

# Learning Guide 2025

*For Students of **Global Business Department***

武蔵野大学履修案内 Learning Support Page

[https://www.musashino-u.ac.jp/student-life/learning/course/course\\_english.html](https://www.musashino-u.ac.jp/student-life/learning/course/course_english.html)

履修要覧 日本語版 Course Guide (in Japanese)

<http://risyuyouran.musashino-u.ac.jp/yoran/>

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## 1. MUSCAT

### Notices on MUSCAT

- MUSCAT is a web portal of Musashino University designed to provide necessary information for student life and course registration. URL: 【<https://muscat.musashino-u.ac.jp>】
- Students can check notices and information from the University and teachers on MUSCAT.
- To avoid missing important notices, students should regularly check MUSCAT.
- Notices regarding **Class Cancellations** or **Classroom Changes** may be informed on the day of the class.
- Students are responsible for any disadvantages or consequences resulting from not checking MUSCAT.

#### <Account Issuance>

- For MUSCAT login, students need **Account Notification**, which provides MUSCAT login ID and password, distributed during the New Student Guidance.
- Students should reissue their account if they lose or forget it.
- Contact MUSIC Helpdesk in case of loss or need for reissuance. URL: 【<https://music-helpdesk.mubs.jp/>】

### Notice Categories

Category	Recipients	Examples of Content
Class Notices	Students registered for the course	-Class cancellations and classroom changes -Preview, report assignments, and distribution of class material
Messages from University	Students of the target department, graduate school, and advanced course	-Course registration and class-related information -Information from faculties, departments, graduate school, and advanced course -Information related to student life
Messages for you	Target students	-Individual application procedures and responses to inquiries
Job/Career Opening Notice	Students of the target department, graduate school, and advanced course	-Job hunting and career support
Messages from Learning Management System	Students registered for the course	-Distribution of assignments, exams, and class materials

- The display period for MUSCAT notices is set by the sender. Students can check expired messages as follows.  
MUSCAT → Notices (Search for Received Messages) → Tick **Include** for **Expired message** in the **Search Condition** setting in the bottom  
→ Click **Search Messages**
- Certain menu options may be temporarily disabled due to grade and course registration verification processes.  
**My timetable** and **Grade related information** pages are not available during this period. Confirm **Messages from University** on MUSCAT for service suspension schedule.

## Information on MUSCAT

-Students can confirm the following information on MUSCAT

Category	Item	Content
Class	My timetable	Course information (timetable, teacher, and classroom) for the registered courses (available after course registration periods).
	Attendance Status	Attendance information for each course.
	Learning Management System (Course Power)	Share or distribute class materials, mini-tests, assignments, and questionnaires, and use message boards, etc., between teachers and students.
Courses and Grades	Course Registration	Register for courses (available only during course registration or adjustment periods).
	Grade Records	Grades and Credits for the courses a student has taken (available only during the grade disclosure periods).
Syllabus	Syllabus	Syllabus search and teacher's contact information.
Students support	Students record	Student's information (Enrollment Status, Course Registration, Grades, etc.).
Career support	MUC (Career Support Office website)	Job hunting and career support information.
My Tools	Classrooms and audio-visual equipment reservation status	Classroom availability (Students should contact the Academic Affairs Administrative Office to reserve a classroom). *Available only for club and group use, not for personal use.
	e-Cabinet	Download application forms and manuals.
Personal Settings	Email Forwarding Setting	Enable email forwarding for MUSCAT Notices.
ICT Support	Support Portal Site for Classes using the ICT	Preparation and precautions for online classes,
	MUSIC Help Desk	Consult about application, PC troubles, settings, and connecting to the campus wireless LAN.

<Note>

-Manuals for MUSCAT and Course Power are available on MUSCAT

(MUSCAT → My Tools → e-Cabinet → MUSCAT Manuals [for students])

## Recommended Browsers

Google Chrome, Microsoft Edge, Firefox, or Safari.

\*Ensure that JavaScript is enabled.

## 2. Academic Term and Class Period

### Academic Calendar and Term

- Academic Calendar outlines the duration of each term, class days, and event days at the university
- Academic Calendar is available on MUSCAT (MUSCAT → My Tools → e-Cabinet → Academic Affairs Administrative Office → 01\_教務共通).
- To secure a sufficient number of classes, classes may be conducted on national holidays in accordance with the Academic Calendar.
- Spring semester courses are held from the 1st term to the 2nd term, while the Fall semester courses are held from the 3rd to the 4th term (Year-round courses are held from the 1st term to the 4th term). Certain courses may also be held on Saturdays or outside the regular term (August to September or February) as intensive courses.

<AY2025>

Term		Date
Spring Semester	1st Term	4/16 (Wed) to 6/10 (Tue)
	2nd Term	6/13 (Fri) to 7/31 (Thu)
Fall Semester	3rd Term	9/19 (Fri) to 11/10 (Mon)
	4th Term	11/18 (Tue) to 1/26 (Mon)

<Four-Term System>

- Musashino University adopts the four-term system that divides the academic year into four terms.
- A term course is generally conducted either in two consecutive periods or twice a week. This format aims to enhance the quality of education by allowing students to take fewer courses simultaneously per term, thus enabling them to focus on each course.
- In four-term system, students can steadily build a comprehensive understanding of the course content and accumulate knowledge and skills by taking fundamental courses in the 1st term and advanced courses in the 2nd term.

### Class Period

Class Periods are as follows.

Class Period	Time (Duration)
1st Period	8:50 to 10:30 (100 min)
2nd Period	10:40 to 12:20 (100 min)
Lunch Break	12:20 to 13:10 (50 min)
3rd Period	13:10 to 14:50 (100 min)
4th Period	15:00 to 16:40 (100 min)
5th Period	16:50 to 18:30 (100 min)
6th Period	18:40 to 20:20 (100 min)
7th Period (Graduate School)	20:20 to 22:00 (100 min)

\*7th period is only for Graduate School (there is no 10-minute break between the 6th and 7th period).

## Classroom Labeling

-Classroom labeling varies by campus as follows.

Campus	Room Plate	Building	Floor	Room Number
M: Musashino	<b>1201</b>	1	2	01
A: Ariake	<b>1-201</b>	1	2	01

-Students can check their classrooms in **My timetable** or the syllabus on MUSCAT.

-Classrooms will not be displayed for courses if their classrooms are not yet determined or if they are conducted online.

-Any classroom changes will be informed on MUSCAT.

-If a course completes only with online classes, **Online** will be displayed in the **campus** field in the syllabus.

### 3. Credit System and Course Category

#### Credits

- A credit represents the standard amount of study time required to complete a course.
- A credit corresponds to 45 hours of study, including both class time and self-study time.
- Simply attending classes is not sufficient to earn credits. The earning of credits and achievement of the course objectives, such as knowledge, attitudes, and skills, requires comprehensive study time, including self-study time outside class (Universities Regulations 12-1 of the University Regulations).

$$\boxed{1 \text{ credit}} = \boxed{\text{Class time}} + \boxed{\text{Self-study time}} = 45 \text{ hours}$$

#### Course Category

Courses are divided into the following categories based on the **Table of Graduation Credit Requirements**. Refer to the **Course List** in the **Course Guide** for the designated course categories for each department.

a Required Course	The courses must be completed to meet the graduate requirements.
b Elective Required Course	The courses must be selected from a designated course category, and a certain number of credits must be earned.
c Elective Course	The courses that students need to complete and earn a certain number of credits (excluding <b>a</b> and <b>b</b> ).
d Optional Course	The courses that can be selected as part of the Graduation Credit Requirements, in addition to the course categories <b>a, b, c</b> .
e Extra Course	The courses that are not part of the Graduation Credit Requirements (they do not count towards the Graduation Credit Requirements).

#### <Designated Courses>

- In addition to the required courses, certain elective required or elective courses that are the core of the curriculum are set as Designated Courses.
- Designated courses are automatically registered.
- If students fail a designated course, retaking is not mandatory. However, since designated courses are the core of the curriculum, the content of advanced courses is based on the knowledge of the designated courses.

#### <Course Substitution>

- The curriculum for each department is determined based on the year of enrollment.
- Consequently, even within the same department, the composition of the curriculum and course names may vary by the year of enrollment.
- When a curriculum change results in the discontinuation or renaming of a course, the arrangement where a new course is taken as a substitute for the old course is referred to as Course Substitution.
- In this case, the new course is referred to as the **Substitute Course**, and the old course is referred to as the **Substituted Course**.
- The Substitute Course will be recorded as the Substituted Course on the official transcript.
- As a general rule, the relationships between substitute and substituted courses are listed on the **Course List** in the **Course Guide** (Refer to your year of enrollment).

## (Example of Course Substitution)

### Department of Global Business - 2022 Spring Enrollment - ← Refer to your year of enrollment

グローバルビジネス学科 2022年度 [春入学生]					- 開講表/Course List -		2025年度版	
							Version AY2025	
学科科目 Departmental Courses								
科目番号 Number	授業科目 Course Title	開講学年 Year Level	単位数 Credits		授業言語 Language	備考 Note		
			必修 Required	選択 Elective				
*1 International Lectures 1-4 (GB)は毎年度1科目ずつ開講されます "International Lectures 1-4 (GB)" courses are held alternately each year								
*2 以下の科目を履修して読替 Course title of the following course is to be replaced as follows								
Course Title (Old)			Course Title (New)					
GBS 353	International Business Law and Ethics	GBS 353	Business Law and Ethics					
	Recorded on the official transcript (Old Course = Substituted Course)		The current course name (New Course = Substitute Course)					

#### <Optional courses from other faculties/departments>

- Students may register for certain courses offered by other faculties or departments (Listed Courses Only).
- Refer to the link for the details. URL: 【<https://risyuyouran.musashino-u.ac.jp/faculty/curriculum-faculty/other-subjects/>】

#### <Adjacent Subjects>

- In certain departments, Adjacent Subjects are available as related courses to the department in addition to the primary academic discipline.
- Refer to the **Table of Graduation Credit Requirements** and the **Course List** in the **Course Guide** for the details of the Adjacent Subjects.

#### <Irregular Term Course>

- A course conducted according to a fixed timetable (days of the week and class periods) within each term is referred to as a **Regular Term Course**, whereas a course without a fixed timetable is referred to as an **Irregular Term Course**.
- The types of Irregular term courses are as follows.

Intensive Course	Classes are conducted on weekends during each term or during the summer or spring intensive terms (or its combination). The courses whose Mode of Delivery in the syllabus is Face-to-Face or Live (online) are applicable. Refer to the <b>Schedule for intensive courses</b> in the following link for the schedule. URL: 【 <a href="https://www.musashino-u.ac.jp/student-life/learning/course/course_english.html">https://www.musashino-u.ac.jp/student-life/learning/course/course_english.html</a> 】
On-Demand Course	An online course without a fixed timetable that completes only with on-demand content such as videos and class materials distributed by the teacher. The courses whose Mode of Delivery in the syllabus is On-demand are applicable. On-demand course may also be combined with regular classes. Although, on-demand course does not have a fixed timetable, it typically requires weekly engagement through the distribution of materials and assignments submission. Thus, continuous study is necessary. Contact the teacher for the detailed schedule.

\*In principle, irregular term courses are also included in Credit Cap (CAP).



## Numbering System (Course Number)

- The curriculum is strategically structured to enable students to effectively learn courses tailored to their individual interests and career paths, in line with our objectives for human resource development.
- To indicate the curriculum structure, each course is assigned a course number based on the academic discipline (alphabetical index) and level (generally corresponding to the year level).
- By referring to the course numbers, students can develop their course registration plan with an awareness of their academic progression and the levels of the courses
- Confirm the course numbers on the **Course List** in the department's **Course Guide**.

### <Course Number Notation>

ABC	1	0	1
Academic Discipline	Course Level	Subcategory	Sequence Number

### <Course Level>

Number	Program	Course Level
100	Undergraduate	Introductory level (equivalent to the 1st-year level)
200		Fundamental level (equivalent to the 2nd-year level)
300		Applied level (equivalent to the 3rd-year level)
400		Advanced level (equivalent the 3rd and 4th-year levels)

### <Course Number Example>

	Course Number	Course Title
Example	SIC 101	Introduction to Data Science
	Introductory level course in Smart Intelligence Computing category	

## 4. Course Registration Planning

### Course Registration Planning

- The Graduation Credit Requirements and offered courses are determined based on the diploma policy (policy for graduation and degree-granting) and the curriculum policy (policy for curriculum structure and delivery).
- For course registration, it is necessary to thoroughly confirm the Advancement Requirements and Graduation Requirements and develop a course registration plan that effectively supports individual interests and career paths.
- To develop a course registration plan, refer to the **Curriculum Map** and **Course Model** in the **Course Guide** and make sure to confirm the **Table of Graduation Credit Requirements**, **Course List**, **Syllabus**, and **Credit Cap (CAP)**.

