

【Global Liberal Arts Program】

List of corrections and changes to the Course Guidebook for students entering in 2016 or later (distributed in 2020)

(As of March 19, 2024 List of Corrections and Changes)

* For corrections and changes in university-wide curriculum course, please refer to the following pages of the R Guide.

Corrections: Corrections that were found to be erroneous at the time the guidebook was published and were later corrected. * Corrections are reflected in red in the booklet PDF.

Changes: Since changes have occurred in the rules and regulations after the publication of the guidebook, the latest information should be indicated. * This information is not reflected in the PDF file of the guidebook.

<Corrections and changes during AY2024>

Date of Revision	Page	Correction/Changes	Correction/change item	Correction/change item	Before correction → After correction / Details of change
3/19	4	change	Communications from Academic Affairs	1 Bulletin Boards 2 Academic Affairs-related Web Services 3 Emergency Contacts 4 Guide to Offices for Academic Affairs	Please check the course guidebook for students enrolling in AY2024 due to changes in the links for each item listed, the class support system, etc.
3/19	22	change	Course Numbering	2 Numbering for University-wide Liberal Arts Courses	Please check the course guidebook for students enrolling in AY2024 , as additions and changes has been made to the course numbering for language .
3/19	32	change	II Classes (Academic Life)	4 Class Formats 5 Class Cancellations 8 Procedure in the event of students contracting a designated school infectious disease	Please check the course guidebook for students enrolling in AY2024 , as additions and corrections have been made to items such as " Class Format ."
3/19	40	change	III-1 Course Regulations Credits	2 Credits Requirement for Graduation	Add the following text (3) Up to 60 credits earned in courses taught more than half of all classes via remote learning may be included in the graduation requirements (60 credit limit for remote learning), but credits in excess of 60 credits are optional and cannot be included in the count of credits required to graduate.

					<p>You can check the number of the credits for remote learning courses you have earned or are taking on the Grades Reference System.</p> <p>The target courses for the 60-credit limit for remote learning are determined by the class format. As for class format, refer to “ II . Classes (Academic Life) ; 4 Class format ”</p>
3/19	42	change	III-2 Course Regulations Instructions on Taking Courses	2 Maximum Number of Registered Credits	In the " Maximum number of registered credits of university-wide liberal arts courses " the description of Language free elective courses (English) was deleted.
3/19	64	change	V Course Registration	3 Course Registration Methods	<p>1. Automatic registration (2) ※section Changed to the underlined text. <u>For compulsory language courses, please refer to section “4. and 5. Methods of Earning Credits after the Specified Year or Semester” that are within the University-wide Liberal Arts Language Courses.</u></p> <p>3. Lottery Registration (2) ⑥ the description of Language free elective courses (English) was deleted.</p>
3/19	76	change	VI Exams and Grades	overall	Please check the course guidebook for students enrolling in AY2024 , as there are multiple changes throughout the section, including "exam rules," "oral exams," "report exams," and "makeup exams."
3/19	104	change	VII Graduation-related Matters	5 Extended-term Graduation	<p>Under "1. Overview of “Extended-term Graduation”" the following text was added (in red)</p> <p>3. Have attended the University for 8 or more semesters when applying. However, for students in the Legal Course of the College of Law and Politics, enrolled in the 6th semester or more shall be sufficient.</p>

3/19	108	change	VIII Enrollment Status, and Tuition & Fees	2 Leave of Absence and Re-enrollment 6 Readmission	Please check the course guidebook for students enrolling in AY2024 , as multiple changes have been made to "Tuition and fees for those on leave of absence" and " Overview of "Readmission"
3/19	120	change	IX The Rikkyo Minor Program	5 G Minor Program Courses/Themes	The following theme is newly added to the "2. Language & Culture Course 9. Russian Language & Culture The themes are designed to enable students to polish their skills in their chosen language and deepen their understanding of in Russian-speaking culture and society.
3/19	140	change	Course Registration Regulation and Curriculum for Global Liberal Arts Program	1 Guidelines for Registration →2. Elective Subjects	Deleted the number of courses from the semester limit for taking a course, because a new 2-credit courses are added to the ELA courses. (1) A total of 20 credits in English Liberal Arts (ELA) courses are required for graduation. Students may register for maximum of 2 ELA courses (8 credits) in a given semester.
3/19	144	change	Course Registration Regulation and Curriculum for Global Liberal Arts Program	4 Graduation Paper →4 Submission of Graduation Papers	Submission Period (Spring semester) Middle of July → Early July

<Corrections and changes during AY2023>

Date of Revision	Page	Correction/Changes	Correction/change item	Correction/change item	Before correction → After correction / Details of change
March 20	4	change	Communications from Academic Affairs	2. Academic affairs-related Web Service	Please check the course guidebook for students enrolling in AY2023, as the description of Academic affairs related web service, has been added and changed.

