II　Course Registration

II－i Guide to Course Registration

Science refers to knowledge that has been organized as a single system. At the same time, it includes new expansion and creative activities. From here, there are many branches that extend from the fundamental knowledge (roots) that serves as the foundation for new expansion.

The curriculum of the UoA was developed as a result of thinking about what is the most important for the academic field of computer science and engineering, systematically teaching the fundamental knowledge that crosses every discipline within the field of computer science and engineering, and pursuing the ideal form of education, which is further cultivating the specialized adaptability of students.

1　Characteristics of the Curriculum

The UoA's curriculum is based on CC2005(Computing Curricula 2005) and CSC2013(Computer Science Curricula 2013), which are the pioneering educational curricula for the computer science and engineering field developed by the IEEE [Note 1] and ACM [Note 2]. This curriculum is designed to allow flexible response to the fast pace of change in our computer-reliant society. Further, it also respects the individuality and independence of each student by allowing them take specialized field courses appropriate for the future career they have chosen.(*Furthermore, the new curriculum was introduced from the 2008 academic year, and the University Regulation on the Completion of University of Aizu Studies was revised. In accordance with this, a new "Department of Computer Science and Engineering" was established, and the previous "Department of Computer Software" and "Department of Computer Hardware" were abolished as of AY2008. Further, the quarter-based term system was newly introduced beginning in AY2016.)

(Note 1) IEEE (The Institute of Electrical and Electronics Engineers, Inc.)
(Note 2) ACM (Association for Computing Machinery)

(1)　Selection of a Field (Specialization) and Track (Course Registration Model)

Five fields (specializations) have been established to match the careers desired by students. Please think carefully which field's specialization best matches your desired career. Each specialization has its own tracks (course registration models), so please refer to these and put together a four-year course registration plan. By earning credits for the courses designated for each track, you will be able to learn specialized knowledge that best matches your career plans.

Field (Specialization)	Track (Course-Taking Model)	Content of the Field / Post-Graduation Career Options
Computer Science (CS)	Computer Science Fundamentals (CF)	【Content】　Learn everything from mathematics fundamentals such as theories and algorithms to how to use computers in applied fields. 【Careers】Financial engineering analyst, IT consultant, etc.
	Computational Modeling (CM)	
Computer Systems (SY)	Computer System Design (SD)	【Content】Learn how to design and construction computer systems. 【Careers】Computer system development, home appliance and on-board device development, etc.
	VLSI Design (VD)	
Computer Network Systems (CN)	Computer Network Systems (CN)	【Content】　Learn about computer networks, constructing networks, and services provides over networks. 【Careers】Network engineer, communications
Applied Information Technology (IT)	Virtual Reality & Human Interface (VH)	【Content】　Learn about the IT needed in a wide range of fields such as business, government, health, and education. 【Careers】Robotics development, medicine, game development, etc.
	Robotics & Control (RC)	
	Biomedical Information Technology (BM)	
System Engineering (SE)	System Engineering (SE)	【Content】　Learn how to systematically develop, operate, and manage large-scale software systems while keeping reliability and efficiency in mind. 【Careers】　Large-scale system development, project manager, system administrator, etc.

While there are currently nine tracks as of the 2016 academic year, tracks are subject to change in order to flexibly respond to the needs of the times.

(2)　Types of Courses

	Types of Courses	Overview
A	Strongly Recommended (SR) Courses	These courses are recommended to be taken as fundamentals of computer science and engineering regardless of which specialization a student takes.
B	Track Recommended Courses	These courses are recommended to students taking a certain track.
C	Other Courses	These are courses that do not belong to A or B but have an objective of more widely acquiring high-level knowledge.
D	Optional Courses	These are courses that cannot count towards the number of credits required for graduation.
E	Required Courses	Only Graduation Theses is required. (*Refer to "3 Graduation Theses" for more information.)

