How to Defer September 2026 Completion
(For Students Not 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.**

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 adjust the timing of meeting 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 April, explains how to defer September Completion if you could complete your program automatically in September but do not wish to do so. If you do not wish to complete your program in September, make sure you consult this document before you register spring semester courses.**

Please note that in some cases there is no way to definitely defer September Completion due to your course registration status, or in some cases your GPA will decrease if you defer September Completion.

[If You Wish to complete your program in September]
Students who wish to complete your program in September should consult "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]" instead of this document. Please be sure to check before registering for spring 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 the program in September.

In the cases indicated below, the program will not be completed in September.

1st year		2nd year	
2025 Spring semester	2025 Fall semester	2026 Spring semester	2026 Fall semester
Admission Registered	Registered	Registered **September Completion not possible**	

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September Completion Deferral 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 **(scheduled)**	#	Response required	Page
~March 2026	1	Verify September Completion Requirements	Page 3
~March 2026	2	Check whether you meet September Completion Requirement [1]	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 to your academic supervisor that you plan to defer September Completion	Page 4
After Tuesday, March 3, 2026	5	Verify your grades through the fall semester and verify missing courses and credits required for completion	Page 5
Before course registration	6	Verify the September Completion deferral methods	Page 7
Before course registration	7	Planning Your Course Registration for the Spring and Fall Semesters Using the AY2026 Course List offered by GLAS and the Web Syllabus	Page 8
Around late March to early April	8	Verify the automatically registered courses	Page 8
Around late March to early April	9	Register for spring courses	Page 8
Early May	10	Check the results of expected graduation to verify whether you have deferred September Completion	Page 8
Mid May	11	Submit an Application to Issue a Certificate of Expected Completion in March (only if necessary)	Page 9
Early September	12	Verify spring semester grades and Result of Judgment for Graduation	Page 11

1. Verify September Completion Requirements

Students who fulfill all the requirements indicated below will automatically complete the 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 the school register due to unpaid tuition fees.

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2. Check whether you meet September Completion Requirement [1]

Verify whether you meet September 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**.

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.

<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	● If the study abroad credits are recognized as accredited and you wish to count your studying abroad periods in number of years of registration. Counted in the number of years of registration
Departmental Exchange Programs	● If you did not apply for credit transfer. ● If the study abroad credits are not recognized as accredited ● If the study abroad credits are recognized as accredited but you do not want to count your studying abroad periods in number of years of registration Not counted in the number of years of registration
Privately financed study abroad program for which the registration status is "study abroad"	● If the study abroad credits are recognized as accredited, you wish to count your studying abroad periods in number of years of registration, and you have paid the credit recognition fee in full: Counted in number of years of registration ● If you did not apply for credit transfer. ● If the credits were not recognized as accredited ● If the credits were recognized as accredited but you do not want to count your studying abroad periods in number of years of registration ● If you have not paid the credit recognition fee in full Not counted in number of years of registration
Privately financed study abroad program for which the registration status is "leave of absence"	Not counted in the number of years of registration

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.

Notification subject	To all students who meet September 2026 Completion Requirement [1]

- **Students who received the notification email indicated above:**
  If September Completion Requirements [2], [3] and [4] are also met in the spring 2026 semester, you will automatically complete your program in September.
  If you do not wish to complete your program in September 2026, you should follow the procedure below and verify the September Completion deferral method.

- **Students who <u>did not</u> receive the notification email indicated above:**
  You will not complete your program in September 2026. **It is not necessary to defer September Completion** as explained below.
  If you do not receive the notification email even though you met September Completion Requirement [1] when you checked it yourself, make sure to contact the Administrative Office of the Faculty of Letters, Arts and Sciences before course registration. 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 September Completion

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

In order to defer September Completion, it is necessary for students who meet September Completion Requirement [1] to **make sure they do not acquire all the credits and compulsory subjects required for Completion in the 2026 spring semester (to avoid meeting September Completion Requirement [2]).** To do so, you should first verify your credit acquisition status.