March 20	32	change	II Classes (Academic Life)	2. Semesters and Classes 4. Class Cancellations 5. Makeup Classes 7. Procedure in the Event of Contracting a Designated Infectious Disease	Please check the course guidebook for students enrolling in AY2023, as the description of class cancellations, makeup classes and procedure in the event of students contracting a designated school infectious disease, has been added and changed. -Add the statement of quarter under” 2. semester and class” -Changes the description of location of bulletin boards for information on class cancellation -Changes the statement for makeup classes and the location of bulletin boards.
March 20	44	change	III-2 Course Regulations Instructions on Taking Courses	8. Taking Courses of Any Colleges	delete underlined text in “1. Instructions ”. For “non-permitted subjects” , check the academic affair’ s bulletin board of the College, etc. that offers the course or the Course Registration System. Change “ Course guide ” to “ R Guide ” in “2. Course Registration/whether or not course registration is approved.
March 20	46	change	III-2 Course Regulations Instructions on Taking Courses	9. Courses Taken by Exchanged Students and Students Studying Abroad at Approved schools	Add underlined text in “3. Course registration for the academic year of return to Japan” (1) If students submit a Notification of Returning to Japan and complete course registration by the last day (omitted) so please be sure to confirm this at the Academic Affairs Office. <u>※Note1: Course registration for the academic year of return to Japan is based on the assumption</u>

					<p><u>that</u> <u>the student has submitted a</u> <u>Notification of Returning to</u> <u>Japan.</u></p>
March 20	68	change	V Course Registration	4. Confirming Registered Courses	<p>Delete and add the underlined text in “1. How to confirm registered courses”</p> <p>Please note that the class schedule on <u>Blackboard and the SPIRIT mobile (mobile V-Campus)</u> other than the <u>course registration status screen</u> cannot be used to officially confirm registered courses.</p>
March 20	74	change	V Course Registration	6. Course Cancellation System	<p>Delete the underlined text in “2. Handling of courses that are cancelled”</p> <p>(1) Performance evaluation: The courses are not course to evaluation <u>and “Q (Course cancelled)” is displayed on Academic Performance report.</u></p>
March 20	76	change	VI Exams and Grades	overall	<p>Significant revisions have been made throughout the item, including regarding web submission only for the method of submitting “report exam”, the location of the various examination methods announced, “makeup exams” and “request a check of a performance evaluation”.</p> <p>Therefore, be sure to check the course guide for students enrolling in AY2023 for up-to-date information on Exams and Grades.</p> <p>-Add the “Rikkyo University General Regulations for the Conduct of Examination”</p> <p>-Changes made to enter/leave</p>

					<p>details for 'written exams'</p> <ul style="list-style-type: none"> -Significant changes to the way 'reports' are submitted. -Changes to how request for a check of a performance evaluation is submitted -Other changes, e.g. posting of exam method announcements.
March 20	102	change	VII Graduation-related Matters	overall	<p>Significant changes have been made to the addition of the 'College and Graduate School of Sport and Wellness', and to the descriptions of the "Postponement of Graduation (Requested Repeat of Year)" and "Extended-term Graduation" .</p> <p>Therefore, be sure to check the course guide for students enrolling in AY2023 for up-to-date information on this item.</p> <ul style="list-style-type: none"> -Changes to distribution, submission of application form to requested repeat of year and announcement of approvals - Changes to distribution, submission of extended-term graduation applications and announcement of approvals -Other wording corrections.
March 20	108	change	VIII Enrollment Status, and Tuition & Fees	overall	<p>Multiple changes to 'distribution and submission of request for Leave of Absence', 'Tuition and fees for those on leave of absence', 'Withdrawal' and 'Tuition and fees'</p> <p>Therefore, be sure to check the course guide for students enrolling in AY2023 for up-to-date</p>