#### <Curriculum Map>

- Curriculum Map** provides a systematic overview of the department's curriculum, organized by course numbers and other criteria. It clearly outlines the sequence and interrelation of the courses.

#### <Table of Graduation Credit Requirements and Course List>

- Table of Graduation Credit Requirements** for each department specifies the necessary credits for graduation across different course categories (required, elective required, and elective courses) for Musashino INITIAL/BASIS and departmental courses.
- Course List** provides course information for each department, such as course numbers, course titles, year level, number of credits, and course requisites.

#### <Note>

- Students can register for courses that are offered to their current year level and lower.  
(e.g., 3rd-year students can also register for 1st and 2nd-year courses)
- Graduation requirements and offered courses may differ even within the same department, depending on the year of enrollment. Make sure to confirm the Table of Graduation Credit Requirements for your year of enrollment.

#### <Course Models>

- Course Models provide course registration examples that align with the department's objectives for human resource development.
- Due to schedule constraints and class capacity limit, it is not guaranteed that students will be able to follow the course model exactly. However, students should refer to the course model and develop their course registration plans while confirming the Table of Graduation Credit Requirements, CAP, and Course Requisites.

#### <Syllabus>

- Refer to the course syllabus for the timetable (days of the week and class periods), teachers, campuses, and terms in which the course is conducted.
- Refer to the **Schedule for intensive courses** in the following link for intensive course schedules.

URL: [【https://www.musashino-u.ac.jp/student-life/learning/course/course\\_english.html】](https://www.musashino-u.ac.jp/student-life/learning/course/course_english.html)

## Syllabus

### <Course Basic Information>

- Basis information (teachers, terms, days of the week, and class periods) and detailed information (course summary, learning objectives, class schedule for each session, and textbooks) can be found in the syllabus. Manuals for syllabuses are available on MUSCAT (MUSCAT → My Tools → e-Cabinet → MUSCAT Manuals [for students]).
- Students must confirm the syllabus for course registration and class preparation.
- Since syllabus is updated every year, make sure to search by the year in which the course is conducted, rather than your year of enrollment.

URL: 【<https://muscat.musashino-u.ac.jp/portal/slbssrch.do?clearAccessData=true&contenam=slbssrch&kjnmnNo=10>】

- Syllabuses for the next academic year will be disclosed in early March.

### <How to search syllabuses>

( 1 ) Log in to MUSCAT and click 【Syllabus】 and 【Syllabus search】

( 2 ) In the next page, select your curriculum from the "Curriculum" section.

Example: If you enrolled in the Department of Global Business in Spring 2024 ,

⇒ Select "24 Department of Global Business(Spring Enrollment)."

\*Please ensure you select the correct curriculum to avoid displaying incorrect credit information.

The screenshot shows the 'Syllabus search' page. Under 'Search Conditions', there is a section for 'Syllabus Search Conditions'. The 'Curriculum' dropdown menu is highlighted with a red box, showing the selected option: '24 Department of Global Business(Spring Enrollment)'. Other fields include 'Course name', 'Instructor', 'Keyword', 'Course Period', and 'Campus'.

( 3 ) If you have additional conditions you wish to set, please do so and then click on "Search Syllabus."

### <Classes in a Course>

- If a course has multiple classes, each class is identified by a specific symbol in the **Course Title**.

(e.g., English for Qualifications 1A[**Enterprise**], English for Qualifications 1A [**Cooperative**])

### (Example of Class Symbols)

Class Symbol (Examples)	Description
[ a ][ A ][ 有 ]	Conducted on Ariake Campus ([a1][a2][a3]...)
[ m ][ M ][ 武 ]	Conducted on Musashino Campus ([m1][m2][m3]...)
[ Eng ]	Conducted in English (for INITIAL courses)
[ 1/4 ]	Class 1 of the 4 classes for a course

- Students cannot change the class for auto-registered courses.
- Certain courses may have designated classes based on your department and year of enrollment. Refer to the syllabus to confirm the applicable department and year of enrollment.

## <Course Detailed Information>

- Essential information for course registration and class preparation, such as course summary, learning objectives, class schedule for each session, and textbooks.
- The items and descriptions are as follows.

## Syllabus Information AY2025

No	Field		Notes
1	Course summary		Summary of the course, including the course level in the curriculum, course content, teaching approach, and overall structure.
2	Course objectives	Knowledge and Specialization	Course objectives, including the knowledge, skills, and attitudes that students are expected to develop. The objectives are set based on the Diploma Policies (DP) of the department/graduate school.
		Interest, Attitude, and Character	
		Thinking and Judgement	
		Interaction and Communication	
3	Approach to "The Enhanced Learning Cycle"		The course's approach to "The Enhanced Learning Cycle."
4	Elements of "Active Knowledge"		Elements of Active Learning in class to achieve Musashino University's Diploma Policy "Active Knowledge."
5	Utilization of ICTs in class		ICTs (Bring Your Own Device (BYOD) policy, online distribution of course content and materials, learning management system, online meeting tools, etc.) used in class. If applicable, a circle is indicated in the field. Also see the item 16. Remark for notes.
6	Preparation		Expected average time for pre-class preparation and outline of the content.
7	Reviewing		Expected average time for post-class review and outline of the content.
8	Assessment Methods		Evaluation criteria for the course, including the assessment methods (assignments, quizzes, examinations, etc.) and their weight in the final grade.
9	Class schedule		Overview of each session, typically including the following components (the format may vary by course). [Title] Theme of each session [Instructors] (Only for an omnibus course) [Textbook] The textbook pages to be used in each session [Preparation(min.)] Expected time for pre-class preparation and its content [Review(min.)] Expected time for post-class review and its content [Assignments] Details of assignment and feedback [Examinations] Information about exams (written exams, quizzes) and feedback [Dates and Periods] only for intensive or irregular term courses [Mode of Delivery] Face-to-Face or Online (If a course is conducted in a combination of Face-to-Face and Online)
10	Notes		Important notes for course registration and class preparation. <e.g.,> •Class Capacity Limit (maximum number of students in class) •Course Requisite •If the course is required for certain qualifications (e.g., courses for teacher training program) •Equipment and supplies used in class •Appropriate attire for experiment or practice
11	Textbooks (Purchase Required)		Information about the textbooks used in class. Textbooks can be purchased through MyKiTS (Kinokuniya Book Store). (Learning Guide → "4. Course Registration Planning" → Textbook Purchase)
12	Reference Books (Optional)		Reference book information. Generally, reference books are not available on MyKiTS.
13	Others (e.g., Handout will be distributed)		Information about distributed class materials.
14	Reference Websites		Websites relevant to the course content.
15	Courses taught by instructor with practical experience (practical-based courses)		The course is taught by instructors who have practical work experience relevant to the course if a circle is indicated (As part of the institutional requirements of the new support system for higher education, it is required to indicate in the syllabus).
16	Remarks		Any other information about the course.

## Face-to-Face and Online Class

-The Mode of Delivery (face-to-face or online) is indicated in the syllabus. The detailed categories are as follows.

### < Mode of Delivery>

Mode of Delivery	Description	Fixed Timetable	Use of Classroom	60-credit limit for online courses
Face-to-Face (In-Person)	Face-to-Face classes are conducted according to a fixed timetable.	✓	✓	Not included
Face-to-Face (combined with Online: 50% or more of the classes are Face-to-Face)	Classes are conducted in a combination of Face-to-Face and online (either live online or on-demand). <u>*Face-to-Face classes account for 50% or more of the total number of classes.</u>	✓	✓	
Online (partially Face-to-Face: over 50% of the classes are Online)	Classes are conducted primarily online, while some classes are conducted Face-to-Face. <u>*online classes account for over 50% of the total number of classes.</u>	✓	✓	Included
Online (Live or Live + On-demand)	Classes are conducted online synchronously according to a fixed timetable using online meeting tools such as Zoom, Google Meet, Microsoft Teams, etc., and may also include on-demand classes.	✓	-	
Online (On-demand)	On-demand classes (self-paced learning with distributed materials within a specified period).	-	-	

\*Face-to-Face classes may switch to Online depending on social circumstances.

### <60-credit limit for online courses>

-The credits earned from online courses are limited to 60 credits for the Graduation Credit Requirements (Standards for Establishment of Universities Article 25-2 and 32-5)

-Confirm the number of credits earned from online courses on MUSCAT (MUSCAT → Student support → Student record → Grade information → Total Credits Earned in Online Classes).

-Courses where over 50% of the total number of classes are conducted online are subject to the 60-credit limit for online courses.

-The curriculum in each department is designed not to exceed the 60-credit limit for online courses. However, students should ensure that the total number of credits earned by online courses does not exceed 60 credits when planning to take a substantial number of online courses for elective courses.

-Even if students attend a Face-to-Face class online due to unavoidable circumstances, it will still be considered a Face-to-Face class.

<Exceptions to the 60-credit limit for online courses>

The 60-credit limit for online courses does not apply in the following cases:

(1) Credits for online classes due to special measures for preventing the spread of COVID-19

Credits earned from courses that were switched to online in AY2020 and AY2021 due to special measures for preventing the spread of COVID-19, will not count towards the 60-credit limit for online courses.

(2) Switching to online classes in the event of a natural disaster

When it is difficult to conduct a Face-to-Face class due to infectious diseases or natural disasters such as earthquakes, the university may switch the Face-to-Face classes to online at its discretion. In this case, even if more than half of the total number of classes are conducted online, it will be considered a Face-to-Face course.

## Course Requisites

-Certain courses have requisites based on the level of academic progress.

e.g., **Course A** and **Course B** are related as fundamental and advanced

**Course A** and **Course B** are the first and second halves of the content

(1) Prerequisites	Required to register for <b>course A</b> before <b>course B</b> .
(2) Concurrent Requisites	Required to register for both <b>course A</b> and <b>course B</b> .

<Note>

-If a course has specific requisites, it is indicated on the **Course List** in the department's **Course Guide**.

-The course requisites in the **Course List** are categorized as either compulsory (◆**Required Condition**) for course registration or Advised (◇**Recommended Condition**), which is not compulsory for course registration but suggested.

-For recommended conditions, there are no restrictions on course registration itself, but be aware that the course content of Course B is based on the knowledge and understanding of Course A. In case of class capacity limit, students who meet the **Recommended Condition** have priority.

-The course requisite details can be found in the syllabus. Confirm the syllabus for required knowledge, skills, and interests beyond the **Prerequisites** and **Concurrent requisites**.

-A course registration that does not meet the **required conditions of the course requisites** will be deleted by the Academic Affairs Administrative Office.

## Course Registration after a Leave of Absence

-Consult the **Student Support Office** for taking a leave of absence or returning.

-It is important to discuss your post-return study plan with the advisor (teacher) beforehand. Use the **Inquiry Form** at the bottom of following link for questions or consultations related to the Academic Affairs Administrative Office.

URL: [https://www.musashino-u.ac.jp/student-life/learning/course/course\\_english.html](https://www.musashino-u.ac.jp/student-life/learning/course/course_english.html)

## Textbook Purchase

- Purchase the textbook listed in the **Textbooks (Purchase Required)** field in the syllabus before the first class.
- If there is no textbook information in the syllabus, the teacher will provide instructions during the first class.

### <Textbook Purchase Periods and Methods>

- As a general rule, students should purchase textbooks through MyKiTS website (Kinokuniya Book Store) on MUSCAT, which offers a 10% discount.
- Refer to the table below for the Purchase periods
- Refer to MyKiTS for purchase procedures.
- Updates and the latest information will be informed on MUSCAT (MUSCAT → Syllabus → MyKiTS).

MyKiTS URL: 【<https://mirai.kinokuniya.co.jp/musashino/>】

Purchase Method	Purchase Period	Term of Instruction
MyKiTS	Late March to Late April	Year-round/Spring Semester/1st term/2nd term
	Early May to Late July	
	Early September to Early October	Fall Semester/3rd term/4th term
	Mid-October to Early January	

\*The purchase periods are subject to change.