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 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 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 **cannot be used to verify September Completion Requirement [2]**.
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)		0	10
	Common Subjects (Foreign Languages)	4	4	4
	Subtotal	4	14	14
Subjects from Other Courses	Subjects from Other Courses		0	0
	Subtotal		0	0
Subjects from Other Schools	Subjects from Other Schools		0	0
	Subtotal		0	0
Non-Waseda Graduate Subjects	Non-Waseda Graduate Subjects			0
	Subtotal			0
Total		32		26

Verify your credit acquisition status and the available methods to defer September Completion.

Credit Acquisition Status	Available September Completion Deferral Methods (For deferral method details, refer to "Verify the September Completion deferral methods" on the next page)
You have not yet passed your **master's thesis**. (To confirm whether you have passed the Master's Thesis, please refer to the 'Grade Report' page instead of the 'Credit 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.	**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.**

6. Verify the September Completion deferral methods

If you are able to defer September Completion using any of methods (1) to (3), you should do so using the applicable method. After registering for spring semester courses, methods (2) and (3) will no longer be available, so **be sure to check the ways to avoid September completion before registering for spring semester courses.**

For students who have not yet passed their master's thesis, method (1) is the simplest way of deferring September Completion.

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

September Completion Deferral Method	GPA Decrease	Explanation and Important Points	Steps Required to complete your program in **Next Fall Semester**
Deferral method (1): Do not submit your master's thesis in the spring semester. <u>*If you have already passed your master's thesis, you cannot use this method.</u>	GPA will not decrease	• 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 fall semester.
Deferral method (2): Adjust course registration so that you will not obtain the 32 credits (total) required for completion in the spring semester	GPA will not decrease	• <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, add or make changes to your course registrations for the fall semester during the designated period after the spring semester grades are released.
Deferral method (3): Adjust course registration so that you will not obtain all credits for "Common Subjects (Foreign Languages)" in the spring semester* **(*)Students in programs where "Common Subjects (Foreign Language)" are not mandatory cannot use this method.**	GPA will not decrease	• Please make sure to earn all the required credits for the 'Common Subjects (Foreign Languages)' during the fall semester.	If necessary, add or make changes to your course registrations for the fall semester during the designated period after the spring semester grades are released.

7. Planning Your Course Registration for the Spring and Fall Semesters Using the AY2026 Course List offered by GLAS and the Web Syllabus

The list of courses offered by GLAS in AY2026 and the syllabus will be published on the GLAS website in early March. Please carefully review the course offerings for both the spring and fall semesters, including the semester of offering, class day and period, and course content.

Since courses offered by the GLAS may be registered for the entire year (both spring and fall semester courses) during the spring semester course registration period, please plan your course registration at that stage so that you will be able to fulfill all degree requirements by the end of the fall semester.

(Please note that additions and modifications to fall semester courses can be made during the designated period after the release of spring semester grades. For details, please refer to the Course Registration Guide.)

If any changes occur after the publication of the list of courses offered—such as semester of offering, class day and period, or course availability—they will be announced on the GLAS website. Please make sure to check this list regularly.

Graduate School Website → For Current Students → Course Registration

Web Syllabus
https://www.wsl.waseda.jp/syllabus/JAA101.php?pLng=en

8. 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.

9. Register for spring courses

Course registration must be completed as usual, in accordance with the prescribed rules and within the designated registration period.

For those who intend to take deferral method [2] or [3], you must ensure that you do not complete all required credits or compulsory courses in the Spring Semester of AY2026 (i.e., do not satisfy September Completion Requirement [2], and instead complete all required credits and compulsory courses in the Fall Semester of AY2026. Please make sure to confirm this carefully on your own when registering for courses.

<< Important Notice >>
If you plan to complete your studies in the Fall Semester of AY2026 (March 2027 completion), you are required to complete all compulsory courses and required credits during the fall semester.

Since courses offered by GLAS may be registered for the entire year (both spring and fall semester courses) during the spring semester course registration period, please adjust your spring semester registration so that you fulfill all degree requirements only in the fall semester.