2　Course Categories

Categories		
Major Categories	Subcategories	
●General Education Courses General Education Courses aim at fostering of individuals with a rich quality of humanity and sophistication, with an emphasis on education of fundamental ways of thinking and approaches toward learning in general, including science, nurturing of human qualities, fundamentals for understanding society and elements necessary for specialized education.	Humanities and Social Sciences (H)	The category of humanities and social sciences consists of courses regarding the humanities, social sciences, and physical education. Many fields in the humanities employ approaches using computers, and the humanities have a great influence on computer science. Liberal arts courses aim to have students understand fundamental ways of thinking and approaches toward learning in general, including science, nurturing of human qualities and expansion of students' understanding in backgrounds and surrounding areas of computer science. Courses in social sciences aim to lay a foundation so that students can correctly understand problems pertaining to society, economy and politics, etc. as general knowledge required for members of society. Attending these courses, students will establish a basis for understanding the social significance and responsibilities concerning usage of computers. Physical education courses aim to improve students' health and physical strength with a focus on scientific theories regarding health and sports.
	Physical Activities (PA)	The objective of Physical Activity courses is to build the physical strength that serves as the foundation for a healthy, energetic life. Further, it aims to teach the practical abilities needed to understand the meaningfulness of exercise in one's daily life through the maintenance and improvement of students' health by increasing their familiarity with exercise.
● Foreign Language Courses	English Language Courses (E)	English language education at the UoA is aimed at providing practical and pragmatic education, especially in computer science fields. For computer science study and research, advanced English proficiency is essential, since important information in manuals, specialty journals, theses and websites is often described in English. Many comments in computer programming are written in English, so abilities to read and write in English are very important for computer programming as well. Therefore, the University of Aizu specifically provides students with English education as a foreign language course in order to acquire international communication skills, namely, courses focusing on speaking, listening, writing and reading in English. Learners can benefit from small classes of approximately 30 students, CLR instructional Lab (iLab) and CLR CALL Lab (CALL) classrooms, which are dedicated for English language classes. The English language courses are all elective courses classified into either "Strongly Recommended Courses" (standard years for registration: 1st and 2nd years) and "Other (advanced) Courses" (standard years for registration: 3rd and 4th years). The Strongly Recommended Courses are further categorized into "Listening," "Speaking," "Reading," and "Writing" and "Thesis Writing and Presentation" and each course has a different level. In addition, "Thesis Writing and Presentation," a course for 4th-year students in the second semester, supports students in writing graduation theses in English and improving presentation skills.
	Other Language Courses (LG)	Japanese language courses are provided for students who are not native (or near-native) speakers of Japanese.
Specialized Education Courses	● Specialized Fundamental Courses These courses are designed for students to learn fundamentals in computer science and engineering. Fundamentals taught in these courses will become a basis for advanced courses.	Mathematics and related courses (M)	Cover mathematical fundamentals which are required for algorithms, computer graphics, simulation, performance analysis, etc.
		Natural Sciences and Related Courses (NS)	Mathematics and physics provide fundamental knowledge not only for computer science but for scientific technology in general. Natural Science courses cover physics fundamentals and its applications which are required for understanding of how devices and systems for electronic equipment including computers run.
		Computer Fundamentals and Related Courses (L)	Focus on skills to utilize computers as tools through lectures and exercises, and learn fundamental knowledge regarding configuration of computers, so that students can get a firm perspective regarding computer in general. These courses will inspire students' inquisitiveness, leading them to further pursue their studies and research, by providing students with opportunities to gain experience in how computers can be utilized for social life.
		Programming and Related Courses (P)	The term, "programming" represents languages in the world of computers. Without knowledge regarding programming, it is not possible to use and understand computers. Students start from introductory courses designed for beginners, and step up to higher-level programming languages, brushing up their skills through exercises.

		Foundations of Computer Science and Engineering and Related Courses (F)	Cover computer technologies and fundamentals related to software.
● Specialized Courses Focus on knowledge and skills essential for computer experts to have students gain confidence as computer scientists and/or engineers.		Computer Systems and Related Courses (S)	Hardware and software are both wheels to operate computers. These courses have been designed so that students can understand that hardware and software are inseparable, and how computers, which have complex systems inside, work successfully.
		Computer Network Systems and Related Courses (N)	Modern industry, economics and lifestyles are not sustainable without computer networks including the Internet. These courses have been designed so that students can study fundamentals regarding networks.
		Applications (A)	Computer technologies have extended application fields. Individual application fields have specific algorithms and derivative technologies. Several major applications will be picked up for students to study through the courses listed below.
		Software Engineering and Related Courses (SE)	Deal with technologies useful for development of large-scale software systems.
		Other Courses (0)	Note : *Students can earn up to 8 credits from Other Courses. *Students can earn up to 8 credits from Extracurricular Activity Course. *Students can earn up to 8 academic credits in total from SCCPs. *Students can earn up to 4 credits from Factories for Experiencing Starting Up Ventures 1~4. *For registration for the graduate courses, the conditions described below must be satisfied. (Please refer to "II-ii A Program of the Undergraduate and Master's Programs for Five Years through Integration of the Two Programs".)
●Graduation Theses	−		"Graduation Theses" is the only required undergraduate course. This special year-round course is the important course, because it represents the culmination of an undergraduate's four years at the UoA. Only a handful of students are assigned to each GT supervisor, allowing each student to receive in-depth instruction. Individual students must conduct research on their own initiative to complete their graduation theses. As it is mandatory for all students to write their graduation thesis in English, students are strongly recommended to take "Thesis Writing and Presentation" in the second semester of their fourth year.

3　Graduation Thesis

　　For students to work on graduation theses, they must satisfy specific, and follow due procedures for acquisition of the academic credits for this course.

(1)　Assignment to Graduation Thesis (GT) Supervisors

　　Students will be assigned to GT supervisors during their third year. 　After graduation research theme presentations by faculty members, students will have interviews, etc. with their preferred faculty members and be assigned to their supervisors. 　It is important for students to be aware of what they would like to pursue from their first year and to deepen relationships with many faculty members.