					<p>information on this item.</p> <ul style="list-style-type: none"> -Changes to distribution and submission method for the Leave of Absence request -Changes to Tuition and fees for those on leave of absence -Changes to distribution and submission method for Withdrawal request -Changes to Notices related to payment of tuition and fees and late payment system
March 20	118	change	IX The Rikkyo Minor Program	5 G Minor Program Courses/Themes	<p>The following courses are newly established in the ' 3. Discipline Course.'</p> <p>6. Japanese Studies in English Program (tentative title) *New courses for AY 2023</p> <p>Deepen understanding of Japanese culture and society, develop proficient language and communication skills and cross-cultural understanding, and acquire the elementary attainments to become an internationally minded people who connects Japan and the world.</p>

<Corrections and changes during AY2022>

Date of Revision	Page	Correction/Changes	Correction/change item	Correction/change item	Before correction → After correction / Details of change
March 19	4	Change	Communications from Academic Affairs	2 Academic Affairs-related Web Services 3 Emergency Contacts 4 Guide to Offices for Academic Affairs	Please check the course guidebook for students enrolling in AY2022, as the description of the office open hours, etc. has been changed.
March 19	26	Change	Curriculum Structure	2 Course Numbering	The following changes have been made to the statement of Numbering of "◆1s (language used)" in "② - (1) Language Courses in University-wide liberal arts

					<p>courses " and "②-(2) Comprehensive Courses in University-wide liberal arts courses" in "2. Numbering of University-wide Liberal Arts Courses"</p> <p>【Before change】 Classes conducted in foreign languages other than English</p> <p>↓</p> <p>【After change】 Classes conducted in languages other than Japanese and English</p>
March 19	28	Change			<p>The following changes have been made to the statement of Numbering of "◆1s (language used)" in 3. Numbering of Global Liberal Arts Program Specialized Courses" has been changed as follows.</p> <p>【 Before change 】 Classes conducted in a foreign language other than English</p> <p>↓</p> <p>【 After the change 】 Classes conducted in languages other than Japanese and English</p>
March 19	36	Change	II Classes (Academic Life)	7 Procedure in the event of students contracting a designated school infectious disease	Class 3 added to School Infectious Diseases. Be sure to check the course guidebook for students enrolling in AY2022.
March 19	44	Change	Course Regulations - Instructions on Taking Courses	8 Taking Courses of Any Colleges	<p>Add and delete underlined text in "1. Instructions - (2)".</p> <p>Predetermined "non-permitted subjects for other undergraduate students" cannot be taken even if the assigned year is correct. For "non-permitted subjects", check the <u>Academic Affairs' s Web</u> bulletin board of the College, etc., that offers the course or- (However, for classes held at Niiza Campus, check the bulletin board in the Ikobukuro Campus Academic Affairs Office or) on the Course</p>

					Registration System.
March 19	46	Change	Course Regulations- Instructions on Taking Courses	9-1. Taking courses and earning credits for the academic year of departure	<p>The following changes have been made to the statement “1. Taking courses and earning credits for the academic year of departure”</p> <p>【After the change】 Students cannot take subjects (including online subjects) at the University and earn credits while studying abroad while enrolled or studying abroad on leave of absence, but courses offered the semester before the study abroad begins are permitted as follows. Note that the courses that can be taken and have credits earned will differ depending on the start date for the study abroad.</p> <p>(1) If the study abroad start date is after the end of the exam period for the spring semester (or fall semester) as specified by the University: Regardless of whether you choose studying abroad while enrolled or studying abroad on leave of absence, you can take spring semester 1 and 2 (or fall semester 1 and 2) and spring semester (or fall semester) courses offered in the year of departure and earn credits. For information on registering for full year courses, see “2. Connection of full year courses” .</p> <p>(2) If the study abroad start date is from the day following the last day of the exam period for spring semester 1 (or fall semester 1) as specified by the University to the last day of</p>

					<p>the exam period for the spring semester (or fall semester):</p> <p>If you are studying abroad while enrolled, you can take spring semester 1 (or fall semester 1) courses offered in the year of departure and earn credits (you cannot take courses offered in spring semester 2 or the spring semester (fall semester 2 or the fall semester)). Students who wish to take spring semester 1 (or fall semester 1) courses should receive an explanation on the procedure, etc., at the Academic Affairs Office of their campus as soon as possible after they decide to study abroad.</p> <p>* Check the R Guide for exam periods.</p> <p>* Check the R Guide course list and syllabi for information on when courses are offered.</p> <p>☞ For further details, refer to the recruitment guidelines for outbound exchange students issued by the International Office.</p>
March 19	60	Change	V Course Registration	1 What is Course Registration?	<p><u>Add the following sentence (underlined)</u></p> <p>Course Registration is the process of registering for course that students plan to take in the academic year <u>or</u> semester.</p>
March 19	76	Change	VI Exams and Grades	All Articles	<p>Be sure to confirm the course guidebook for students enrolling in AY2022. Significant changes have been made in all items.</p>
March 19	104	Change	VII Graduation-related Matters	5 Extended-term Graduation	<p>Delete the following text (underlined) from “1. Overview of “Extended-term Graduation” (graduation in September)”</p> <p>*5: Please also note that if students are approved for special</p>