### <Note>

- Purchase the textbook listed in the **Textbooks (Purchase Required)** field in the syllabus. Purchase is not required for the textbook listed in the **Reference Books (Optional)** field in the syllabus.
- It will take 2 to 5 business days for delivery after the purchase on MyKiTS. Therefore, it is recommended that students complete the purchase well in advance.
- Inform the teacher in charge of the course if students cannot receive the textbook by the first class due to **Sold Out** or **Out of Stock**.
- For textbook return or exchange, bring the item in unused condition along with the purchase receipt to the on-campus Book Center. For inquiries, contact through MyKiTS.

## 5. Course Registration

### Course Registration

#### <Course Registration>

- Course registration is required to take a course and earn credits.
- Course registration is available on MUSCAT during **Course Registration** and **Adjustment Periods**.
- Course registration periods are scheduled before the Spring and Fall semesters, and the Adjustment Periods are scheduled during the 2nd week of each of the four terms.
- There is a limit to the number of credits students can register for during an academic year, known as the Credit CAP.  
Confirm the annual schedule of the course registration and adjustment periods and develop a course registration plan.

#### <Course Registration Adjustment>

- Students can add or drop courses during the course adjustment period in each term.
- Course registration changes can be made on MUSCAT during the course registration and adjustment periods.
- The range of courses that can be added or dropped during each course registration and adjustment period varies depending on the term of instruction for the course. Note that year-round, spring-semester, and 1st-term courses can only be added during the Spring Semester Course Registration Period.
- Attendance is not required for courses that have been dropped.

Confirm **Notes on Course Registration** in the following link and MUSCAT notices for course registration.

URL: 【[https://www.musashino-u.ac.jp/student-life/learning/course/course\\_english.html](https://www.musashino-u.ac.jp/student-life/learning/course/course_english.html)】

#### <Certificate of Expected Graduation (students in the graduation year (4th year))>

- A certificate of expected graduation is issued to students in their graduation year (4th year) if they meet the graduation requirements, including the credits from courses currently being registered.
- Complete your course registration for the entire academic year (1st to 4th terms) during the Spring Semester Course Registration Period.
- The certificate of expected graduation is scheduled to be issued starting in mid-May.



<AY2025 Course Registration Schedule>

AY2025 Schedule		Term of Instruction							
		Year-round/Spring Semester/1st Term		2nd Term		Fall Semester/3rd Term		4th Term	
		Add	Drop	Add	Drop	Add	Drop	Add	Drop
Spring Semester	Course registration period: March 21 to 22 Additional period: March 26, until 17:00 *For 1st-year students: April 7 to 8 Additional period: April 11, until 17:00	✓	✓	✓	✓	✓	✓	✓	✓
1st Term	Adjustment period: April 23 to 25	-	✓	✓	✓	✓	✓	✓	✓
2nd Term	Adjustment period: June 20 to 23	-	-	-	✓	✓	✓	✓	✓
Fall Semester	Course registration period: September 8 to 9 Additional period: September 12, until 17:00	-	-	-	-	✓	✓	✓	✓
3rd Term	Adjustment period: September 26 to 29	-	-	-	-	-	✓	✓	✓
4th Term	Adjustment period: November 25 to 28	-	-	-	-	-	-	-	✓

<Course Registration for Intensive and Irregular term courses>

- For intensive and irregular term courses, course registration periods are based on the designated term of instruction for each course.
- Even if the actual classes have not started, there may be restrictions on adding or dropping courses depending on the designated term of instruction for the course. (For example, if a summer (July/August) intensive course's designated term of instruction is **spring semester**, course registration (add) is only available during the Spring Semester Course Registration Period, and course registration (drop) is available by the 1st term adjustment period.
- Refer to the **Schedule for intensive courses** to ensure there are no schedule conflicts with other courses.

<Course registration outside the designated periods (Generally Not Permitted)>

- Course registration (Add and Drop) outside the designated course registration and adjustment periods is not accepted.
- If students are unable to register during the course registration (adjustment) periods due to unavoidable circumstances, such as illness or injury (traffic accident), consult the Academic Affairs Administrative Office (documentation, such as a medical certificate, will be required to verify the circumstance).

## Note on Course Registration

### <Required and Designated Courses>

- Required courses for student's current year level are automatically registered, and students do not need to manually register for them by themselves.
- Depending on the department, some designated courses may also be automatically registered.
- Students should confirm if auto-registered courses are correctly registered in **My timetable** on MUSCAT before the first class.
- Generally, if students are retaking required or designated courses from lower year levels, they will not be auto-registered, and the students will need to manually register for them.
- Required courses, designated courses, and certain courses for qualification programs cannot be dropped on MUSCAT (indicated by a grey notebook icon). If there is a need to drop any of these courses due to certain circumstances, students should consult the advisor.

### <Course Registration for courses conducted on different campuses>

- If registering for courses held on different campuses, ensure that there is at least one class period gap (100 minutes) for travel time between the campuses (lunch break and taking an online class are not counted as travel time).

- Course Registration is **NOT** accepted in the following cases.

#### (1) Musashino Campus → Online Class → Lunch Break → Ariake Campus

Period	Time	Campus	Course Title
1st period	8:50 to 10:30 (100min)	Musashino	Introduction to SDGs
2nd period	10:40 to 12:20 (100min)	Online (at Musashino)	Introduction to Data Science
Lunch Break	12:20 to 13:10 (50min)	Cannot commute to Ariake in 50 minutes	
3rd period	13:10 to 14:50 (100min)	<del>Ariake</del>	<del>English(Lower-Intermediate)C</del>

#### (2) Musashino Campus → Lunch Break → Ariake Campus

Period	Time	Campus	Course Title
1st period	8:50 to 10:30 (100min)	-	-
2nd period	10:40 to 12:20 (100min)	Musashino	Academic Writing
Lunch Break	12:20 to 13:10 (50min)	Cannot commute to Ariake in 50 minutes	
3rd period	13:10 to 14:50 (100min)	<del>Ariake</del>	<del>English(Lower-Intermediate)C</del>

- Course Registration is **ACCEPTED** in the following cases.

#### (1) Musashino Campus → Online Class → Lunch Break → Musashino Campus

Period	Time	Campus	Course Title
1st period	8:50 to 10:30 (100min)	Musashino	-
2nd period	10:40 to 12:20 (100min)	Online (at Musashino)	Introduction to Data Science
Lunch Break	12:20 to 13:10 (50min)	No commute is needed	
3rd period	13:10 to 14:50 (100min)	Musashino	Academic Writing

#### (2) Musashino Campus → Online Class → one class period gap without taking a class → Ariake Campus

Period	Time	Campus	Course Title
1st period	8:50 to 10:30 (100min)	-	-
2nd period	10:40 to 12:20 (100min)	-	-
Lunch Break	12:20 to 13:10 (50min)	-	-
3rd period	13:10 to 14:50 (100min)	Musashino	Academic Writing
4th period	15:00 to 16:40 (100min)	Online (at Musashino)	Introduction to Buddhism
5th period	16:50 to 18:30 (100min)	Can commute to Ariake in 120 minutes	
6th period	18:40 to 20:20 (100min)	Ariake	English(Lower-Intermediate)D

<When courses are not found on the Course Registration page>

If courses are not found on the Course Registration page, consider the following matters.

Course Substitution	Find the course in <b>Substituted courses</b> on the Course Registration page (MUSCAT).
Irregular Term Course	Refer to the <b>Schedule for intensive courses</b> or find the course in <b>Select Intensive Course</b> on the Course Registration page (MUSCAT).
Course Closed for Registration	Refer to the <b>List of courses exceeding class capacity</b> in the following link for the details. URL: 【 <a href="https://www.musashino-u.ac.jp/student-life/learning/course/course_english.html">https://www.musashino-u.ac.jp/student-life/learning/course/course_english.html</a> 】
Retake Course	Refer to the <b>List of subjects and individuals eligible for window registration</b> . If the course is listed, students need to complete their course registration at the office or send Course Registration Form to “ <a href="mailto:rishu@musashino-u.ac.jp">rishu@musashino-u.ac.jp</a> ”. Refer to the link for the details. URL: 【 <a href="https://www.musashino-u.ac.jp/student-life/learning/course.html">https://www.musashino-u.ac.jp/student-life/learning/course.html</a> 】
Optional courses from other faculties or departments	Find the course in <b>Optional Courses of Other Departments</b> page (MUSCAT). Refer to the link for the course list. URL: 【 <a href="https://risuyouran.musashino-u.ac.jp/faculty/curriculum-faculty/other-subjects/">https://risuyouran.musashino-u.ac.jp/faculty/curriculum-faculty/other-subjects/</a> 】
Incorrect Term Selection on the Course Registration page (MUSCAT)	Confirm if the selected term on the <b>Course Registration</b> page (MUSCAT) matches the term of instruction for the course.

<Confirmation of Course Registration>

-To confirm if any course registration (Add or Drop) is correctly reflected on MUSCAT, follow the following instruction.

(Course registration page (MUSCAT) → Confirm Entry → Register this Content)

\*Course Registration (add or drop) is not completed without clicking **Register this Content**.

-Confirm a message “Course registration is accepted” in **Messages For You** on MUSCAT after course registration.

<Errors in Course Registration>

-Students cannot earn credits for courses that are not registered, regardless of class attendance (except for certain accredited courses).

-Students cannot drop the registered courses outside the designated course registration and adjustment periods even if it is mistakenly registered.

-Therefore, students must confirm their course registration on MUSCAT.

<Courses that students cannot register on MUSCAT>

-For the following groups of students and courses, course registration on MUSCAT is not available. Instead, submission of **Course Registration Form** is required during the course registration periods (submit Course Registration Form at the Academic Affairs Administrative Office or send the form to “rishu@musashino-u.ac.jp”).

- (1) Retaking passed courses (if permitted).
- (2) Taking courses that require permission from the department or the advisor.
- (3) Taking certain courses instead of discontinued courses if individual instruction is provided.
- (4) Taking certain courses in a qualification program that require a separate application.
- (5) Transfer students (only for Spring Course Registration Period).
- (6) Exchange students from overseas universities.
- (7) When students in graduate school are taking undergraduate courses (if permitted).
- (8) When students in doctoral programs are taking courses in master's programs (if permitted).

-The details about applicable students and courses will be informed on MUSCAT.

-Students cannot register for courses that are not open to their current year level or other department's courses that are not open to other faculties or departments (Course Registration Form is not accepted).

<Frequently Asked Questions>

1. A pencil icon appears in each class period when there are courses available to register for. When a pencil icon does not appear in a class period, there are no available courses. For other courses such as optional courses from other faculties/departments, check **Select Intensive Course** or **Optional courses of other departments** in the Course Registration page.
2. Courses registered with **Course Registration Form** cannot be dropped on MUSCAT. To drop the course, submit a new **Course Registration Form** at the office or by sending the form to “rishu@musashino-u.ac.jp”.
3. If the number of credits in the **Course Registration** page on MUSCAT differs from your expected number, consider the following cases.
  - Credits are divided into each term for multi-term courses (Year-round, Spring semester, or Fall semester courses).
  - A course without CAP (e.g., Internship) are not included.
4. Complete course registration well in advance, as Internet congestion may be expected towards the end of each Course Registration (Adjustment) period.

## Class Capacity Limit

- If the number of students registering exceeds the class capacity, course registration may be restricted (it may also apply to online courses).
- If students' course registration is restricted due to class capacity limit, they will be informed on MUSCAT, and their course registration will automatically be deleted.
- Generally, class capacity limits are applied in accordance with the policies established by the University and respective departments.

Optional courses from other faculties/departments	Students from the department offering the course are given priority over students from other departments.
Course Requisites (Recommended Condition)	Students who meet the requisites are given priority (Refer to the Course List and Syllabus for the Course Requisites).
Registration at earlier periods	Generally, students who register for the course during the earlier course registration/adjustment periods are given priority (e.g., For a 3rd term course, students who registered by the 2nd term adjustment period have priority over the students who registered in the fall semester course registration period).

## Retaking Courses

- Students can retake a failed course (D or X grades) in the next academic year or later. However, retaking the course within the same academic year is not permitted.
- Students must retake and complete required courses to meet the graduation requirements.
- When a failed course is retaken, the former Grade (D or X) will be overwritten by the new grade.

### <Retaking PASSED Courses>

- Students cannot retake courses that they have already passed and earned credits
- However, exceptions are granted for (1) Students who are repeating the graduation year (4th year) or (2) Students approved under certain conditions in Qualification programs.
- When retaking a passed course, the former Grade (Grade and earned credits) will be overwritten by the new grade. However, the credits for the course will not be counted twice. If students fail a course after retaking it, the credits for the course will be subtracted accordingly.