　　In the case of a supervisor from a department other than the three academic divisions of "Computer Science," "Computer Engineering" and "Information Systems" (except for those who have been officially recognized as qualified for being in charge of Graduate School courses), also choose a sub-supervisor from one of those three academic divisions.

(2)　Number of Students Assigned to a Graduation Thesis Supervisor

　　Since supervision of graduation theses is based on individualized instruction, the maximum number of students for supervision shall be, in principle, four per supervisor.

(3)　Requirements for Assignment to Graduation Thesis Supervisors

　　Students are required to satisfy the following two requirements for assignment to their graduation thesis supervisors, in principle.

    a.　Enrollment at the Undergraduate Program for at least two years

    b.　Credits for at least 10 courses from the "Strongly Recommended Course" category

(4) Requirements for Starting Graduation Theses

Students, upon proceeding to the 4th year, start working on their graduation theses. Requirements for starting graduation theses are as follows:

a. Enrollment at the Undergraduate Program for at least three years. (Excluding "advanced standing admission (= transfer)" students)

b. Assignment to graduation thesis supervisors

c. At least 100 academic credits for courses other than optional courses

If you have not yet fulfilled these prerequisites, you cannot start a graduation thesis, and your graduation will be postponed. However, depending on their academic performance in the 1st semester of the 4th year, there are cases where students are allowed to start graduation theses in October. But please note that those students must be engaged in GT work for 1 year.

If recognized as excellent based on "The University of Aizu Regulation Concerning Early Graduation," students may start their graduation theses in the second semester of their 3rd year. (For details regarding early graduation, please refer to "8 Graduation Requirements.")

(5) Supervision of Graduation Theses

3rd-year students will be provided with advice regarding their track registration under supervision of their GT supervisors, take relevant courses systematically and develop their theme of graduation thesis. They may be allowed to join seminars and other activities for 4th-year students.

Proceeding to the 4th year, students who have fulfilled the afore-mentioned GT requirements exert full-fledged efforts to their GT. Most seminars and meetings, etc. are held on a periodic basis, and interim presentations to report GT progress are held by each laboratory in autumn. Based on results of the GT progress survey in October, the Academic Affairs Committee will provide instructions to students who have not yet achieved desirable progress on their graduation theses.

(6) Changing Graduation Thesis Supervisors

Changing GT supervisors halfway requires an official request to the Student Affairs Division, along with the designated form. This request, by way of deliberation by the Academic Affairs Committee, will be approved if a new supervisor has vacancy to accept more students and if both current and new supervisors agree on the change.

The course, "Graduation Theses," is a course in which students work on GT while receiving supervision from the same GT supervisors for one year, in principle. IF students change their supervisors, it will take one year for students to complete graduation theses from the date of change of their supervisors. Please pay extra attention to the timing of changing GT supervisors.

(7) Graduation Thesis Completion Schedule

The GT Completion Process	○ Spring GT	○ Fall GT
Mid-term Presentation of Graduation Thesis	Mid October	Mid April
Finalization of GT title and referees (other than the GT supervisor)	Mid January	Late July
Submission of the GT manuscript to the GT supervisor by the student	Late January	Mid August
GT Presentations	Mid February	Late August
Submission of final GT manuscript and consent forms for the use of graduation thesis	Late February	End of August

(8) Mid-term Presentation of Graduation Thesis

Students shall perform poster exhibitions as Mid-term Presentation of Graduation Thesis. When grading GTs, evaluation result of the mid-term report will be included. In cases where a student has not done a mid-term presentation, his/her graduation thesis shall not be reviewed and credited in the relevant semester. In the case that a GT has been re-taken, a student shall redo his/her mid-term presentation.

(9)　Graduation Thesis Presentations

　　　Students shall present their graduation theses on a public occasion.　Presentations of graduation theses are included in the evaluation procedures. About 20 minutes is allotted per student. (10 minutes: presentation, 9 minutes: Q&A session, 1 minute: preparation) Presentations shall be conducted in English, in principle. Detailed schedule regarding presentations will be notified at a later date.

(10)　Evaluation of Graduation Theses

　　　Graduation theses shall be reviewed by a relevant supervisor and one referee.

　　　Ratio between weights of evaluation conducted by the supervisor and the referee is two to one.

　　　Comprehensive evaluations will be conducted, taking into consideration the items below.

・The challenge level of a graduation thesis theme

・Quality of a thesis written in English, which is regarded as an official record, including its content and expressions

・Student's attitude and persuasiveness during the presentation

・Precision of responses to questions

・Student's enthusiasm and stability while they have been working on the graduation thesis

(11)　Submission of Completed Theses

　　　Your graduation thesis must be within 4 to 6 pages of A4 sheets.

　　　It is regarded as appropriate that papers in the field of science and engineering should be briefly compiled in the volume of four to six pages like this.

　　　Please follow the guidelines indicated in the following URL:

　　　http://www.u-aizu.ac.jp/official/students/sad/stsa14_j.html (Japanese only)

　　　Printed theses are kept in the University Library, and electronic versions are stored in the particular directory, so that graduation theses can be read at any time.