10. Check the results of expected graduation to verify whether you have deferred September Completion

The results of expected graduation are announced in early May. **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 (March),"** regardless of which deferral method they used	**You cannot complete your program in either 2026 September or 2027 March. There is some problem with your credit acquisition status, course registration, etc.** **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.**
Students who plan to defer completion using deferral method (1)	• If evaluation is **"[Result of Judgment for Graduation] Status for Graduation (Completion) (September)."** You will not complete your program in September unless you submit your master's thesis in the spring semester. • If evaluation is **"[Result of Judgment for Graduation] Status for Graduation (Completion) (March)."** **You are expected to complete your program in March, but you cannot complete it in September.** Even if you successfully earn all the credits for your spring semester courses, you will still lack some of the required credits or compulsory course credits needed for completion. To complete your program in March, you must earn the remaining credits during the fall semester, so please take note of this. If you have any misunderstanding or if anything is unclear, please contact the Office of the Faculty of Letters, Arts and Sciences.
Students who plan to defer completion using deferral method (2) or (3)	• If evaluation is **"[Result of Judgment for Graduation] Status for Graduation (Completion) (March)."** You have successfully deferred September Completion. You are not expected to complete your program in September and may complete it in March 2027. Register for courses so that you will meet the completion requirements in the next fall semester. • If evaluation is **"[Result of Judgment for Graduation] Status for Graduation (Completion) (September)."** **You failed to defer completion using deferral method (2) or (3) due to a course registration error or the like. 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.

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

[Important]

If your expected Completion was evaluated as "[Result of Judgment for Graduation] Status for Graduation (Completion) (March)," the application mentioned in this section is not required, so do not submit one.

For students who will defer September 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) (September),"** a Certificate of Expected Completion for September Completion is set to be issued.

Students who require a Certificate of Expected Completion for March 2027 Completion should submit an application in the period indicated below. If expected March completion is evaluated and deemed permissible, it will be possible to issue a Certificate of Expected Completion for March completion.

[Important Note]

It may not be possible to defer September Completion even if you submit this application. **If you meet the September Completion Requirements in the spring semester even though you submitted the application, you will automatically complete your program in September.** If the application is accepted, **"[Result of Judgment for Graduation] Status for Graduation (Completion) (March)"** will be displayed on the web grade report page, but this does not mean that September Completion has been successfully deferred. To defer it, **you must make sure to adjust the timing at which you fulfill the completion requirements**, referring to "6. Verify the September Completion deferral methods".

➢ **Application to Issue a Certificate of Expected Completion in March**

Application criteria	Students who meet all the requirements below are eligible to apply. ● The expected completion evaluation result displayed on the web grade report page is "**[Result of Judgment for Graduation] Status for Graduation (Completion) (September)."** ● Students who wish to complete their program in March rather than September and will defer September 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	Friday, May 15 – Friday, May 22
Application method	Apply using the application form https://my.waseda.jp/application/detail/application-detail?communityContentLinkId=576610405
Announcement of Completion Evaluation Results for Expected March Completion	Friday, May 29 (Tentative)
Announcement of expected September completion evaluation results	Monday, June 1 (planned)

<<Notes>>

In certain special cases, students may not be permitted to complete the program in March 2027 even if they are expected to complete the program in September 2026. In such cases, the "Application to Issue a Certificate of Expected completion in March" will be rejected, and the student should complete the program in September 2026. (Example: Students who reach the permissible number of registration years in the spring 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 fall semester, etc.)

12. Verify spring semester grades and September Completion evaluation results

Grades for the spring semester and September 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 (September)"** or **"[Result of Judgment for Graduation] Status for Graduation (Completion) (March)** is displayed

      You have successfully deferred September Completion.

● Students for whom **"[Result of Judgment for Graduation] Graduation (Completion) (September)** is displayed

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

➢ **Announcement of spring semester grades and September Completion evaluation results**

Announcement date	Tuesday, September 1, 2026 (planned)