## Credit Cap (CAP)

- In each year level, there is a yearly limit on the number of credits students can register for, known as Credit Cap (CAP).
- The CAP is designed to prevent over-registration and ensure students have sufficient study time including self-study.
- Students should develop a well-balanced course registration plan for each year level, considering the CAP.
- The CAP does not apply to students who are repeating the graduation year (4th year).
- Generally, students in the department of Global Business can take up to 40 credits per academic year.

### <Exceptions to CAP>

The CAP does not apply to certain courses.

Accredited Courses	Partnership Study Abroad Program, Scholarship Abroad Program (SAP), Short-Term Language Training, Recognition of Qualifications, Volunteer Activities and Career Design
Musashino INITIAL/BASIS	Field studies 1 - 4
	Advanced Field Studies 1A - 4D
	Internship
	English for Studying Abroad1-2 (Students enrolled in 2019 or before)
Global Business Department	Internship A - D

### <Expansion of Credit Cap (CAP)>

- The CAP will be increased for students who have achieved a higher GPA based on their cumulative GPA from the previous year.
- Students with a cumulative GPA of 3.00 or higher can register for an additional 4 credits, while students with a cumulative GPA of 3.50 or higher can register for an additional 8 credits.

## Course Registration at the Time of Leave of Absence, Return to School, and Withdrawal

- During a leave of absence, students cannot register for courses. Upon submission of a leave of absence, the registered courses including auto-registered courses for the absence period will be deleted.
- It is important to discuss your post-return study plan with the advisor (teacher).
- For students withdrawing from school, upon submission of withdrawal documents, the registered courses will be deleted.

## 6. Class

### Attendance

- Students need to attend each class of a registered course and pass examination (including report assignments) to earn credits.
- Pay attention to the total number of classes for courses conducted twice a week or in two consecutive periods (e.g., a course held on Friday 3rd and 4th periods in the 1st term will have a total of 14 classes).
- Students who have been absent one-third or more classes will not earn credits for the course (X grade).
- The criteria for one-third attendance are as follows (School Regulations Article 13-1-2).

Total Number of Classes for a Course (Including Classes with Exams)	One-Third of the Total Number of Classes
7	3
14	5
28	10

#### <Attendance Card Reader>

- When attending Face-to-Face classes, make sure to touch your student ID card to the attendance card reader at the entrance of the classroom.
- Attendance is recorded upon touching your student ID card to the card reader.
- Students can check their attendance record for each course on MUSCAT (For online classes where the card reader is not used, the teacher will check attendance separately).
- False acts on the attendance card reader (e.g. not attending the class after touching your student ID card, touching a friend's student ID card, or having someone else touch your student ID card on your behalf etc.) will be considered Academic Dishonesty and may lead to disciplinary action.




#### <Note>

1. The attendance card reader is available from 10 minutes before class periods (from 30 minutes before for 1st and 3rd periods). Attendance will not be recorded if your student ID card is touched outside these periods.
2. Students must touch their student ID card to the card reader even if they arrive late to class.
3. If you do not bring your student ID card, forgot to touch it to the card reader, or experience a malfunction with the card reader, inform the teacher directly. Only the teacher can change students' attendance status on MUSCAT.
4. If you touch your student ID card twice for the same class, only the first touch will be recorded.
5. Whether to use the information from the card reader (including late arrival due to public transportation) for attendance records is at the discretion of the teacher. Contact the teacher for your attendance details.

-For classes held in two consecutive periods, students only need to touch their student ID cards to the card reader for its first period. However, if there is a lunch break in between, students also need to touch their student ID cards to the card reader for the third period.

Class Period	1st Period	2nd Period	Lunch Break	3rd Period	4th Period	5th Period	6th Period
1 to 2 Consecutive Class	Required	NOT Required	-				
2 to 3 Consecutive Class		Required	-	Required			
3 to 4 Consecutive Class			-	Required	NOT Required		
4 to 5 Consecutive Class			-		Required	NOT Required	
5 to 6 Consecutive Class			-			Required	NOT Required
1 to 4 Consecutive Class	Required	NOT Required	-	Required	NOT Required		
3 to 6 Consecutive Class			-	Required	NOT Required	NOT Required	NOT Required

-Attendance Status Display on the Card Reader.

Time	From 10 minutes before class starts (from 30 minutes before for 1st and 3rd periods).	1 to 19 minutes after class starts.	20 minutes or more after class starts.
Screen Display			
Status	Attended (Present)	Late	Absent

-Touch your student ID card to the marked area under the display.

\*Touch only your student ID card. The card reader may not function properly if your student ID card is stacked with other IC cards or is inside a wallet or card holder. Refer to the manual in e-Cabinet on MUSCAT.

(How to use attendance card reader: MUSCAT → My Tools → e-Cabinet → MUSCAT Manuals [for students])

→ 出席カードリーダー → 出席カードリーダーの利用方法について)

<Attendance Registration on Learning Management System (Course Power)>

-In addition to the classroom attendance card readers in face-to-face classes, students can register their attendance for online classes through Course Power.

-When teachers are checking attendance via Course Power, please follow the instructions below to register your attendance.

-Please note that this attendance registration feature may not be used in all online classes. Therefore, follow the specific instructions provided by each teacher for your attendance.

Item	Explanation (Overview)
Attendance Registration Method	Students register their attendance using Course Power with <b>【the attendance password】</b> provided by the teacher.
Acceptance Period	Follow the instructions provided by the teacher. In principle, it should be done during each class period.
Attendance Password	The teacher will provide the password during each class period.



Simultaneous Use with the Attendance Card Reader	If students register their attendance using both the attendance card reader and Course Power in a class period, the record from the attendance card reader will be prioritized.
Linkage to MUSCAT	Attendance information registered using Course Power can be checked on the "Attendance Status" page on MUSCAT in addition to those registered by the Card Readers. Classes in the 1st and 2nd periods will be updated after 1:30 p.m. on the same day. Classes after the 3rd period will be updated by the next morning.
Display on MUSCAT	"出*" (marked with * (an asterisk)) *Attendance information registered by the attendance card reader will be displayed as "出".
Handling of Consecutive Class	<u>For classes held in two or more consecutive periods, students need to register their attendance for each class period if using Course Power.</u> *For attendance registration using card readers, please refer to <u>6. Class: Attendance</u> in the Learning Guide.
Other Notes	Please note that any changes made to attendance information will only reflect on the "Attendance Status" page on MUSCAT and will not reflect on Course Power.

(How to use attendance card reader: MUSCAT → My Tools → e-Cabinet → MUSCAT Manuals [for students])

→ 学修支援システム>EN\_学修支援システム出席登録マニュアル(学生用)】

## Online Class Space

- While Musashino University primarily offers on-campus education, some classes are conducted online (or its combination). Therefore, students may attend online classes on campus.
- When attending an online class on campus, confirm the terms of use and application procedures in the link and use the designated online class spaces.
- Since the terms of use, application procedures, and the details of the online class spaces vary by campus, refer to the link for the details. URL: [https://www.musashino-u.ac.jp/student-life/learning/course/course\\_english.html](https://www.musashino-u.ac.jp/student-life/learning/course/course_english.html)

## Application for Academic Accommodations

- Musashino University provides reasonable accommodations to students with disabilities and provides support for educational and research activities and student life.

“Reasonable accommodation” is diverse and highly individualized depending on the condition and characteristics of each student and it will be provided through dialogue between the student and the university based on the student's application to the extent that it does not overburden the university or its faculty members.

Students who wish to apply for such accommodations should consult with the Student Support Office at their campus.

URL: [【https://www.musashino-u.ac.jp/student-life/learning/consideration.html】](https://www.musashino-u.ac.jp/student-life/learning/consideration.html)

## Report of Specified Absence, Report of Absence, and Report of Long-Term Absence

### <Report of Specified Absence>

-A report that students cannot attend classes due to practical training related to qualification programs offered by the university or specific reasons acknowledged by the University.

-If approved, the absence will not be counted in the total number of classes required for attendance.

(e.g., for a 14-class course, if there is one approved specified absence, the student's total number of classes expected to attend should be 13.)

-Approval of a specified absence does not automatically guarantee grades or credits.

-Reasons not listed in the following table, such as delays due to public transportation, illness (excluding Infectious diseases that the University is trying to prevent), and job hunting activities (including new employee orientation), are not valid for **Report of Specified Absence**. In case of unavoidable absence, students are expected to explain the circumstances directly to the teacher.

Type of Absence	Reason	Contact	Required Documents
Report of Specified Absence	Death of family member up to second degree of kinship	Student Support Office	Funeral notice or official death certificate
	Infectious diseases that the University needs to prevent		School attendance permission issued by the Health Center (Infirmary)
	Practical training in curricular courses	Academic Affairs Administrative Office	-
	Participation in criminal trials under the lay judge system		Certificate of appointment as a lay judge

### <Report of Absence>

-**Report of Absence** is only to clarify the reasons for absence and is not equivalent to **Specified Absence**.

\* Report of Absence is applicable for university-approved activities such as presentations by university-recognized groups and participation in international or national conferences and competitions.

Type of Absence	Reason	Contact	Required Documents
Report of Absence	-Presentations or competitions by university-recognized groups. -Activities approved by the university, such as participation in international or national conferences or competitions.	Student Support Office	External Assembly Permission Request, Extracurricular Activity Report, and documents providing details of the presentations, match or events.

### <Report of Long-Term Absence>

With the Report of Long-Term Absence, students who are unable to attend classes for more than two weeks due to illness or other reasons can formally notify their teachers about the reasons for absence through MUSCAT. Refer to the following webpage and contact the Student Support Office for more information and application. It will not be counted as attendance.

URL: [【https://www.musashino-u.ac.jp/student-life/learning/register.html】](https://www.musashino-u.ac.jp/student-life/learning/register.html)

## Class Cancellation

- Class Cancellation will be informed on MUSCAT.
- Class Cancellation may sometimes be informed on the day of the class. Therefore, students should check MUSCAT regularly.
- If there is no class cancellation information and the teacher has not arrived within 30 minutes after the beginning of the class period, contact the Academic Affairs Administrative Office.
- In case of disruptions to public transportation due to natural disasters, such as typhoons or heavy snow, the entire university may be closed. In such cases, it will be informed on MUSCAT or the University webpage.

## Make-up Class

- For classes that have been canceled, the teacher will arrange and conduct Make-up classes.
- Make-up classes will be held on weekdays, Saturdays, or spare days for make-up class/exam .
- The make-up class schedule will be informed on MUSCAT.
- Attendance for make-up classes are handled by the teacher. Contact the teacher for the details.

## Contacting Teachers

### <Full-Time Teacher>

- The teachers primarily work at Musashino University, and have research offices on campus.
- They have designated office hours for student consultations
- Students can contact full-time teachers via email, phone, or by visiting their research offices.
- \*Make an appointment when visiting their research offices outside office hours

### <Adjunct Teacher>

- The teachers do not primarily work at Musashino University and come to campus only for their assigned classes, and do not have research offices on campus.
- Students can contact adjunct teachers via email, or by visiting them in the classroom or the Teacher Station (Building 1, 7th floor at Ariake campus/Building 6, 2nd floor at Musashino campus) before or after the classes.
- Confirm the contact information on MUSCAT (MUSCAT → Syllabus → Search by Instructor → View Office Hours).

### <Advisory System>

- At Musashino University, full-time teachers provide guidance and advice to students in both their academic and personal lives (Advisory System).
- Each student is assigned one full-time teacher from the department as their advisor.  
Confirm your advisor (MUSCAT → Student support → Student record → Student related information → School information → Advisor/Supervisor 1).
- Advisors assist students with course registration and grades, provide guidance and advice, and act as consultants. They also collaborate with other teachers and administrative offices as needed to ensure students have a meaningful student life.

<Note>

- Confirm contact methods with the teachers, including adjunct teachers, during the classes and follow the instructions.
- Teachers may provide class information on Learning Management System, in addition to the **Class Notice** on MUSCAT. If no information or response is found through these methods, wait for instructions from the teacher.
- When contacting via email, be aware that it may take some time to receive a response.
- The Academic Affairs Administrative Office does not relay communication between students and teachers regarding absences, class content, or submission of assignments.

### Handling of Students' Reports and Works

Reports and other works created by students in class may be used as teaching materials in other classes or in future academic years to improve the quality of education. If students do not want their work to be used in this manner, consult the teacher in advance.