					<p>graduation, the University may issue a refund depending on the payment status at the time of approval. The student's Extended-term Graduation Application will not be accepted if the amount of tuition and fees paid falls short of the amount required to apply for Extended-term graduation.</p>
March 19	124	Change	X Five-University Credit Transfer System ("f-Campus")	1-3. Course registration and announcement of registration results	<p>Add the following sentence (underlined) in "3. Course registration and announcement of registration results (2) Course registration period.</p> <p>Table: Registration Period (R Guide>Registration> f-Campus> Application Schedule)</p>
March 19	126	Change	X Five-University Credit Transfer System ("f-Campus")	5 Other	<p>Add the following sentence (underlined) in " 2. Use of facilities"</p> <p>Moreover, the availability of facilities is subject to change depending on social conditions, so please check the F-Campus website for the latest information.</p>
March 19	136	Change	Course Registration Policies and Procedure for GLAP	1 Guidelines for Registration 4. Retaking	<p>Add the following sentence (underlined)</p> <p>Courses for which students have already earned credits cannot be retaken. However, " Studies of Contemporary Society A~D" and "<u>Cross-Fields Research</u>" is excluded.</p>
March 19	144	Change	same as above	7 Global Studies Electives 1. Course Structure	<p>Add the following statement (underlined part)</p> <p>Except for the " Global Studies Pre-Seminar" and "<u>Cross-Fields Research</u>", all Global Studies Elective subjects are categorized into one of three fields-</p>

March 19	144	Change	same as above	7 Global Studies Electives 2. Global Studies Pre-Seminar	<p>Add the following under "2. Global Studies Pre-Seminar"</p> <p>3. Cross-Fields Research "Cross-Fields Research" is a course in which students study themes with a strong awareness of interdisciplinary approaches beyond the fields. This course may be retaken if the student has already earned credit for it.</p>
March 19	144	Change	same as above	7 Global Studies Electives 5. Instructions	<p>Add the following under "5. Instructions"</p> <p>7. First Seminar This course is for diving deep into the methodology of each field, allowing students to acquire the basic skills needed to write their graduation papers. A different course is provided for each field, and it is strongly recommended that all students take it. Students in each field are automatically registered for this subject in the fall semester immediately after they confirm their field selection. However, if a major is decided but the course is not taken due to a leave of absence or studying abroad in the semester concerned, the student will be automatically registered for this subject in the fall semester of the next academic year. Those who do not wish to take this course should check the R Guide and complete the procedures for withdrawal within the designated period under the guidance for an academic advisor. Once a student withdraw the course, they will not be able to take it from the following academic year onward.</p>
March 19	148	Change	Table of GLAP Credits	Outside of the Table of GLAP Credits Required to	<p>Add the following</p> <p>◆ Up to 60 credits earned in</p>

			Required to Graduate	Graduate	<p>courses taught entirely or partially via remote learning may be included in the graduation requirements, but credits in excess of 60 credits are optional and will not be counted toward graduation requirements.</p> <p>Remote courses include online courses (all online), online courses (some face-to-face), and on-demand courses (all on-demand).</p> <p>However, credits earned from online and on-demand courses offered in AY2020 and AY2021 will not be counted toward the 60-credit limit as a special measure to prevent the spread of the new coronavirus.</p> <p>In addition, the 60-credit limit will not be affected if face-to-face classes have to be conducted remotely due to a temporary change in the class format as a result of the application of "Restriction Levels 1 to 4 " under the activity restriction guidelines.</p>
March 19	150	Change	Course List	Course Title Credits	<p>Add the following courses</p> <p>-Global Studies Electives- <u>"Cross-Fields Research" 4</u> <u>Credits</u></p> <p>-Global Studies Humanities- <u>"Humanities First Seminar" 2</u> <u>Credits</u></p> <p>-Global Studies Citizenship- <u>"Citizenship First Seminar 2</u> <u>Credits</u></p> <p>-Global Studies Citizenship- <u>"Business First Seminar" 2</u> <u>Credits</u></p>

