 5
Early September to early October 2024 Please check the 2024 Course Registration Guide for specific dates.	X	Register by adding fall semester courses if necessary	Page 5
Early October 2024	5	Submit master's thesis topic notification (only if master's thesis credits have not been obtained)	Page 5
Late October 2024	6	Verify the results of expected graduation	Page 6
(each)	7	Verify the points of note for writing a master's thesis (only if master's thesis credits have not been acquired)	Page 7
(The eligible persons will be notified separately.)	8	Send the data to your academic supervisor and request a similarity check (only if master's thesis credits have not been acquired)	Page 7
Late November 2024	9	Verify the account transfer notice and make full payment of tuition and other fees	Page 7
Early January 2025	10	Master's thesis submission and oral examination	Page 7
From late January 2025 Please check the dates for each subject on your own.	11	Take fall semester course examinations	Page 8
Early March 2025	12	Verify fall semester grades and Result of Judgment for March Graduation	Page 8
Mid to late March 2025	13	March completion ceremony	Page 8

1. Verify the 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. Verify your grades through the spring semester and verify missing courses and credits required to complete your program

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 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	0	10
	Subtotal	28	4	14
Bridge Subjects	Lectures		14	14
	Elective Foreign Languages		0	0
	Advanced Specialized Seminars			
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 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. If students who received the following notification email also meet March completion Requirements [2], [3] and [4] in the AY 2024 fall semester, they will automatically complete your program in March. **Students who did not receive the following notification email will not be able to complete your program in March 2025 even if they meet March Completion Requirements [2], [3] and [4].**

Notification subject	To all students who meet March 2025 Completion Requirement [1]
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Students who do not receive the above MyWaseda notification email even though they are planning to complete your program in March should make sure to promptly check when they are able to complete your program with the Administrative Office of the Faculty of Letters, Arts and Sciences by September 10.

4. Report that you plan to complete your program in March to your academic supervisor

- Once you have confirmed that you meet March Completion Requirement [1] and that you can acquire any missing credits required for completion through course registration for the fall semester, report to the supervising faculty member that you are planning to complete your program in March.
- After that, you should also report to your academic supervisor on your progress toward March completion as appropriate, such as when the expected result of Judgment for Graduation are announced.

X. Register by adding fall semester courses if necessary

- If necessary, it is possible to add some fall semester courses. Apply by the specified deadline.

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

Application method: For details, see page 11 in the Course Registration Guide 2024.

5. Submit master's thesis topic notification (only if master's thesis credits have not been obtained)

To submit a master's thesis in the fall semester, it is necessary to submit a master's thesis topic notification within the period indicated below after confirming it with your academic supervisor. Even if you have submitted a topic notification in the past, please submit it again within the period indicated below if you want to complete your program in March.

If you want to complete your program in September 2025 and will submit your master's thesis in the AY 2025 spring semester, it is not necessary to submit the topic notification during the period indicated below.

Submission period	Friday, October 11, 9:00 a.m. – Thursday, October 24, 2024, 5:00 p.m.
Submission method	MyWaseda application form

<<Important>>

- **Once the application is complete, a copy of the application contents will be sent to the reply notification address you specify in the application form. You will need this to verify the topic, so make sure to save the email.**
- It is necessary to attach a supporting document (email exchange, etc.) which shows that your academic advisor has verified the topic.
- Only enter the main title in the topic notification that you submit. (Do not input the subtitle. It will be possible to include the subtitle in the thesis.)
- It is necessary for the title submitted in the topic notification and the title of the master's thesis submitted in January to be exactly the same.
- If the title changes after the topic notification submission deadline, notify the Administrative Office of the revised title by sending a supporting document (email exchange, etc.) indicating that your academic supervisor has verified the change. (Contact email address: toyama-sotsuron@list.waseda.jp)

6. Verify the expected result of Judgment for Graduation

The expected result of Judgment for Graduation are announced at the end of October. **Make sure to check them on the day of the announcement.**

【Result of Judgment for Graduation】	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. Completion is expected in March.
【Result of Judgment for Graduation】 Status for Graduation (Completion) (September)	The student <u>cannot complete your program in March</u>. However , the student is expected to complete your program in September. In the case of planned March Completion, 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 result of Judgment for Graduation.
【Result of Judgment for Graduation】 Impossible Status for Graduation (September)	The student <u>cannot complete your program in March or September</u> . There is some problem with credit acquisition status, course registration, etc. Contact the Administrative Office for the Faculty of Letters, Arts and Sciences by the specified deadline indicated in the notification of the expected result of Judgment for Graduation.

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

To submit a master's thesis in the fall semester, it is **necessary** for the expected completion evaluation **to be** **“[Result of Judgment for Graduation] Status for Graduation (Completion) (March).”** If there is uncertainty about your eligibility to submit a thesis, make sure to contact the Administrative Office of the Faculty of Letters, Arts and Sciences in advance.

For the points of note for writing a master's thesis, make sure to check the information published on the graduate school's website.

GLAS website > For Current Students > Thesis > Master's Thesis > 3. Announcement

- **“Master's Thesis Submission” (publication planned for mid-December)**

8. Send the data to your academic supervisor and request a similarity check (only if master's thesis credits have not been acquired)

To submit a master's thesis in the fall semester, it is necessary to send the thesis data to your academic supervisor, who will conduct a similarity check.

* “The academic supervisor must have conducted a similarity check when reviewing the thesis and confirmed that there are no problems in terms of research ethics” is specified as one of the review criteria.

Eligible students will be notified about the submission method details, etc.

9. 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 complete your program 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 Completion Requirements [1], [2] and [4] are met.

10. Master's thesis submission and oral examination

The master's thesis submission location, submission period, and oral examination date are as shown below. For other details, make sure to check the information published on the graduate school's website.

GLAS website > For Current Students > Thesis > Master's Thesis > 3. Announcement

- **“Master's Thesis Submission” (publication planned for mid-December)**
- **“Final Examination (Oral Examination)” (publication planned for mid-January)**

Submission Location	Submission Period [Strictly Enforced]	Oral Examination Date
“2024 Master's Thesis” course on Waseda Moodle	Tuesday, January 7, 2025, 10:00 a.m. – Wednesday, January 8, 3:00 p.m. (Japan Standard Time)	Tuesday, January 21 *Follow your academic supervisor's instructions.

*** The submission period will close immediately before 3:00:00 p.m. Before the deadline, make sure to complete the procedure up to the point at which the “Submission status” is “Submitted for evaluation.” It will take some time to finish the entire procedure, so give yourself plenty of leeway rather than submitting the thesis right before the deadline.**

11. Take fall semester course examinations

The examination method for fall semester courses is the same as usual, regardless of whether it is a subject provided by the Graduate School of Letters, Arts and Sciences or a subject from another school. Verify the examination method when it is announced.

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

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

➤ Announcement of fall semester grades and March Result of Judgment for Graduation

Announcement date	Tuesday, March 4, 2025 (planned)
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13. March completion ceremony

The March Completion ceremony is planned for mid-March. Notification about the details will be provided when the students who will complete your program in March are announced.