### On-campus IT and Network Environment Information

<Use of computers and printers on campus>

- Computers and Printers are located on the campuses.
- Refer to the link for the location and the terms of use.

URL: 【[https://www.musashino-u.ac.jp/student-life/learning/info\\_tech/](https://www.musashino-u.ac.jp/student-life/learning/info_tech/)】

<Network and tools used in class>

- Contact MUSIC helpdesk for inquiries regarding Office365, MUSIC Network, Google Workspace, Zoom, etc.

URL: 【<https://music-helpdesk.mubs.jp/>】

<Note>

Internet congestion may be expected during the Course Registration (Adjustment) periods and report or assignment submission deadlines. Therefore, it is recommended that students complete course registration and submission well in advance.

## 7. Examination

### Examination (Assessment Methods)

- Students need to attend each class and pass the examination to earn credits.
- Examination** refers to the following, include report submission and mini-tests, and other forms. Confirm the syllabus for assessment methods.
  1. Written Examination
  2. Report
  3. Oral Examination
  4. Graduation Thesis
  5. Mini-Test
  6. Presentation
  7. Other equivalent forms related to recognition of credits
- Students who have not paid the tuition fees by the deadline or have not completed course registration cannot take examinations.
- Confirm the following guidelines when using generative AI (Chat GPT, etc.).  
  
<The Utilization of Generative AI (Chat GPT, etc.) in Academic Learning>
  - Developing independent thinking skills

Human intelligence has enabled us to conduct exploratory activities, leading to new discoveries. Improving your own cognitive and expressive abilities and engaging in problem-solving is important, which is why you should be careful not to lose opportunities to strengthen your own abilities through the casual use of generative AI.
  - Cautionary notes on writing reports, etc.

When writing reports or other assignments, copying and submitting generative AI responses word for word is prohibited. Be careful not to submit reports or other assignments by copying texts from books and/or online texts (including Chat GPT, etc.) as if they were your own words, as that is considered a dishonest act such as plagiarism. Additionally, be sure to follow the directions of the class instructor regarding methods of utilizing and handling generative AI in class.
  - The importance of fact-checking

Generative AI responses may contain incorrect information. The person utilizing the tool must always verify, examine, and judge the information with a critical approach.
  - Prohibiting the input of personal and confidential information

The input and output of information in generative AI could potentially result in information leaks. In addition, the information produced by generative AI may contain copyrighted information, which could lead to copyright infringement if used improperly. Be aware of such security concerns, and do not provide personal or confidential information.

## Conduct of Examination

- Examinations such as written examination, oral examinations, mini-tests, presentations, etc., are generally conducted in class (If the classroom changes for these examinations, it will be informed on MUSCAT).
- If written examinations cannot be conducted during the regular term, they may be held during the spare days for make-up class/exam.
- Confirm the following notes for written examinations.

### <Guidelines for Taking Written Examinations>

Exam Requirements	Be sure to bring your student ID card. *If students forget to bring their student ID cards on the day of the examination, they must issue a Temporary Student ID Card. -Temporary Student ID Card can be issued at the Certificate Issuing Machine (Cost: 500 yen). *As a general rule, students need to issue it before the examination begins. <Certificate Issuing Machine> Ariake Campus: Building 1, 1st floor/Musashino Campus: Building 6, 1st floor Open Hours: 8:45~18:30 (Monday to Saturday) -The Temporary Student ID Card is only valid on the day of issue.
	Be sure to register for the course. Examinations taken without course registration will not be valid.
	Take the examination at the designated time and classroom. Examinations taken at any other time or place will not be valid.
Notes	Follow the instructions of the exam proctor.
	Entry to the classroom is permitted until 20 minutes after the examination starts. Existing is not permitted within the first 30 minutes of the examination.
	In open-book examinations, strictly adhere to the instructions and store all unauthorized materials in your bag.
	Turn off all mobile phones and other electronic devices* and store them in your bag.
	The use of mobile phones or other electronic devices* as a clock is prohibited.
	Student number and name must be provided on the answer sheet. Answer sheets without this information will not be valid.

\*Electronic devices include smartphones and smartwatches with functions beyond time display and calendar

- Follow the instructions of the teacher for examinations on online classes.

<If students are unable to take an examination due to sudden illness or other unavoidable circumstances>

Decisions about the availability and the method (make-up exams or alternative assignments) are made by the teacher.

Therefore, contact the teacher promptly and follow the instructions.

## Academic Dishonesty

- Academic Dishonesty in examinations is subject to strict disciplinary action.
- Examinations** include written examination, reports, oral examinations, mini-tests, theses, presentation or other equivalent forms related to recognition of credits.
- The following actions are considered academic dishonesty. If academic dishonesty is found, students will receive failed grade (X) for all courses being registered during the same term.

### <Acts of Academic Dishonesty>

1. Having someone else take the examination on your behalf (both parties).
2. Exchanging answer sheets with another student (both parties).
3. Using cheat sheets (regardless of whether they are actually used, if there is physical evidence).
4. Sharing cheat sheets with others (both parties).
5. Using unauthorized reference materials (regardless of whether they are actually used, if there is physical evidence).
6. Using written notes on personal belongings or other items (regardless of whether they are actually used, if there is physical evidence).
7. Copying answers from another student (both the student who copies and the student intentionally shows their answers).
8. Communicating with others through words or gestures (both parties).
9. Lending or borrowing authorized reference materials (both parties).
10. Plagiarizing or using reference materials, data, charts, and texts from websites without proper citation.
11. Submitting or using someone else's report as one's own.
12. Acts identified by the teacher as plagiarism, theft or misappropriation.
13. Any other acts deemed as academic dishonesty by the exam proctor or the teacher.

Terms subject to disciplinary action for academic dishonesty.

		Terms subject to disciplinary action for academic dishonesty								
		Year round	1st Term	2nd Term	Spring Semester	Summer Intensive	3rd Term	4th Term	Fall Semester	Spring Intensive
Terms when the academic dishonesty occurred	1st Term	●	●		●					
	2nd Term	●		●	●					
	Summer Intensive*1					●				
	3rd Term	●					●		●	
	4th Term	●						●	●	
	Spring Intensive*2									●

\*1 Summer Intensive: From the end of the Spring semester to the beginning of the Fall Semester (excluding the spare days for make-up class/exam of the Spring semester).

\*2 Spring Intensive: From the end of the Fall semester to the end of the academic year (excluding the spare days for make-up class/exam of the Fall semester).

## Make-up Examination

### <Make-up Examinations during regular classes>

For make-up examinations during regular classes, follow the instruction of the teacher. In this case, the following procedures are not required.

### <Make-up Examinations on the make-up exam date>

- Make-up examination date is scheduled after each term for students who are unable to take examinations due to illness, accidents, or other unavoidable circumstances.
- Make-up examinations are only available for courses where the teacher permits
- If a course is applicable for a make-up examination on the make-up exam date, students can take the make-up examination as follows.

Reasons	Required Documents	Fee
Illness	Medical certificate or school attendance permission	1,000 yen for each course
Deaths of family member up to second of kinship	Funeral notice or official death certificate	1,000 yen for each course
Employment Examination	A certificate from the company (In principle, university examinations should be prioritized)	
Delay of Public Transportation	A delay certificate from the public transportation	Not necessary
Natural Disasters such as Typhoons, Floods	Certificate of Disaster Victim from government	
Teacher training program, on-site training, care experience, etc.	Report of Specified Absence Report of Absence for Practical Training	
Credits recognition examination for the five universities in the Musashino area	Certificate of examination admission	
Credits recognition examination for the Open University of Japan	Certificate of examination admission	
Other unavoidable circumstance	Documentation may be required depending on the reasons. Please consult the Academic Affairs Administrative Office in advance.	1,000 yen for each course
Application		
The applicable courses, dates, application periods, and application procedures will be informed on MUSCAT at the end of each term. Confirm the information and apply to the Academic Affairs Administrative Office.		



## 8. Grade

### Grading

The grading criteria are as follows.

Attendance	Score	Result	Grade	Grade Point	Grade Descriptions
Attended more than two-thirds of the total classes of a course	90 to 100	Pass	S	4.0	Outstanding Performance
	80 to 89		A	3.0	Excellent Performance
	70 to 79		B	2.0	Satisfactory Performance
	60 to 69		C	1.0	Below Satisfactory, but Meets Minimum Standards
	59 or less		D	0.0	Below Minimum Standards
Absent from one third or more of the total classes of a course		Fail	X	0.0	Lack of Attendance
Accredited Courses		Pass	AP	-	Credits recognized from study abroad programs, or from other departments or universities (for transfer students), or passing accredited courses
		Fail	Fail	-	Failing accredited courses

\*Attendance is not factored into the grades S, A, B, C, D.

### GPA System

- Musashino University adopts the GPA system to assess attainment levels.
- The GPA (Grade Point Average) system converts course grades (on a scale of S to X) into grade points and comprehensively evaluates academic performance based on the average.
- A cumulative GPA of 2.00 or higher is required as a minimum requirement to graduate from the University. Moreover, GPA is used for Advancement Requirements (refer to the **9. Advancement Requirements** for the details).
- GPA is widely adopted in domestic and overseas universities to indicate academic achievement. GPA is an important factor when considering scholarships, tuition fee waivers, advancement to graduate school, or study abroad (For specific GPA requirements, please refer to the guidelines and instruction for each application).

#### <Yearly GPA/Cumulative GPA>

- There are two types of GPAs depending on the time period they cover: Yearly GPA and Cumulative GPA.
- Cumulative GPA may be used as a requirement for Internship courses and Study Abroad Programs.
- Confirm each program's information for the details.
- The courses included in the calculation of yearly GPA and Cumulative GPA are as follows.

Type of GPA	Course included in GPA calculation
Yearly GPA	Courses taken during an academic year.
Cumulative GPA	All courses taken from the 1st year.

### <GPA Calculation Formula>

(1) GPA is determined by the ratio of the **total grade points** earned to the **total credits** attempted.

The **total credits** include all courses a student has registered for, **including** failed courses (D or X grades).

\*For the calculation methods of the Yearly GPA and the Cumulative GPA, refer to the formulas below.

(2) If retaking a course, the former Grade and Credits are overwritten by the new Grade, even if it is a failed grade.

(3) Students cannot retake a course that they have passed (C or better grades) in an attempt to improve their GPA.

(4) The GPA calculation formula and calculation example are as follows.

#### (GPA Calculation Formula)

$$\frac{\text{Total Grade Points earned in the academic year}}{\text{Total Credits of the academic year (including failed courses D or X)}} = \text{Yearly GPA (truncated to two decimal places)}$$
  

$$\frac{\text{Total Grade Points earned in all academic years}}{\text{Total Credits of all academic years (including failed courses D or X)}} = \text{Cumulative GPA (truncated to two decimal places)}$$

### Calculation Example

Course	Credit	Grade	Grade Point	Total Grade Points (Credit × Grade Point)
Introduction to Buddhism	2	S	4.0	8.0
Introduction to Data Science	1	A	3.0	3.0
Introduction to Artificial Intelligence	1	A	3.0	3.0
English(Lower-Intermediate)A	2	C	1.0	2.0
English(Lower-Intermediate)C	2	D	0.0	0.0
Academic Writing	1	B	2.0	2.0
Total	9	-	-	18.0

$$\frac{(2 \times 4.0) + (1 \times 3.0) + (1 \times 3.0) + (2 \times 1.0) + (2 \times 0.0) + (1 \times 2.0)}{2 + 1 + 1 + 2 + 2 + 1} = \text{GPA 2.00}$$

### Calculation Example (if a grade is improved)

\*If the grade for “**English (Lower-Intermediate) C**” is improved from D to S

Course	Credit	Grade	Grade Point	Total Grade Points (Credit × Grade Point)
Introduction to Buddhism	2	S	4.0	8.0
Introduction to Data Science	1	A	3.0	3.0
Introduction to Artificial Intelligence	1	A	3.0	3.0
English(Lower-Intermediate)A	2	C	1.0	2.0
<b>English(Lower-Intermediate)C</b>	<b>2</b>	<b>S</b>	<b>4.0</b>	<b>8.0</b>
Academic Writing	1	B	2.0	2.0
Total	9	-	-	26.0

$$\frac{(2 \times 4.0) + (1 \times 3.0) + (1 \times 3.0) + (2 \times 1.0) + (2 \times 4.0) + (1 \times 2.0)}{2 + 1 + 1 + 2 + 2 + 1} = \text{GPA 2.88}$$

### <Courses that do not affect GPA>

Accredited Courses (Grade is either AP or Fail) are not included in GPA calculation.

