

5. Dishonest acts in examinations / assignments

Students who attempt to cheat in examinations (including all types of assessment-related academic work, such as in-class examinations, assignments, presentations, etc.) will be harshly punished, resulting in the invalidation of all coursework (which is equivalent to a score of zero) and suspension. In addition to the following actions, preventing the fairness of examinations or assignments is also considered dishonest and is harshly punished. This may result in the student(s) involved not being able to graduate on time. Before taking examinations, students should review the Notes on Taking an Examination provided on the bulletin board and website.

(1) Examples of dishonest acts

- 1) Taking the place of another student or asking another student to take your place in an examination
- 2) Bringing documents prepared for the purpose of cheating into a classroom or using them
- 3) Exchanging an answer sheet with another student
- 4) Writing illicit notes on a desk, etc., before an examination
- 5) Looking at answer sheets of another student or allowing another student to look at your answer sheet
- 6) Failing to place documents, devices, etc., inside a bag (or backpack, etc.) when reference to such materials and items is expressly prohibited
- 7) Referring to or using documents, devices, etc., when reference to such materials and items is expressly prohibited
- 8) Trying to communicate illicitly with another student by talking or by any other method
- 9) Disposing of or removing an answer sheet from a classroom or writing a fictitious name
- 10) Altering answers by means of addition or correction after an examination has ended
- 11) Failing to follow the instructions of an instructor or proctor, hindering the fairness of examinations
- 12) Plagiarizing (including self-plagiarism) when writing papers or theses.

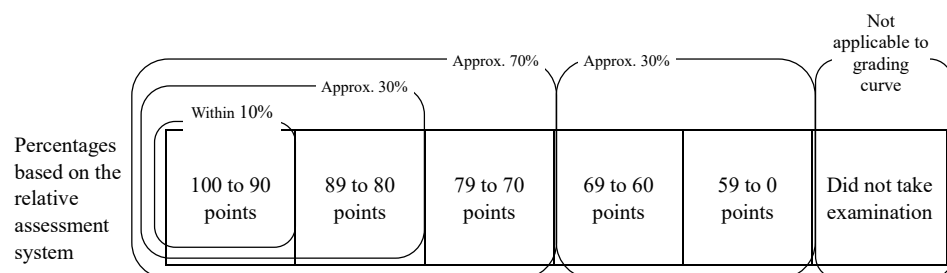
*Academic papers are assigned in order to assess the student's understanding of a course, and therefore must be worked on by each individual student unless otherwise instructed. If considering the content of a paper with other students or working in a group on related activities such as surveys and data analysis, make sure to consult the instructor in advance to obtain approval regarding the extent to which collaboration is allowed, and make a reference to the details in the paper.

- (2) Students who have performed a dishonest act are notified of the penalty imposed. Notification is also sent to the students' guardians. Additionally, penalties are publicly announced on the bulletin board.

II. Academic results

1. Announcements of academic results list all of your grades for courses taken up to the current academic semester.
2. Announcements of academic results will be made in early September for spring semester and quarter courses, and in early March for fall semester and quarter courses.
3. Academic results are displayed as shown below; raw points are not announced. In principle, with the exception of foreign language courses and courses with less than 30 enrolled students, a relative assessment ("norm-based") system is used and the percentages of grades are generally as follows.

Score	100 to 90 points	89 to 80 points	79 to 70 points	69 to 60 points	59 to 0 points	Did not take examination
Grade shown on transcript	A+	A	B	C	Not shown	
Grade shown on grade notification	A+	A	B	C	F	H
Pass/Fail	Pass				Fail	



* Grade “P” is pass and “Q” is fail.

4. GPAs

(1) Calculation formula

A corresponding value known as a grade point (4 points for an A+, 3 points for an A, 2 points for a B, 1 point for a C, and 0 points for a non-passing grade) is given in accordance with the grade for each course.

GPA (grade point average) is determined by adding the product of the number of credits for courses to the grade point corresponding to the grade, and dividing this total by the total number of credits registered.

The total number of credits registered includes credits for courses that you did not pass.

The formula for this calculation method is as follows.

$$\{(\text{Number of credits for which you received an A+} \times 4) + (\text{Number of credits for which you received an A} \times 3) + (\text{Number of credits for which you received a B} \times 2) + (\text{Number of credits for which you received a C} \times 1) + (\text{Number of credits for which you did not pass the course} \times 0)\} / \text{Total number of credits registered (including courses that you did not pass)}$$

N.B. GPAs are shown to the second decimal place (rounded off to two decimal places).

(2) Applicable courses

Courses that you registered for as courses being counted towards graduation (excluding courses graded “P” and “Q”).

(3) GPA notifications/certificates

GPAs are listed on the grade notifications. GPA can be checked in Grade Report on MyWaseda. Second GPA is a GPA of “Political Science,” “Economics,” and “Methodology” categories combined. It is one of the conditions for filing an application for graduation in three years.

(4) Certification of GPA

A “Transcript of Academic Record/GPA” that lists grades for courses applicable to the GPA system and your GPA can also be issued.

GPAs are not shown on a “Transcript of Academic Record.”