<Corrections and changes during AY2021>

Date of	Page	Correction/Changes	Correction/	Correction/change item	Before correction → After
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Revision			change item		correction / Details of change
March 19	4	Change	Communications from Academic Affairs	1 Bulletin Boards 2 Academic Affairs-related Web Services 3 Emergency Contacts 4 Guide to Offices for Academic Affairs	For the 4 items listed on the left, check the course guidebook for students entering in 2021.
March 19	22	Change	Curriculum Structure	2 Course Numbering 2. Numbering of University-wide Liberal Arts Courses	(2)For the classification of comprehensive courses 10s, please check the course guidebook for students entering in 2021.
March 19	34	Change	Classes (Academic Life)	4 Class Cancellations Information on class cancellations	The following text (underlined part) was added Information on cancelled classes can also be found on SPIRIT Mobile <u>and SPIRIT Academic Affairs page.</u>
March 19	52	Change	Course Regulations Credit Approval	Credit Approval through the Study Abroad during Leave of Absence System (Additional Items)	Add the items on the left. For details, please check the course guidebook for students entering in 2021.
March 19	58	Change	How to Create a Learning Plan and Advisors	2 Academic Advisors and Office Hours 1. Academic Advisors	Delete the following text (underlined parts) Details will be announced at the R Guide <u>and bulletin board of Global Liberal Arts Program</u> at early April.
March 19	58	Change	How to Create a Learning Plan and Advisors	2 Academic Advisors and Office Hours 2. Office hours	For "Office Hours", please refer to the R Guide and course guidebook students entering in 2021.
March 19	70	Change	Course Registration	5 Changing Course Registration and Confirming Changed Content in Course Code Registration 4. Reporting period	Bring the following two items with you when you make an offer. ↓ Present the following two items when making an offer.
March 19	98	Change	Exams and Grades	9 Grades 3. Request for a check of a performance evaluation	Add the following text (underlined part) *Note: "Performance Evaluation Checking Request Forms" are available at the office of the campus students belong to (Academic Affairs Office). <u>*Any changes will be announced on the SPIRIT Academic Affairs page.</u>

March 19	106	Change	Graduation- related Matters	5 Extended-term Graduation 4. Special Commencement	<p>Delete “4. Special Commencement” and add the following text (underlined) in “3. Submission of Extended-term Graduation Application and Announcement of Approvals Degree Conferral Ceremonies</p> <p><u>For details, confirm the R Guide of Global Liberal Arts Program. The time will be announced in the Grade Reference System along with the announcement of the approved students.</u></p>
March 19	116	Change	The Rikkyo Minor Program	All items related to the Rikkyo Minor Program	Since the content has been updated considerably, please check the course guidebook for students entering in 2021 for the information on the left.
March 19	140	Change	Course Registration Regulation and Curriculum for Global Liberal Arts Program	5 GLAP Summer Intensive Programs 1. How to Register	<p>The following text (underlined part) was added</p> <p><Period of Application> To be announced by <u>WEB</u> bulletin board of GLAP and R Guide at the end of May.</p>
March 19	142	Change	same as above	6 Study Abroad 1・2 4. Registration-Points to Remember	<p>Add the following to the end of (4)</p> <p>However, if students take “Study Abroad 2” in the spring semester of their 4th year and return to Japan by the end of May, they may be allowed to take other 4th-year compulsory courses.</p>
March 19	144	Change	same as above	7 Global Studies Electives 2. Global Studies Pre-Seminar	<p>Add the following statement (underlined part)</p> <p>Those who do not wish to enroll should fill out the appropriate reporting form distributed by the Ikebukuro Campus <u>under the guidance of the academic advisor.</u></p>
March 19	144	Change	same as above	7 Global Studies Electives 2. Global Studies Pre-Seminar	<p>Add the following statement before the <Period of Application></p> <p>{Note} If you withdraw from “Global Studies Pre-Seminar” in order to take a course other than “Global Studies Pre-Seminar”, but fail to register for the course you planned</p>

					to take, your withdrawal form will be invalid.
April 13	150	Correction	Course List Credits	Introduction to Academic Studies “ Liberal Arts in Higher Education”	“ 2 ” ⇒ “ 4 ”

END