4　Academic Credit System

　　　Each course is allotted a certain number of credits, and students are required to earn the designated number of credits to graduate from the Undergraduate School.

(1)　Academic Credits Criteria

　　　One credit is allotted for completion of course work in the inside/outside classrooms shall be forty-five hours for relevant courses, based on calculation of the following calculation methods:

　　　a.　One credit for each fifteen hours of a lecture

　　　b.　One credit for each thirty hours of an exercise/practice

　　　　　Eight credits for the course, "Graduation Theses"

　　　c.　For lectures, exercise/practice sessions, "one class session" is calculated as 2 hours.

　　　d.　For courses consisting of one lecture and one exercise, three credits per semester (One semester consists of fifteen weeks.)

　　　e.　For courses consisting of one lecture and two exercises, four credits per semester

　　　* 1 hour = 45 minutes

(2)　Accreditation of Academic Credits

　　　Credits for courses are recognized by semester, in principle.　Graduation theses for fourth-year students are conducted throughout the academic year and credits are earned by recognition of achievements of graduation theses.

(3)　The Maximum Number of Credits for Registration

　　　The upper limit of credits for registration is 28 credits per semester and 56 credits per year, excluding those of optional courses, teaching profession courses, intensive courses during vacation periods and the graduation thesis course. (Please refer to "The University of Aizu Regulation Concerning the Maximum Number of Credits for Course Registration".)

5 Class Hours

Class periods for the University are as follows;

1st Period	2nd Period	3rd Period	4th Period	5th Period	6th period
9:00 – 10:30	10:40– 12:10	13:10– 14:40	14:50– 16:20	16:30– 18:00	18:10– 19:40

※Class Cancellation/ Closures by Weather Condition, etc.

Via email and the official UoA website, the announcement will be notified to all faculties and students as soon as class cancellation is determined.

6 Class Term Categories

Classes are conducted in a quarter system consisting of a first and second semester divided into two quarters respectively.

First Semester (Quarter 1, Quarter 2)   April 1 – September 30

Second Semester (Quarter 3, Quarter 4)   October 1 – March 31

7 Prerequisites for Registration of Courses

(Please also refer to "9. (6) Restrictions on Course Registration".)

(1) Standard Year of Course Completion

A systematic curriculum for studying computer science has been established at the University, and the standard years for registration when students should register for and take specific courses are designated.   In cases where students cannot take courses and earn credits in designated academic years, they may have difficulties in re-taking of the courses in following years due to class schedules, etc.   Students are encouraged to register for courses in the academic years designated for the courses.

(※NOTE 1) Students who wish to register for courses for students of upper grade levels are allowed to register for those courses only in cases where there are vacant seats for the courses.   To attend those courses, obtain approval from instructors in charge of relevant courses, and hand in the designated form, "Course Registration Request Form for Courses Usually Only Open to Students of Upper Grade Levels" to the Academic Affairs Section by the designated deadline.

(※NOTE 2) Concerning first-/second-year students who have attained 500 points or higher in TOEIC exams, they are qualified to take English language courses normally offered for third-year students.   Those who wish to do so must obtain approval from the relevant instructors of the courses within a designated period and submit the designated form, "Application for Taking Advanced English Courses," to the Student Affairs Division.

(2) Prerequisites

Should students fail to earn credits for prerequisite courses, they cannot register for relevant successive courses in the following semester or academic year, and following this, the number of courses that can be registered for will be restricted. (See the attached tables 1 and 2 in the Regulation on the Completion of University of Aizu Studies.") In cases where students are given a grade "D" for a prerequisite course, although students cannot earn credits for the course, they will be allowed to register for a relevant successive course in the following semester or academic year.

(※NOTE) If approval from relevant graduation thesis supervisors is obtained, students may be recognized as having satisfied prerequisites.   In this case, a designated form, "Request Form for Deemed Recognition of Prerequisites and Registration for Courses," must be submitted to the Student Affairs Division after obtaining approval from relevant graduation thesis supervisor.

8 Graduation Requirements

To graduate from the University, the minimum academic residence period of four years is required.   Additionally, as specified in the following table, ATTACHED TABLE NO. 3, students must earn the minimum requisite number of credits set for respective course categories, and must acquire at least **128** academic credits in total (with the exception of optional courses) including the following:

- At least **10** credits from general education courses;
- At least **15** credits from English language courses;
- At least **95** credits from Upper Division courses; and

- **8** credits from the course, "Graduation Theses"

If the designated requirements are fulfilled based on the "University of Aizu Regulation Concerning Early Graduation," relevant students may graduate from the University 3 years after their admission. In case of early graduation, students are encouraged to go on to the Graduate School, as they can complete both the Undergraduate/Graduate Programs within 5 years and obtain the Master's degree. (For requirements for early graduation, please refer to "The University of Aizu Regulation Concerning Early Graduation".)

9 Course Registration

"Registration for courses" is mandatory to attend courses and earn credits. If you attend a course without registration, or make a mistake in the registration procedures, academic credits will not be authorized.

