

**September 2026 Completion Flow**  
**(for Students Wishing to complete the program in September )**  
**(Graduate School of Letters, Arts and Sciences)**  
**[For April Enrollees in Global-J Course]**

February 5, 2026

Administrative Office of the Faculty of Letters, Arts and Sciences

In the Graduate School of Letters, Arts and Sciences, September completion is **automatic** for students who meet the requirements and is not based on application or request.

**If students fulfill the requirements for September completion in the 2026 spring semester, they will automatically complete the program in September 2026.**

This is an **explanatory document for those wishing to complete your program in September which applies to** students admitted to Global-J Course in April. 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 September]**  
**Students who do not wish to complete your program in September should consult “[How to Defer September 2026 Completion \(For Students Not Wishing to complete your program in September\)](#)” instead of this document and take steps to defer September completion. In some cases, it will not be possible to defer September completion after you have registered for spring 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 September.

1st year		2nd year	
2025 Spring semester	2025 Fall semester	2026 Spring semester	2026 Fall semester
Admission	Registered	Registered	
Registered		<b>September completion <u>NOT</u> possible</b>	

## September Completion Flow

For the details of each step, carefully read the explanation on the indicated page. Notifications about September 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
~March 2026	1	Verify the September Completion Requirements	Page 3
Tuesday, March 3, 2026	2	Verify your grades through the fall semester and verify missing courses and credits required to complete your program	Page 3
Friday, March 6, 2026	3	Verify whether September Completion Requirement [1] has been met (check Waseda Mail)	Page 4
Before course registration	4	Report that you plan to complete your program in September to your academic supervisor	Page 5
From 9:00am Monday, April 20 To 5:00pm Monday, April 27	5	Submit master's thesis topic notification (only if master's thesis credits have not been obtained)	Page 5
Around late March to early April	6	Verify the automatically registered courses	
Around late March to early April	7	Register for spring courses	
Early May	8	Verify the results of expected graduation	Page 6
Early May	9	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.)	10	Send the data of your master's thesis to your academic supervisor and request a similarity check (only if master's thesis credits have not been acquired)	Page 7
Late June	11	Verify the account transfer notice and make full payment of tuition and other fees	Page 7
Early July	12	Master's thesis submission and oral examination	Page 7
Around late July Please check the dates for each subject on your own.	13	Take spring semester course examinations	Page 8
Early September	14	Verify spring semester grades and Result of Judgment for September Graduation	Page 8
Mid to late September	15	September Completion ceremony	Page 8

## 1. Verify the September Completion Requirements

Students who fulfill all the requirements indicated below will automatically complete their program in September.

### September Completion Requirements

[1] At the end of the spring 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 spring 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 spring semester must have been made.

[4] The student must submit a "Master's Thesis Plan" by the end of the previous academic year, submit "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

## 2. Verify your grades through the fall semester and verify missing courses and credits required to complete your program

In early March, grades for the fall 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 2026 spring 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 September 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 spring 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 <b><u>cannot be used to verify September Completion Requirement [2].</u></b>
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 Report 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 Subjects (Lectures)			6
	Core Subjects (Seminars)	8		6
	Subtotal	14		12
Common Subjects	Common Subjects (Lectures)			10
	Common Subjects (Foreign Languages)	4	4	4
	Subtotal	4	4	14
Subjects from Other Courses	Subjects from Other Courses			0
	Subtotal			0
Subjects from Other Schools	Subjects from Other Schools			0
	Subtotal			0
Non-Waseda Graduate Subjects	Non-Waseda Graduate Subjects			0
	Subtotal			0
<b>Total</b>		<b>32</b>	<b>20</b>	<b>26</b>

**3. Verify whether September Completion Requirement [1] has been met (check Waseda Mail)**

On Friday, March 6, 2026, a MyWaseda notification email with the subject indicated below will be sent to the Waseda Mail address of students who meet September Completion Requirement [1] (completion requirement relating to number of years of registration) at the end of the 2026 spring semester. If students who received the following notification email also meet September Completion Requirements [2], [3] and [4] in the 2026 spring semester, they will automatically complete the program in September 2026. **Students who did not receive the following notification email will not be able to complete your program in September 2026 even if they meet September Completion Requirements [2], [3] and [4].**

Notification subject	To all students who meet September 2026 Completion Requirement [1]
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**Students who do not receive the above MyWaseda notification email even though they are planning to complete the program in September should make sure to promptly check when they are able to complete the program with the Administrative Office of the Faculty of Letters, Arts and Sciences by March 10.**

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

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

**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 spring 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 September.