## Grade Disclosure and Grade Inquiry

### <Grade Disclosure>

Students can check their grades in Student record page on MUSCAT, which is updated each term. Grade disclosure schedule will be informed on MUSCAT (MUSCAT → Student support → Student record → Grade related information → Grade information).

### <Grade Inquiries>

-Students can apply for a grade inquiry to confirm the accuracy of the grade.

-Note when applying for a grade inquiry.

1. It is not a system to request a reconsideration or revision of the grades in a casual manner.
2. Students can only apply for a grade inquiry when they thoroughly understand the assessment methods specified in the syllabus, such as examinations, attendance, and assignments, and can provide objective and rational reasons.
3. Application periods, application procedures, and notice of result will be informed on MUSCAT.
4. Inquiries made through methods other than the designated method or outside the application periods are not accepted.

-Grade Inquiry will not be accepted in the following cases.

Reason	Examples of Questions
An inquiry without referring to the assessment methods or criteria specified in the syllabus.	<i>Why did I get a C grade? I have submitted reports.</i>
Comparing one's grade with other students' grades.	<i>A friend of mine was given an A grade. Why did I get a B grade?</i>
Only seeking an explanation for the grades.	<i>I want to know my examination score. I would like an explanation.</i>
An inquiry with insufficient explanation about attendance.	<i>I think I was not absent that much to be given an X grade.</i>
Request for reconsideration of the grades by presenting one's circumstances.	<i>I cannot advance to the next year level if I fail this course. Please change the grade.</i>
Repeated Inquiry.	<i>I have received the result, but I would like to request a Grade Inquiry again.</i>

### <Grade Reports>

Grade Reports are sent according to the following schedule.

1st-year students: After Spring Semester and Fall Semester (twice a year)

2nd to 6th-year students, graduate school students, and advanced course students: After Fall Semester (once a year)

Recipient: Guarantor (send directly to the students for international students and graduate school students)

## 9. Advancement Requirements

### Advancement Requirements

In the Global Business Department, students need to meet the following requirements to complete the 1st-year education. If students fail to meet the requirements, they will need to repeat the 1st-year education. Consequently, this will extend their overall study duration at the university by an additional year before graduation.

<Note>

1. Students are responsible for confirming if they meet the advancement requirements using the Learning Guide (**4. Course Registration Plan, 9. Advancement Requirements**), the Course Guide (**Table of Graduation Credit Requirements**), and MUSCAT (**Course/Grade related information**). If you have any questions about the criteria for advancement requirements or how to check your grades, contact the Academic Affairs Administrative Office
2. The Academic Affairs Administrative Office cannot provide individual responses to students regarding whether they meet the advancement requirements.
3. If students fail to meet the advancement requirements, they will be required to repeat the same year level. Since the same rules apply to all students to ensure fairness, there are no remedial measures or special considerations.
4. In the case of a year-long leave of absence, which covers the 1st to the 4th term for spring enrolled students and the 3rd to the 2nd term of the following academic year for fall enrolled students, students will be required to repeat the same year level, even if they have met the advancement requirements. However, this does not apply if students take a semester-long (either the Spring Semester or the Fall Semester or a term-long) leave of absence (School Regulations Article 32-3).

### Spring Enrolled Students

Students enrolled in April are required to meet the following requirements in the 1st year to advance to the 2nd-year level. If students fail to meet the requirements, they will need to repeat the 1st-year level.

#### Advancement Requirements for the 2nd-year level

**(1) Earn a minimum of 30 credits**

**(2) Cumulative GPA of 1.50 or higher**

### Fall Enrolled Students

Students enrolled in September are required to meet the following requirements in the first half of the 1st year (Fall semester) to advance to the department's advanced education (2nd-year level). If students fail to meet the requirements, they will need to repeat the 1st-year level from April in the following academic year.

#### Advancement Requirements for the 2nd-year level

**(1) Earn a minimum of 20 credits**

**(2) Cumulative GPA of 1.50 or higher**

\*Once fall enrolled students fail to meet the advancement requirements and are required to repeat the 1st-year education, the **Advancement Requirements for Spring Enrolled Students** will then be applied in the following academic year.

## Repeating the same Year Level

-If students fail to meet the advancement requirements and is required to repeat the 1st-year education, the earned grades and credits for the following courses will be reset, including the courses they passed. Consequently, they will need to retake the courses (excluding the courses with S, A, or AP grade).

Courses subject to Grade Reset (Requiring Retaking)	Musashino INITIAL Required Courses with a B or C grade.
	Departmental Required Courses with a B or C grade.

-Advancement Requirements after Grade Reset.

1. The earned credits from courses not affected by the grade reset will also be included in the Advancement Requirements calculation.
2. For students repeating the same grade level, the advancement requirements should be calculated by adding together the credits earned in previous years and those newly earned in the current academic year

-Repeating the same Year Level for International Students

International students (holding a "Student" residence status) who repeat the same year level are at a higher risk of having their application for residence period renewal denied. If the application for residence period renewal is denied, the student will be dismissed from the university under the school regulations. Please be aware of this important information.

## 10. Graduation Requirements

### Graduation Requirements

Students need to meet all the following requirements to graduate from the University. Once students meet the graduation requirements, the University President will officially recognize their graduation after approval from the faculty council meeting (School Regulations Article 22-2-1).

#### <Graduation Requirements>

1. Studying at the University for at least 4 years (required being enrolled for at least 1 year in each year level).
2. Completion of the curriculum in the department and earning the necessary credits for graduation:  
124 credits, including required courses and elective required courses in Musashino INITIAL/BASIS and departmental courses.
3. Payment of the tuition fees set by the University.
4. A cumulative GPA of 2.00 or higher (truncated to two decimal places).

\*The term “Studying” refers to the period during which a student is enrolled in and attending the university, excluding any periods of leave of absence.

#### <Terminology>

1. Term of study: required number of years in order to earn a degree at Musashino University  
Minimum length of standardized education and study required for graduation
2. Maximum term of study (period of attendance): At our university, students are not allowed to remain enrolled for more than twice the term of study (8 years for undergraduate students (12 years for students of the Department of Pharmacy)/ 4 years for students of master's programs and the postgraduate course/6 years for students of doctoral courses).  
This is called the maximum term of study and, and this period is called the period of attendance.  
The period of temporary leave of absence is not included in the maximum term of study (period of attendance).
3. Period of temporary leave of absence: The maximum length of temporary leave of absence varies depending on affiliations.  
The total period cannot exceed the period in the table below.
4. Enrollment period: The period of attendance (a) does not include the period of temporary leave of absence (b), therefore, this indicates the maximum period of attendance as a student of Musashino University.

Type of affiliation		①Term of study	②Maximum term of study (period of attendance) (a)	③Period of temporary leave of absence (b) (Maximum length)	④Enrollment period (a+b) (maximum period of attendance)
Undergraduate	All faculties except Pharmacy	4 years	8 years	3 years	11 years
	Faculty of Pharmacy	6 years	12 years	3 years	15 years

<Note>

1. Students are responsible for confirming if they meet the graduation requirements using the Learning Guide (4. **Course Registration Planning**, 10. Graduation Requirements), the Course Guide (**Table of Graduation Credit Requirements**), and MUSCAT (**Course/Grade related information**). Contact the Academic Affairs Administrative Office for any questions. The Academic Affairs Administrative Office cannot provide individual responses to students regarding whether they meet the graduation requirements
2. Once students meet all the graduation requirements, they will automatically graduate. Students cannot defer their graduation once they meet all the graduation requirements. If there are special circumstances, consult the advisor in advance.
3. Students repeating the graduation year will automatically graduate at the end of the Spring Semester if they meet the graduation requirements. If students wish to graduate at the end of the 1st or the 3rd term, a separate application is required. The application periods will be informed on MUSCAT.

<Certificate of Expected Graduation (students in the graduation year (4th year))>

- A certificate of expected graduation is issued to students in their graduation year (4th year) if they meet the graduation requirements, including the credits from courses currently being registered.
- The certificate of expected graduation is scheduled to be issued starting in mid-May.

## Graduation Periods

The periods for graduation are as follows.

Period when Graduation Requirements are met		Graduation Period	Application	Note
Regular Graduation	Fall Semester (4th Term)	Mid to Late March	NOT Required	Students automatically graduate at the end of the Academic Year in which they meet the graduation requirements.
Deferred Graduation *students repeating the graduation year	1st Term	Late May to Early June	Required	Students who apply in advance and meet the graduation requirements can graduate at the end of the 1st term. *Students who meet the graduation requirements at the end of 1st term but have not applied in advance automatically graduate at the end of the Spring semester (2nd term).
	Spring Semester (2nd Term)	Mid to Late September	NOT Required	Students automatically graduate at the end of the Spring semester in which they meet the graduation requirements.
	3rd Term	Mid to Late November	Required	Students who apply in advance and meet the graduation requirements can graduate at the end of 3rd term. *Students who meet the graduation requirements at the end of the 3rd term but have not applied in advance automatically graduate at the end of the Fall semester (4th term).
	Fall Semester (4th Term)	Mid to Late March	NOT Required	Students automatically graduate at the end of the Academic Year in which they meet the graduation requirements.

## Degree

The type of degree (as indicated in the graduation certificate) is as follows.

Faculty	Department	Title of Bachelor
Faculty of Global Studies	Department of Global Business	Bachelor of Global Business

## Early Graduation

Students who wish to graduate early and have high academic performance can apply for early graduation (School Regulations Article 22-2-2). The details of the application will be informed on MUSCAT.

### (1) Early Graduation for **Spring** Enrolled Students

Application Requirements	<p>Students who meet all three requirements are eligible for application.</p> <ol style="list-style-type: none"> <li>1. Students who are being enrolled in the University (excluding students taking a leave of absence).</li> <li>2. Students who have a clear objective and determination to graduate in three years.</li> <li>3. Students whose GPA is in the top 5% in the department at the end of their 1st year.</li> </ol>
Procedures/Permission	<p>-Applicants who meet the requirements must submit an <b>Early Graduation (3-year Graduation) Application Form</b> to the President at the end of their 1st year.</p> <p>-After screening process and interviews, and the deliberation of the Faculty Council, the President will approve their application.</p> <p>-Approved candidates can take up to 50 credits from listed courses.</p> <p>-Candidates must fulfill at least one of the following criteria at the end of their 2nd year to maintain the early graduation approval: (1) cumulative GPA is in the top 3% in the department, or (2) cumulative GPA is 3.6 or higher.</p>
Approval of Early Graduation	<p>Candidates must fulfill all the following requirements at the end of their 3rd year for Early Graduation.</p> <ol style="list-style-type: none"> <li>1. Completion of the curriculum of the department and the necessary credits for graduation.</li> <li>2. Cumulative GPA is in the top 3% in the department or cumulative GPA is 3.6 or higher.</li> </ol>

### (2) Early Graduation for **Fall** Enrolled Students

Application Requirements	<p>Students who meet all three requirements are eligible for application.</p> <ol style="list-style-type: none"> <li>1. Students who enrolled in the Faculty of Global Studies in September (Fall Enrolled Students) and are being enrolled in the University (excluding students taking a leave of absence).</li> <li>2. Students who have a clear objective and determination to graduate in March of the 4th year.</li> <li>3. Students who have earned at least 90 credits and have Cumulative GPA of 3.00 or higher by March of their <b>3rd</b> year.</li> </ol>
Procedures/Permission	<p>-Applicants who meet the requirements must submit an <b>Early Graduation Application Form</b> to the President at the designated period of their <b>3rd</b> year.</p> <p>-After screening process and interviews, and the deliberation of the Faculty Council, the President will approve their application.</p> <p>-If a candidate's cumulative GPA of three years is less than 3.00 at the end of their <b>3rd</b> year, their early graduation approval will be cancelled.</p>
Approval of Early Graduation	<p>Candidates must fulfill all the following requirements by March of their <b>4th</b> year for Early Graduation.</p> <ul style="list-style-type: none"> <li>-Completion of the department curriculum and the necessary credits for graduation.</li> <li>-Cumulative GPA of 3.10 or higher (truncated to two decimal places).</li> <li>-TOEIC 860 or higher score and Japanese Language Proficiency Test N2 or higher or equivalent ability.</li> </ul>



## 11. Study Abroad Program

### Study Abroad Program

Musashino University offers **Study Abroad Programs** for students interested in studying abroad at overseas universities or other equivalent higher education institutions (School Regulations Article 33-3).