To avoid such trouble, you are encouraged to participate in the explanatory meeting for course registration held every academic year, and follow instructions for course registration.

(1) Selection of Fields and Tracks

By the end of the first semester in the first-year of enrollment, students select a "field" through "Introduction of Computer Science and Engineering," one of the courses in Computer Fundamental Courses, etc. Then students select a "track" taking into consideration their curriculum advisors' opinions.Changing tracks within a specified period of the semester is permitted. However, approval from the relevant curriculum advisor or graduation thesis supervisor is required.

Curriculum advisors shall be assigned for respective fields. Advice regarding course registration from class mentors and graduation thesis advisors shall also be provided to students as necessary.

●Curriculum Advisors (As of April 1, 2016　Titles omitted)

Total Advisors	Miyazaki ,Toshiaki (miyazaki@u-aizu.ac.jp), Sugiyama ,Masahide (Sugiyama @u-aizu.ac.jp), Zhao, Qiangfu (qf-zhao@u-aizu.ac.jp)		
Advisors for Each Field	CS	CF	Hayashi,Takafumi (takafumi@u-aizu.ac.jp)
		CM	Mori,Kazuyoshi (k-mori@u-aizu.ac.jp)
	SY	SD	Saito, Hiroshi (hiroshis@u-aizu.ac.jp)
		VD	Kohira, Yukihide (kohira@u-aizu.ac.jp)
	CN	CN	Kurokawa , Hirokuni (aiguo@u-aizu.ac.jp) Jing , Lei (leijing@u-aizu.ac.jp)
	IT	VH	Naruse, Keitaro (naruse@u-aizu.ac.jp)
		RC	Nishimura , Satoshi (nisim@u-aizu.ac.jp)
		BM	Chen, Wenxi (wenxi@u-aizu.ac.jp)
	SE	SE	Yoshioka, Renrato (rentaro@u-aizu.ac.jp)

(2) Course Registration Planning

Students are required to formulate a course registration plan for all the courses they plan to take by their graduation, taking into account tracks they have chosen and academic interests, and check the plan from time to time.   Upon registration for courses, pay attention to relations between courses based on advice from your curriculum advisors.   **128** academic credits are necessary for graduation, and this should also be taken into account for course registration.

When you register for courses, it is very important to take into account courses you plan to take in the NEXT semester.

Courses registered according to course registration plans shall be given priority upon registration.

(3) Selection of Courses

Courses to be registered for each semester shall be determined based on the course registration plan described above.

a. 1st-Year Students: Regardless of tracks that students have chosen, students are required to register for "Strongly Recommended Courses".

b. 2nd-Year Students and Higher:

Courses for which students should register differ corresponding to individual tracks that students have selected.   Courses should be registered for, based on registration models for tracks.   Students must make appropriate decisions regarding course registration referring to University Regulation on the Completion of University of Aizu Studies, syllabus, class schedule, etc.

c. Notes for students of all years

(a) Students must make efforts to acquire academic credits within the standard year of completion for the courses.

(b) Regarding Upper Division Courses, select "Track-Recommended Courses" of YOUR TRACK.

(c) Please note that the number of academic credits earned only for strongly recommended courses and track recommended courses would NOT suffice for the number of credits required for graduating from the University; 128 credits.

(4) Course Registration Procedures

Complete the following procedures by the designated deadline:

a. The first semester of students' first year

Course (other than Strongly Recommended Courses) must be registered for by submission of the "Course Registration Form" to the Academic Affairs Section of the Student Affairs Division.

b. After the second semester of students' first year

Individual students are required to enter necessary information for registration of courses on the Academic System, using computer on campus. (Detailed instructions will be announced separately.)

c. Notes for students of all years

(a) After the designated period for cancellation of registered courses and addition of courses to register for, changing of entries is not permitted, in principle.   Therefore, students should consult with the Academic Affairs Section of the Student Affairs Division regarding unclear points in advance.

(b) For some English Language Courses and Strongly Recommended Courses, students will be assigned to a certain class.   For these courses, instructors and classrooms are designated, and students must register for the assigned classes in principle.   Please keep in mind that there are possibilities that academic credits may not be given in cases where students register for classes other than those assigned to them.

(c) The maximum number of credits for registration is **28** credits per semester and **56** credits per academic year, excluding credits from optional courses, teaching profession courses, intensive courses during vacation periods and the graduation thesis course.

(5)　Confirmation of Course Registration

　　　　Be sure to confirm if your course registration is correct through the Academic Administration System.

　　　　Before finalization of course registration, students may be individually asked to visit the Academic Affairs Section for consultation regarding course registration.　　Students should pay close attention to e-mails, etc. for these types of notices.