If you want to complete your program in March 2027 and will submit your master's thesis in the 2026 fall semester, it is not necessary to submit the topic notification during the period indicated below.

Submission period	Monday, April 20, 9:00 a.m. – Monday, April 27, 2026, 5:00 p.m.
Submission method	Via the form below <a href="https://forms.office.com/r/k6z3e3gSMn">https://forms.office.com/r/k6z3e3gSMn</a> *Only available during the submission period.

**6. Verify the automatically registered courses**

The results of the automatic course registration will be announced on the first day of the course registration period. **Please be sure to check on the day of the announcement to confirm that all required automatically registered courses have been properly registered.** In the event that the automatic registration is incorrect or if you have any questions about the automatically registered courses, please contact the Administrative Office of the Faculty of Letters, Arts and Sciences immediately.

<< Note >>

**“Master’s Thesis” is not registered as a course.** Therefore, it is not a problem if it does not appear in your automatic course registration at this time. If you submit your master’s thesis during the designated period, take the oral examination, and pass the evaluation, a grade for the master’s thesis will be awarded.

## 7. Register for spring courses

Please make sure to check the required number of credits for September completion on your own and register for courses appropriately so that you meet September Completion Requirement [2] in the Spring Semester. Course registration must be completed as usual, in accordance with the prescribed rules and within the designated registration period.

The courses that may be registered in order to fulfill the requirements for September completion are as follows.

Types of Courses		Registration Eligibility
Courses offered during the Spring Semester	• Spring Semester / Spring Quarter / Summer Quarter courses	<b>Registration allowed</b> These courses count toward the requirements for September completion.
	• Courses other than those listed above (e.g., Summer, "an intensive course(spring)", "spring semester and summer", etc.)	Registration is allowed; however, <b>these courses do not count toward the requirements for September completion</b> , so students are strongly discouraged from registering for them.
Courses offered during the Fall Semester		<b>Registration NOT allowed</b> Although it is technically possible to submit an application through the Course Registration System for these courses, such applications are not permitted. These courses do not count toward the requirements for September completion.
Full-year courses		
Courses at other universities (including all Spring Semester, Fall Semester, and year-long courses)		

<< Note >>

If, in exceptional circumstances, you are unable to meet the requirements for September completion without including credits from "Summer", "an intensive course(spring)", or "spring semester and summer" courses, you must contact the Administrative Office of the Faculty of Letters, Arts and Sciences **before completing your course registration**.

### 8. Verify the expected result of Judgment for Graduation

The expected result of Judgment for Graduation will be announced in early May. **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) (September)	There is no problem with credit acquisition status through the fall semester and course registration for the spring semester. Completion is expected in September.
【Result of Judgment for Graduation】 Status for Graduation (Completion) (March)	<b>The student <u>cannot complete the program in September.</u> However, the student is expected to complete the program in March.</b> <b>In the case of planned September Completion, there is some problem with credit acquisition status through the fall semester, course registration for the spring semester, etc. <b>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.</b></b>
【Result of Judgment for Graduation】 Impossible Status for Graduation (March)	The student <b><u>cannot complete the program in September or March.</u></b> There is some problem with credit acquisition status by the end of the previous academic year, course registration for the spring semester, etc. <b>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.</b>

### 9. 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 spring semester, it is **necessary** for the expected completion evaluation **to be “【Result of Judgment for Graduation】 Status for Graduation (Completion) (September).”** 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

**10. Send the data of your master's Thesis 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 spring 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.

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

Make full payment of tuition and other fees through the spring semester. An account transfer notification will be sent by late June.

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 September Completion Requirements [1], [2] and [4] are met.

**12. Master's thesis submission and oral examination**

The master's thesis submission method, 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  
>For Students Enrolling in April > For September Graduation

Submission Method	Submission Period [Strictly Enforced]	Oral Examination Date
Via "2026 Master's Thesis" course on Waseda Moodle	Wednesday, July 1, 2026, 10:00 a.m. – Friday, July 3, 3:00 p.m. (Japan Standard Time)	Wednesday, July 8, 2026 – Friday, July 24, 2026 *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.**

**13. Take spring semester course examinations**

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

**14. Verify spring semester grades and Result of Judgment for September Graduation**

Grades for the spring semester and whether students will complete the program in September will be announced on the MyWaseda grade report page.

➤ **Announcement of spring semester grades and September Result of Judgment for Graduation**

Announcement date	Tuesday, September 1, 2026 (planned)
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**15. September Completion ceremony**

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