In the University's **study abroad programs** (1) and (2), the program period is recognized as part of the student's enrollment period at Musashino University. In addition, credits earned in the study abroad program are recognized as credits of Musashino University (up to 20 credits for a semester program/40 credits for a year-long program) and counted towards the Graduation Credit Requirements.

#### <Study Abroad Program>

-The information about the programs is as follows

Type of Study Abroad Program		Contact	
Long-Term Program (6 months or 1 year)	1. Partnership Study Abroad Program	International Relations Office	Ariake: Building 1, 7th floor
	2. Scholarship Abroad Program (SAP)		Musashino: Building 1, 1st floor
Short-Term Program	Short-Term Language Training	Off-Campus Learning Office	Ariake: Building 6, 1st floor
			Musashino: Building 6, 1st floor

-Refer to the link for detailed information on overseas partner universities, precedents, scholarships.

URL: <http://www.musashino-u.ac.jp/international/>

### Partnership Study Abroad Program

-A Study Abroad Program at an overseas partner university.

-Two-Phase selection process involving document review and interviews is conducted. Candidates are evaluated based on their language proficiency and academic performance, as well as their study abroad objectives, motivation and attitude as an exchange student.

Period	One year in principle (students who are considering a one-semester program, consult the office).
Recognition of Credits	Earned credits during the study abroad program will be recognized as credits of Musashino University up to 40 credits for a one-year program (up to 20 credits for a one-semester program) based on the study time. Refer to <b>Accredited courses of study abroad programs</b> page. Students must complete the necessary procedures within a month after their return.
Scholarships	There is a scholarship system for study abroad students (Musashino University Long-term Study Abroad Scholarship). General Scholarship: available to all outgoing students and is applied as a deduction from the tuition fees during the study abroad period. The amount varies depending on the overseas university. Special Scholarship: available to outgoing students who meet certain academic and language criteria. Eligibility and the amount of scholarship are determined through a document and interview. Contact the International Relations Office for the details.
Requirement	1. Students who have been enrolled in Musashino University for at least one year at the beginning of the study abroad program, and have earned 30 credits or more per year. 2. Students who have a cumulative GPA of 2.80 or higher as of application date. 3. Students who meet the language proficiency requirement of the partner university. 4. Students who are in their 2nd or 3rd year level at the beginning of the study abroad program (4th-year students need to return to Japan by August in principle).
Application Periods	Twice a year. Mid-June for the Spring Departure and Mid-December for the Fall Departure. Briefing sessions are held in advance.

## Scholarship Abroad Program (SAP)

- A Study Abroad Program at an overseas four-year University (or equivalent) or its affiliated language school.
- Students are responsible for arranging their own study abroad destination and program, possibly through study abroad agents. It is essential that the chosen institution meets the requirements of the Scholarship Abroad Program (SAP).

Period	One year or one semester (Spring Semester/Fall Semester) in principle.
Recognition of Credits	Earned credits during the studying abroad program will be recognized as credits of Musashino University up to 40 credits for a one-year program (up to 20 credits for a one-semester program) based on the study time. Refer to <b>Accredited courses of study abroad programs</b> page. Students must complete the necessary procedures within a month after their return.
Scholarships	There is a scholarship system for study abroad students (Musashino University Long-term Study Abroad Scholarship). General Scholarship: available to all outgoing students and is applied as a deduction from the tuition fees during the study abroad program. The amount varies depending on the overseas university. Special Scholarship: available to outgoing students who meet certain academic and language criteria. Eligibility and the amount of scholarship are determined through a document and interview. Contact the International Relations Office for the details.
Requirement	1. Students who have been enrolled in Musashino University for at least one year at the beginning of the study abroad program, and have earned 30 credits or more per year. 2. Students who have a cumulative GPA of 2.00 or higher as of application date. 3. Students who are in their 2nd, 3rd, or 4th year level at the beginning of the study abroad program (4th-year students need to return to Japan by August in principle).
Application Periods	Twice a year. Early October for the Spring Departure and Mid- April for the Fall Departure. Briefing sessions are held in advance.

## Short-Term Language Training

- Short-Term Language Training is open to all students of Musashino University, and students can earn credits (excluding certain faculties/departments and year level).
- The details will be informed on MUSCAT.

Type of Program	
Overseas Program	Students participate in a language training program in the destination country during the summer and spring vacation (approximately 2 to 5 weeks). Apart from language learning, there are opportunities to experience the local culture.
Online Program	Students participate in an online language training program with overseas universities during the summer and spring vacation. Students can participate from home at lower cost. *Online program will not be offered in AY2025.

Period	Approximately 2 to 5 weeks (Depending on the destination institution).
Recognition of Credits	2 to 4 credits.
Fees	Approximately 200,000 to 750,000 yen (tuition fees, travel expenses, etc.). Scholarships (Musashino University Scholarship for Short-Term Study Abroad Program) are available for students who meet the academic performance and language proficiency requirements (excluding certain programs).
Language Proficiency	No Language proficiency requirement. *There may be recommended proficiency levels depending on the program.
Application Period	Briefing sessions are held in April to May for Summer Program and October to November for Spring Program.

## Language Center's Language Program

The Musashino University Language Center offers IELTS preparation courses and peer support English conversation sessions to students who intend to improve their English proficiency for studying in English-speaking countries.

### 1. IELTS Preparation Course

- The IELTS is a test that measures English proficiency required for studying in English-speaking countries.
- We recommend this course to prospective study-abroad students to improve their IELTS band scores.
- Through this course, students can comprehensively improve their English skills in reading, listening, writing and speaking.

- Many students who have completed this course have improved their IELTS band scores by an average of 1.0 and leading to successful study abroad experiences.
- This course is also suitable for students who do not plan to study abroad but wish to improve their English proficiency.

#### <IELTS Preparation Course for AY2025>

Course Title	IELTS Preparation Course
Location	Online (tentative schedule)
Period	The 2nd, 3rd and 4th terms (Not available in the 1st term)
Recognition of Credits	No credit recognition
Fees (estimated)	13,200 yen (estimated) for one course (1 class per week for 7 classes) 75% discount is included for students of Musashino University.
Applicable Students	Students enrolled at Musashino University
Application	During the application period informed on MUSCAT, complete the application form and submit it along with the payment.
Note	Students who improve their IELTS band score through this course and utilize the university's study abroad program may be eligible for a scholarship up to 1,000,000 yen. However, they must also meet other criteria, such as GPA.

## 2. Peer Support English Conversation Sessions

- International students proficient in English facilitate free English conversation sessions.
- While free conversation is primarily offered, qualified English educators (Japanese staff) also provide guidance in both conversation and grammar, using Japanese and English.
- The sessions are helpful for various purposes: Basic English training before studying abroad, maintaining advanced English proficiency after studying abroad, or TOEIC preparation.
- Due to student preferences, the sessions are primarily conducted online. However, it may possibly be conducted in a combination of Face-to-Face and Online (Face-to-Face sessions will be held at English Space, on the 3rd floor of Building 1 at Ariake Campus). Join the Zoom during the 2nd to 4th period from Monday to Friday (including lunch breaks). The ID and Password will be informed on MUSCAT.
- Visit English Space during the designated time to contact the staff or the international students.

\*Contact: Musashino University Language Center (International Relations Office) 03-5530-7418

## International Lectures

- International Lectures is a course that invites teachers from overseas to offer specialized classes.
- This learning brings the international community closer, encouraging students to actively engage in their academic discipline, develop the skills to discover and solve global issues.

#### Schedule of International Lectures for AY2025

Invited University	Mode of Delivery	Course Title
Yonsei University (South Korea)	Face to Face	International Lectures 4 (GB)

\*Mode of Delivery is subject to change. Refer to the syllabus for the course details. Course registration procedures will be informed on MUSCAT in late March (Early April for freshman).

## Accredited Courses for Study Abroad Program

-Credits earned in the study abroad programs will be recognized as credits of Musashino University depending on the study content and class time.

\*Each department may have conditions and limitations for the transfer and recognition of the credits. Contact the department for more details.

\*The process of credit accreditation may take 3 to 4 weeks.

-There are two types of credit accreditation.

Credit Accreditation Types	
Transferring to credits of related courses	Credits earned in study abroad programs will be transferred and recognized as Musashino INITIAL or Departmental Courses (e.g., Language Course) depending on the study content.
Converting to the Accredited Courses	If credits earned in the study abroad programs do not apply to “Transferring to credits of related courses”, it can be converted to the following Accredited Courses (elective department course or Optional Courses).

Accredited courses of study abroad programs

The sections written in red in the table below were revised in July 2025.

Category	Accredited Courses	Credits	Credit Category	Notes
Partnership Study Abroad Program	Partnership Study Abroad Program 1	1	Elective Departmental Courses	Earned credits in the study abroad programs will be counted as credits of Musashino University (by transferring to credits of related courses or converting to the Accredited Courses listed on the left).  The credit conversion method for the study abroad programs is as follows (It may not be converted depending on the course content). Language Course: 18 hours = 1 Credit Departmental Course: 11.25 hours =1 Credit  Credit Accreditation for the study abroad programs will be up to 40 credits for a one-year program, 20 credits for a one-semester program, and 10 credits for a one-term program.
	Partnership Study Abroad Program 2	2		
	Partnership Study Abroad Program 3	4		
	Partnership Study Abroad Program 4	6		
	Partnership Study Abroad Program 5	8		
	Partnership Study Abroad Program 6	10		
	Partnership Study Abroad Program 7	10	Optional Credits	
	Partnership Study Abroad Program 8	1		
	Partnership Study Abroad Program 9	2		
	Partnership Study Abroad Program 10	4		
	Partnership Study Abroad Program 11	6		
	Partnership Study Abroad Program 12	8		
	Partnership Study Abroad Program 13	10		
	Partnership Study Abroad Program 14	10		
Scholarship Abroad Program (SAP)	Scholarship Abroad Program 1	1	Elective Departmental Courses	
	Scholarship Abroad Program 2	2		
	Scholarship Abroad Program 3	4		
	Scholarship Abroad Program 4	6		
	Scholarship Abroad Program 5	8		
	Scholarship Abroad Program 6	10		
	Scholarship Abroad Program 7	10	Optional Credits	
	Scholarship Abroad Program 8	1		
	Scholarship Abroad Program 9	2		
	Scholarship Abroad Program 10	4		
	Scholarship Abroad Program 11	6		
	Scholarship Abroad Program 12	8		
	Scholarship Abroad Program 13	10		
	Scholarship Abroad Program 14	10		

Accredited courses of Short-Term Language Training

Category	Accredited Courses	Credits	Credit Category	Notes
Short-Term Language Training	Overseas Language Training 1	2	Optional Credits	Depending on the program you participate in, it will be recognized as the Accredited Courses listed on the left.  The credit conversion method is as follows. 18 hours = 1 Credit
	Overseas Language Training 2	3		
	Overseas Language Training 3	4		
	Overseas Language Training 4	4		
	Overseas Language Training 5	1		
	Overseas Language Training 6	1		
	Overseas Language Training 7	2		
	Overseas Language Training 8	3		
	Overseas Language Training 9	5		
	Overseas Language Training 10	5		
	Online Language Training 1	1		
	Online Language Training 2	1		
	Online Language Training 3	2		
	Online Language Training 4	2		
	Online Language Training 5	3		
	Online Language Training 6	3		
	Online Language Training 7	4		
	Online Language Training 8	5		

## 12. Transfer to other Faculty/Department

- Musashino University offers a transfer system for changing faculties or departments to help students continue their studies by resolving mismatches in their academic discipline.
- Under certain conditions, students can apply to transfer to a different faculty or department (including distance learning programs).
- Students who complete and pass the required procedures (written examination, interviews, etc.) will be approved to transfer.
- The procedures will be informed on MUSCAT by the Academic Affairs Administrative Office around the end of September.

### Transferable Departments

- (1) On-Campus Program: All Faculties and Departments
- (2) Distance Learning Program: Faculty of Human Sciences, Department of Human Sciences. Faculty of Education, Department of Education

### Application Requirements

Students who meet the application requirements for the department.

### Examination

The content of the examination varies by faculty and department. Confirm the application documents informed on MUSCAT.

### NOTE

1. Not all credits earned in the former department will necessarily be recognized in the new department.
2. Acceptance for a transfer may be canceled if applicants fail to advance to the next year level.
3. Once applicants have received a preliminary acceptance, they cannot decline the transfer, regardless of the reasons.