(6)　Restrictions on Course Registration

　　A.　You are not accepted for the following courses:
　　　　(a)　　　Courses which you have not registered for
　　　　(b)　　　Courses for which academic credits you have already earned
　　　　(c)　　　Courses overlapping in the same class period
　　　　(d)　　　Courses for which prerequisite conditions you have not satisfied

　　B.　Students should pay attention to other courses as well, since there are other cases where registration is restricted, due to the number of teachers or the number of terminals in computer exercise rooms.　　Also, there may be overcrowding courses due to the unbalanced number of students in each track.　　In such a case, registration will be adjusted.　　So be sure to check related announcements sent via e-mail or posted online.
　　　　You cannot register for courses for which capacity has already been filled.

　　C.　When courses which the class capacity exceeds, students permitted to take the courses will be selected based on the relevant instructor's policies, their standard years of completion for the courses, assignment of classes, choice, preferred track, course registration plans, etc.

　　D.　Students must NOT register for courses exceeding **28** credits per semester and **56** credits per year, excluding those of optional courses, teaching profession courses, intensive courses during vacation periods and the graduation thesis course.

(7)　Retaking of Courses

　　　　If you fail in a course, you can take it again next time.　　However, since most of our courses accompany exercise sessions, there is a possibility that registration for courses will be limited due to the capacity of exercise rooms, etc.　　It is preferable to register for courses according to the courses' standard years for registration and earn academic credits in a well-planned manner.

(8)　Additional Registration for Courses

　　　　In cases where students could not register for courses according to their plan, due to adjustment of the number of students to the capacity for the courses after the course registration period, they will be allowed to additionally register for other courses within the designated period.

(9)　Cancellation of Registered Courses

　　　　To cancel courses you have already registered for, hand in the designated form, "Course Cancellation Report" to the Student Affairs Division within the designated period following the start of classes.

　　　　Do not keep being absent from those courses without applying for cancellation.　　Otherwise, assessment for those courses will be "Drop," and GPA (Please also refer to "11. (3)GPA".) will drop.　　This will bring disadvantages at job-seeking activities, application for scholarship programs, application for tuition exemption, etc.

10 Class Formats and Capacities

In order to enhance learning effects, student capacities for courses at the University of Aizu have been designated as described below.　Students should take courses according to the formats designated based on the class code that they have been assigned.

(1) Class Formats

Students will be assigned to a class code for the following categories.

Class Formats	Classification	Particular Courses
Class C (Capacity of 40 students)	C-1 ~ C-6 for the courses	・Physical Activities ・English courses (Listening and Speaking, Intermediate English) ・Strongly Recommended Courses
Class E (Capacity of 30 students)	E1 ~ E9	・English courses (Reading and Writing, English for Active Communication, Thesis Writing and Presentation)
Tracks	CF/CM/SD/VD/CN/VH/ RC/BM/SE	・Track-recommended courses for third-/fourth-year students. (*Students take the track-recommended courses offered for second-year students in Class C, with which they are affiliated.)

(2) Classes with a capacity

○ Classes with a capacity of 80 students	・Upper Division Course Lectures
○ Classes with a capacity of 40 students	・Exercises ・English courses(Intermediate English) ・Physical Activity 1 and 2
○ Classes with a capacity of 30 students	・English courses (Reading and Writing, English for Active Communication, Thesis Writing and Presentation)
○ Classes with no capacity	・General Education Courses (Humanities and Social Sciences) ・Advanced English Language Courses ・"Other" courses ・Optional courses

11 Examinations and Assessment of Academic Performance

(1) Examinations

a. Regular Examinations

Regular examinations shall be conducted during a specified period at the end of the academic term. (Depending on the courses, examinations, quizzes, etc. shall be conducted whenever necessary.)

The examinations shall be conducted in the form of written examinations, oral examinations, thesis (report) submissions, practical exercises, practical applications, etc. (See the relevant course syllabi.)

In cases where a student fails to attend a minimum of two thirds of the actual class sessions for a particular course, as a matter of principle, the student is not eligible to take the examination for the course.

b. Makeup Examinations

In addition, in cases where a student fails to take examinations due to illness or any other unavoidable reasons, the student may take makeup examinations.　However, in these cases, these students must attach a doctor's statement for illness or a statement of other reasons with an application for a makeup examination, and submit those documents to the Academic Affairs Division within 1 week after the relevant examinations.

c. Re-examinations

Re-examinations may be implemented at the discretion of faculty members.

Notes regarding examinations

a. Students must follow the instructions of proctors.

b. Should a student commit an inappropriate act during the examinations, the grade for all the courses the said student has been enrolled in shall be "F," and based upon the University Regulations, the said student may be subject to disciplinary punishment.

---

(2) Grading

　　Grades shall be evaluated by judging a combination of examination results, general performance, attendance, and other factors.　Passing grades shall be over 50 out of 100 points, and the prescribed units of academic credits shall be allotted.

　　The University has adopted the "Grade Point Average (GPA)," a global standard method for academic performance assessment at universities.　GPAs are important figures for assessment of students' academic performance and background at the time of job-seeking activities, application for scholarship programs, application for exemption of tuitions, etc.

Grades shall be given according to points earned for the course, as described in the following chart.