### Application Schedule

	Transfer from the Fall semester (Only to Distance Learning Program)	Transfer from the next Academic Year (To all faculties/departments)
Pre-application period (Distribution of Documents)	Late June	Mid-October
Preparation of application form and interview with faculty members	Early to Mid-July	Late October to Beginning of November
Application period	Mid to Late July	Beginning to Mid-November
Screening process	Early to Mid-August	Late November to Mid-December
Notice of result	Early September	Early February

\*Confirmed schedule will be informed on MUSCAT.

### Maximum Numbers of Transferable Credits

- Credits earned in the former department can be recognized in the new department up to 60 credits.
- The credit recognition is based on the amount of study time (AP grade).
- Contact the Academic Affairs Administrative Office for the details.

# Course Registration - Adding and Dropping Courses -

\*Some courses, such as required courses, are pre-registered and cannot be changed.

- Substituted courses
- Select Intensive Course
- Optional courses of other departments
- Search Courses

2023 Academic Year

	1st Term	2nd Term	3rd Term	4th Term	Unregistered	Registered	No Changes Allowed
Period	Mon	Tue	Wed	Thu	Fri	Sat	
1							
2	2210100205 ISC A Michael Nguyen 有明1-811	2210300152 Managerial Accounting A 高橋 敦 [A]1-307	2210100205 ISC A Michael Nguyen [A]1-707				
3		2210300152 Managerial Accounting A 高橋 敦 [A]1-307					
4	2210300186 ゼミ/Seminar C KENICHIRO WATANABE [A]1-805	2210300168 Entrepreneurship Roderick Busador [A]1-405					
5	2210300196 卒業論文/Graduation Thesis KENICHIRO WATANABE [A]1-805						
6							
7							

	1st Term	2nd Term	First Semester	3rd Term	4th Term	Second Semester	Yearly
Upper Limit	-	-	-	-	-	-	40
Lower Limit	-	-	-	-	-	-	-
Course Credits	6	5	11	4	2	6	17

Confirm Entry

## How to Add a Course

1. Click the "Pencil Mark" for the day and period you want to register.

2. Tick the box for the course you want to add, then click the "Register" button.

2020 Academic Year 1st Term Monday Second Period

Check	Course Code	Course Title	Course Category	Syllabus	Credits	Instructor	Classroom	Campus	Name
<input checked="" type="checkbox"/>	2210100205	Integrated Skills for Communication Courses	Group of English Courses	Browse	1	Michael Nguyen	有明1-8	Arise	

Close Register

## How to Drop a Course

1. Click the "Registered Mark (Purple Square)" next to the course you want to drop.

\*Courses marked with Gray Square cannot be dropped.

2. Untick the box for the course you want to drop, then click the "Register" button.

2020 Academic Year 1st Term Monday Second Period

Check	Course Code	Course Title	Course Category	Syllabus	Credits	Instructor	Classroom	Campus	Name
<input type="checkbox"/>	2210100205	Integrated Skills for Communication Courses	Group of English Courses	Browse	1	Michael Nguyen	有明1-8	Arise	

Close Register

## Notes

To complete your course registration (add or drop), click the "Confirm Entry" button and then click the "Register This Content" button in the next page. Without clicking the "Register This Content" button, your course registration will not be completed.

# Course Registration - Course Registration Page -

The screenshot shows the Course Registration Page interface. A red box highlights the top navigation area containing buttons for 'Substituted courses', 'Select Intensive Course', 'Optional courses of other departments', and 'Search Courses'. A blue callout '3' points to this area. Below this is the '2023 Academic Year' section with tabs for '1st Term', '2nd Term', '3rd Term', and '4th Term'. A blue callout '1' points to the '1st Term' tab. Below the tabs is a grid showing course offerings by day (Mon-Sat) and time (1-7). A blue callout '2' points to the grid. A red box highlights the grid area. Below the grid is a table showing credit limits and course credits. A blue callout '4' points to this table. A blue callout '5' points to a 'Confirm Entry' button at the bottom right.

	1st Term	2nd Term	3rd Term	4th Term	Second Semester	Yearly
Upper Limit	-	-	-	-	-	40
Lower Limit	-	-	-	-	-	-
Course Credits	6	5	11	4	2	17

## Notes:

For year-round, spring semester, or fall semester courses, the credits are divided into each term.

For courses that CAP does not apply, such as internships, are not included in the table.

1	Term Tab	To switch terms for which you want to register courses.
2	Timetable	<p>To check the timetable of registered courses. A pencil mark is displayed if there are available courses for registration.</p> <ul style="list-style-type: none"> <li>Required courses and designated courses for your year level are pre-registered.</li> <li>Even if a pencil mark is displayed, some course might not be available for registration due to course requisites, etc.</li> </ul>
3	Substituted Courses	To register for substituted course. Refer to the Learning Guide and Course Guide for more details on substituted courses.
	Select Intensive Course	<p>To register courses which do not have a fixed timetable such as Summer or Spring Intensive, or Irregular Term Courses. When registering for these courses, be careful of timetable conflict with other courses. Only the courses in the selected term (1. Term Tab) will be displayed.</p> <p>*These courses do not appear when clicking a pencil mark in the timetable (2. Timetable).</p>
	Optional courses of other departments	<p>To register courses from other faculties or departments. Only the courses in the selected term (1. Term Tab) will be displayed.</p> <p>*These courses do not appear when clicking a pencil mark in the timetable (2. Timetable).</p>
	Search Courses	<p>To search for courses by course title or name of instructor, etc.</p> <p>Only the courses in the selected term (1. Term Tab) will be displayed.</p>
4	Credits CAP Table	This indicates the number of credits registered in each term or semester. Ensure your registration does not exceed the Credit CAP.
5	Confirm Entry	To proceed to the next page to complete your course registration. Ensure you click this button to proceed to the confirmation page, otherwise your course registration will not be completed.



# Course Register - Overall Process (PC Site)

## 1 Log in to MUSCAT

## 2 Click on "Courses/Grades" > "Course Registration"

## 3 Select the courses you want to register

Required courses and designated courses for your year level are pre-registered. Please confirm them.

1. Click the pencil mark for the day and period and select the course you want to register for.
2. For Substituted Courses, Intensive Courses, Irregular Term Course, and courses from other faculties or department that do not appear via the pencil mark, select the icons at the top of the page.

2023Academic Year

Period	Mon	Tue	Wed	Thu	Fri	Sat
1						
2	2210100205 ISC A Michael Nguyen [AI]-511	2210300152 Managerial Accounting A Michael Nguyen [AI]-507		2210100205 ISC A Michael Nguyen [AI]-507		
3		2210300152 Managerial Accounting A Michael Nguyen [AI]-507				
4	2210300196 ISC/Seminar C HONGKHO NATAWADE [AI]-406	2210300168 Entrepreneurship HONGKHO NATAWADE [AI]-406				
5	2210300196 卒業論文/Graduation Thesis HONGKHO NATAWADE [AI]-406					
6						
7						

## 5 Confirm your course registration

After completing, ensure you double-check your course registration status by Clicking on "Courses/Grades" > "Course registration confirmation."

Course registration confirmation

2020Academic Year

Period	Mon	Tue	Wed	Thu	Fri
1					
2	2210100205 ISC A Michael Nguyen [AI]-511	2210300152 Managerial Accounting A Michael Nguyen [AI]-507		2210100205 ISC A Michael Nguyen [AI]-507	
3		2210300152 Managerial Accounting A Michael Nguyen [AI]-507			
4	2210300196 ISC/Seminar C HONGKHO NATAWADE [AI]-406	2210300168 Entrepreneurship HONGKHO NATAWADE [AI]-406			
5	2210300196 卒業論文/Graduation Thesis HONGKHO NATAWADE [AI]-406				
6					
7					

## 4 Register the courses

Period	Mon	Tue	Wed	Thu	Fri	Sat
1						
2	2210100205 ISC A Michael Nguyen [AI]-511	2210300152 Managerial Accounting A Michael Nguyen [AI]-507		2210100205 ISC A Michael Nguyen [AI]-507		
3		2210300152 Managerial Accounting A Michael Nguyen [AI]-507				
4	2210300196 ISC/Seminar C HONGKHO NATAWADE [AI]-406	2210300168 Entrepreneurship HONGKHO NATAWADE [AI]-406				
5	2210300196 卒業論文/Graduation Thesis HONGKHO NATAWADE [AI]-406					
6						
7						

Upper Limit: 6 5 11 4 2 6 17  
Lower Limit: 6 5 11 4 2 6 17  
Course Credits: 6 5 11 4 2 6 17

Return to Entry Screen Register this Content

Check your course registration status on the next page, and then click the "Register this Content" button to complete your course registration.

When the message "The following items are registered" appears, your course registration is complete.

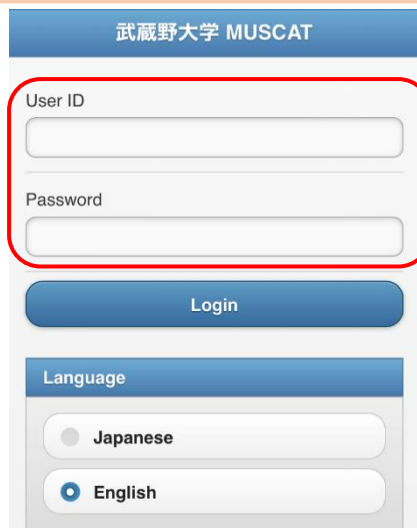
Once all courses are selected, click the "Confirm Entry" button to proceed to the confirmation page.

\*Your course registration is NOT yet completed.



# Course Register - Overall Process (Smartphone Site)

## 1 Log in to MUSCAT



武蔵野大学 MUSCAT

User ID

Password

Login

Language

☐ Japanese

☒ English

## 2 Tap "Courses/Grades" > "Course Registration"



Courses / Grades

Learning Support (Webpage)

Course Registration

Course registration confirmation

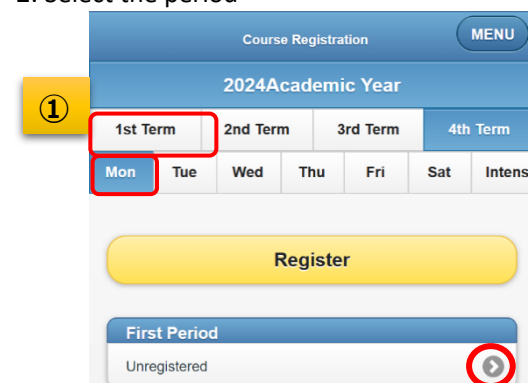
Grade Record

Syllabus

## 3 Select the courses you want to register

Required courses and designated courses for your year level are pre-registered. Please confirm them.

1. Select the term and day
2. Select the period



Course Registration

2024Academic Year

1st Term 2nd Term 3rd Term 4th Term

Mon Tue Wed Thu Fri Sat Intensi

Register

First Period

Unregistered

3. Available courses will appear. Select the course you want to register.



Back Course Registration MENU

2024Academic Year 4th Term Mon Fifth Period

Search Code,Lecture subject name,Faculty name,Classroom

0010041210

Practice for Tests of English1[Af\_TOEIC\_Intermediate]

大塚 節生

[A]1-201

0010061011

Perspectives on Environmentology[a]

Takaya Kubo

4. Select Course Registration

\*For Intensive Courses and Irregular Term Course, select "Intensive"

\*For courses from other faculties or department, select "Search Course"

\*For Substituted Courses, select "Substituted Courses"

## 5 Confirm your course registration

After completing, ensure you double-check your course registration status by tapping "Courses/Grades" > "Course registration confirmation."



Courses / Grades

Learning Support (Webpage)

Course Registration

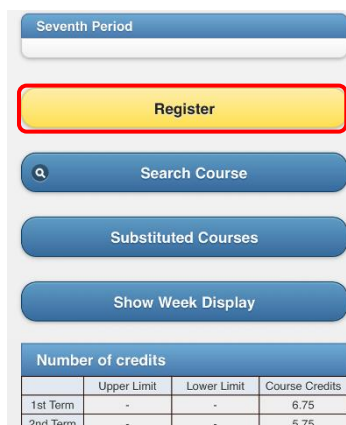
Course registration confirmation

Grade Record

Syllabus

## 4 Register the courses

Once you select the course, tap the "Register" button.



Seventh Period

Register

Search Course

Substituted Courses

Show Week Display

Number of credits

	Upper Limit	Lower Limit	Course Credits
1st Term	-	-	6.75
2nd Term	-	-	5.75

When the message "Registration completed" appears, your course registration is complete.