Grade	Points	Judgment	GP (Grade Point)
A	80 ~ 100	Pass	4.0
B	65 ~ 79		3.0
C	50 ~ 64		2.0
D	35 ~ 49	Non-pass	0
F	Below 34		

*1　If a student does not attend two-thirds of the total class sessions for relevant courses, or do not take examinations, the student's grade for the course shall be "F."

*2　If a student's academic performance for a course is assessed as a "D" grade, a "C" grade (50 points maximum) may be awarded through re-examination in the cases where the student applies for, and takes a re-examination.

*3　For students who receive "non-pass" grades for courses, re-taking of the relevant courses is necessary for acquisition of academic credits in or after the following semester.

(3) GPA

The calculation formula shall be as follows:

$$GPA = \frac{4.0 \times A + 3.0 \times B + 2.0 \times C}{\text{Total possible credits for courses officially taken, INCLUDING those for courses assessed as "Non-pass (D/F/Drop)"}}$$

A: The number of credits earned for courses assessed as "A"

B: The number of credits earned for courses assessed as "B"

C: The number of credits earned for courses assessed as "C"

*1　Grade points allotted to academic credits which have been transferred from other universities to the University of Aizu shall be 4.0 per credit.

*2　GPA will be calculated and truncated to two decimal places.

*3　All courses students have officially registered for shall be included in calculation of a GPA.

*4　With regard to courses offered until March 31, 2008, courses assessed as "non-pass" shall not be included in the "Total possible credits for courses officially taken" for calculation of GPA.

*5　In the case that a course has been re-taken, the most recent grade will be used for calculation of GPA. (*INCLUDING those for courses assessed as "Non-pass (D/F/Non-pass)")

(4) Grade Reports

　Grades shall be available for confirmation through the Academic Administration System.

　In addition, the University notifies students' results of academic performance for the academic year every March, the end of an academic year, to their guardians or guarantors in order to fulfill one of the University's responsibilities.　Students who have objections to notification of their grades to guardians should submit claims to the Student Affairs Division by the designated date. If no claims are made, students will be regarded as having agreed with provision of their grade information to their guardians.

(5) Handling of Grade Information

Grades are personal information and shall be handled carefully. However, for the purposes described below, the relevant information will be shared with relevant faculty members:

- When faculty members use information regarding grades for the purpose of provision of curriculum advice
- When faculty members use information regarding grades for the purpose of other educational reasons

12 Authorization for Completion of Tracks

For students who have acquired all academic credits for Strongly Recommended Courses (only for Upper Division Courses) and Track Recommended Courses, acquisition of expertise in tracks of their choice will be authorized by the University (completion of multiple tracks can also be authorized). A track certificate will be issued with a diploma at graduation.

13 Authorization for Academic Credits Earned Prior to Admission to the University of Aizu

Academic credits that students earned at other universities prior to admission to the University of Aizu may be authorized as those of the University of Aizu if approved.

To apply for authorization of academic credits earned prior to admission to the University of Aizu, students must submit a predetermined form, "Application for Authorization of Academic Credits Earned Prior to Admission to the University of Aizu," to the Academic Affairs Section of the Student Affairs Division by a designated period in April. However, the academic residence requirement of 4 years shall not be shortened even if academic credits earned prior to admission to the University have been authorized as those of the University. For further details, please contact the Academic Affairs Section of the Student Affairs Division.

14 Commendations for Students

Students who have achieved excellent results in regular studies or research will be commended at the time of the degree conferment ceremony, etc. Commendation of students by the University or other external organizations will be announced through the University web-site and the University of Aizu Supporters' Association newsletters.

15 Detection and Care for Students Experiencing Severe Difficulty with Poor Academic Performance, etc. at an Early Juncture, and Recommendation to Withdraw from the University

The program, "Detection and Care for Students Experiencing Severe Difficulty with Poor Academic Performance, etc. at an Early Juncture," was put into practice for support of students in their studies and campus life, from November, 2002.

Details of the measures are described below.

(1) Detection and Care for Students Experiencing Severe Difficulty with Poor Academic Performance, etc. at an Early Juncture

(a) Objective: Through detection and care for students who are experiencing severe difficulty and poor academic performance due to uneasiness about their studies and student lifestyles, etc. at an early juncture, the University will make efforts to support these students in maintaining or regaining their vigor to continue their studies and life as students.

(b) Range of students who will be offered consultations

Year	1	2	3	4
1st Semester	Less than 10 credits	Less than 40 credits	Less than 75 credits	(See Note *1 below.)
2nd Semester	Less than 20 credits	Less than 60 credits	Less than 95 credits (See Note *1 below.)	(See Note 2 below.)
Average numbers of academic credits	(40)	(80)	(115)	(128)

*Standard numbers of earned academic credits for each year are shown in parentheses

- Students whose total number of earned academic credits required for graduation did not reach a specific

threshold
- (Note[*1]) Students who could not start their graduation theses in the designated year
- (Note[*2]) Students who could not graduate within their standard years of enrollment (4 years)
- Students who have not registered for courses
- Students who have not regularly attended classes or those for whom graduation thesis supervisors cannot make contact with
- Students who have not reported their choice of graduation thesis supervisors.

(c) Measures for supporting students having difficulty with poor academic performance

The Student Affairs Division will request the above-mentioned students to visit the Division and notify their guardians of academic performance.

Students may always consult with the Student Affairs Division at its counter, their class mentors, the Counseling Office, the Office for Learning Support, etc. regarding their studies. Students should not take it all on themselves, but have a consultation as soon as possible. (For further information, please refer to the "III. Campus Life.")

(2) Advice on Withdrawal from the University

Those who are lacking in the number of earned credits, and who do not show any enthusiasm for studying even after they have received advice regarding their studies and lifestyles and guidance for more suitable future paths, will be given a advice on withdrawal from the University to give them an opportunity to reconsider their future course in life, based on the purport of Article 38 of the Prefectural Ruling on the University of Aizu Graduate School, after it has been recognized that the student has no possibility of completing a program.

However, students with poor academic performance will never be forced to withdraw from the University. Decisions as to whether they will leave the University and restart their life are left up to the students.

Students who followed the advice and withdrew from the University, as they did not have the desire to continue their studies, may be readmitted to the University according to Article 20, the Ruling on the University of Aizu if they retrieve their desire to continue their studies and apply for re-admission to the University.

<Reference>

Article Thirty-Eight, the Ruling on the University of Aizu (Disciplinary Punishment)

38.1 The University President may discipline those students violating this ruling and other regulations or acting in violation of their duties as students

38.2 The types of disciplinary punishment shall be expulsion, suspension, and warning.

38.3 The expulsion referred to in Paragraph 38.2 above may be applied to those students falling within any of the following categories:

(1) Students of delinquent character and conduct and recognized as being without prospect for reform

(2) Students of inferior scholastic ability and recognized as being without prospect for improvement

(3) Students continually absent without justifiable cause

(4) Students disturbing UNIVERSITY order and acting in violation of their duties as students

38.4 Other necessary matters concerning disciplinary punishment on students shall be determined separately.

<Reference>

Article Twenty, the Ruling on the University of Aizu (Readmissions)

20.1 The University President may approve the readmission to the appropriate UNIVERSITY class level of individuals selected from those applying for readmission to the extent that space within the appropriate class levels is available.

16 Inter-University Academic Credit Transfer System

In the event that a student earns course credits at one of the following partner universities while enrolled at the UoA, these credits can be treated as UoA credits. Please contact the Student Affairs Division Academic Affairs Section for details regarding credit transfer, such as the course registration procedures.

<Universities and junior colleges which belong to Academia Consortium Fukushima (on February 27, 2004 agreements)>

(*To sign up for courses offered by other member universities/junior colleges, please confirm courses available through their web sites.)

・The University of Aizu ・Iwaki Meisei University ・Koriyama Women's University and Colleges

・Nihon University - College of Engineering ・Higashinihon International University ・Fukushima College

・Fukushima Medical University ・Fukushima University ・the University of Aizu Junior College Division

・Iwaki Junior College ・Sakura-no-Seibo Junior College ・Fukushima College Junior College Division

・Fukushima National College of Technology

Details concerning inter-university academic credit transfer are provided for in Article Twenty-Seven of the "Ruling on the University of Aizu" and the "University of Aizu Regulation on Handling of Matters Related to Mutual Recognition of Academic Credits Between Universities."

<Reference>

Article Twenty-Seven, the Ruling on the University of Aizu

(Course Work Completed at Other Universities)

27.1 The University President may regard up to 30 units of academic credits earned by students having completed course work at other universities and/or junior colleges as academic credit earned by those students at the UNIVERSITY provided that doing so is recognized by the University President as educationally beneficial and given that such action is based upon consultation by the University President with the respective universities and junior colleges.

Article 27.2 and 27.3   Omitted

17 Interim Measures

FY2016 Revision of the Ruling on the University of Aizu and University Regulation on the Completion of University of Aizu Studies

(1) Revision of the Number of Credits

The number of credits earned for completing the following course shall depend on the academic year in which the credits were earned for students enrolled in AY2016 and beyond regardless of the academic year of their admission.

Course Name	Number of Credits Before AY2016	Number of Credits Starting AY2016
L08 Information Ethics	1	2

(2) Revision of the Category/Course Names, Etc.

Due to the renewal of the curriculum, the category and/or course names of a number of courses have changed, as provided for in University Regulation on the Completion of University of Aizu Studies Attached Charts 1 and 2 (Reference: [For students enrolled in AY2015 and before] Pages 9-11, [For students enrolled in AY2016 and after] Pages 13-15).

(3) Revision of Graduation Requirements

The minimum number of credits per category required for graduation varies depending on the academic year of enrollment, as provided for in Chart 3, University Regulation on the Completion of University of Aizu Studies. (Reference: [For students enrolled in AY2015 and before] Page 12, [For students enrolled in AY2016 and after] Page 16)