Grade Report for Students of the Faculty of Policy Management and the Faculty of Environment and Information Studies

To the Guarantor,

Please find enclosed the 2015 Spring Semester Grade Report of the student for whom you are the guarantor. The reference guide below will help you to understand the Grade Report.

You can also see this document and Grade Report on the website below.

This Letter: Jukyou (Keio Students) website (http://www.gakuji.keio.ac.jp/sfc/gy/2015s.html) &anchor2)
Grade Report: SFC-SFS (https://v05.sfc.keio.ac.jp/sfc-sfs/index.cgi?en) *Both CNS account/Password and keio ID/Password are required.

Reference Guide

(1) Grade
A, B, C and P indicate pass, D and F indicate fail. G indicates accreditation (An “A” grade is awarded to students ranked in approximately the top 20%)

(2) Determination
- 1 Year level advanced: advance to the next year
- 2 Year level not advanced: remain in the same year due to insufficient credits refer to separate sheet
- Study abroad: ineligible to advance to the next year or graduate in this semester refer to separate sheet
- 4 Temporary leave of absence: ineligible to advance to the next year or graduate in this semester refer to separate sheet
- 5 blank field: ineligible to advance to the next year or graduate in this semester

(3) Requirements for advancing to the next year or graduating: Refer to the SFC Guide 2015 Volume 2, pp.26-27 or pp.34-35 (English version) for details, or view the website for Keio Students at http://www.gakuji.keio.ac.jp/en/sfc/index.html

The followings are new semester information for students.

1. Opening of Syllabi and Timetable
Course Descriptions, the Syllabi and Timetable for Fall Semester will be released online on Monday, September 7. Students must read the syllabi of the courses they wish to take thoroughly and bring it with them to the first lecture.

2. Restricting the number of students in a class http://www.gakuji.keio.ac.jp/en/sfc/perg_entry.html
Some courses have a restriction on the number of students in a class. Student should confirm the schedule and method of screening on the course syllabi. Choose one course per period and day according to students’ plan with reading the syllabi and apply for screening on SFC-SFS by 3:00 p.m., in principle, two days (excluding Sunday and National holiday) before the first class meeting of the course.

3. Grade Inquiry System
Results are considered final, however, a student who believes that he/she has a good ground for questioning a grade can make a query by bringing the Student ID Card, Grade Report, printout of the syllabus of the course in question and two 82-yen stamps to the Registrar Section, Academic Affairs Office no later than Friday, September 11, 4:50 p.m. Queries can be made only once per course. If it might have an effect on advancing to the next year or graduating, make an inquiry as soon as possible. The Academic Advisors will determine whether it is necessary to consult with the faculty member in charge of the course. Courses in the first half of the Spring semester are also applied.

4. Issuance of a new Registration Sticker
2015 Registration Sticker is sent to the students (excluding students who study abroad) by postal mail. The new sticker is issued to the students who are advancing in September or have a Student ID Card express on September 21, 2015. As soon as the new sticker is received, please remove the old one and put the new sticker on the back side of the Student ID Card. The sticker will be regarded as having been received unless the envelope is returned to the sender.

[Note] ① In the following case, the new sticker is not issued.
- Students who have not paid tuition fee of Spring semester 2015 or before yet. After tuition fee is paid, the new sticker will be issued at the counter of the Academic Affairs Office.
- Students who have neither earned credit for a course in the first half of the Spring semester, nor passed the Data Science Qualification Examination

② If a student has lost or defaced his/her Student ID Card or Registration Sticker, he/she must ask the Academic Affairs Office to reissue Student ID Card or Sticker. (Issue fee: JPY 2,000)

5. Academic Calendar for the start of Fall Semester (excerpt) - Any changes will be posted on the website for Keio Students.

6. Orientation Schedule in September - Students should attend the relevant orientation sessions.
7. Graduation Project Schedule of Fall Semester

The application should be completed through SFC-SFS during the following periods. Details will be made known via the website for Keio Students.

- The 4th year students
  - Graduation Project 1: The application for the bachelor candidate: Monday, December 14, 2015, 0:00 a.m. – Thursday, January 21, 2016, 11:59 p.m.
  - Graduation Project 2: The submission of the result of research: Monday, December 14, 2015, 0:00 a.m. – Thursday, January 21, 2016, 11:59 p.m.

- The 3rd year students (Students advancing to the 4th year in Spring Semester)
  - The first application for the mentor of Graduation Project1: Monday, November 30, 2015, 0:00 a.m. – Friday, December 11, 2015, 11:59 p.m.
  - The second application for the mentor of Graduation Project 1: Thursday, January 14, 2016, 0:00 a.m. – Wednesday, January 20, 2016, 11:59 p.m.

8. Certificate Issuance

The university temporarily suspends the issuance of all certificates and Student Travel Fare Discount Certificates from Thursday, September 17, 4:30 p.m. to Thursday, September 24, 9:15 a.m. due to maintenance and data updating. Student ID Card re-issuance cannot be done whole day on Friday, September 18, 2015.

<table>
<thead>
<tr>
<th>Certificate Type</th>
<th>Issuance from</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificate of Enrollement, Transcript of Academic Record including results of 2015 Spring semester</td>
<td>Thursday, September 24 from 9:15 a.m.</td>
</tr>
<tr>
<td>Certificate of Expected Graduation, Transcript of Academic Record including certification of expected graduation (New 4th year students only)</td>
<td>Saturday, October 31 from 9:15 a.m.</td>
</tr>
</tbody>
</table>

Students can use certificate issuing machines on all campuses. To use certificate issuing machines, the student ID card and its 4-digit Personal ID number are required. This ID number is displayed immediately after logging on to the Gakkiu Web system through SFS-SFS. Please check this ID number in advance.

9. Annual Health Checkup

The Annual Health Checkup carried out in April and May of 2016 is an essential part of students’ life to ensure their well-being through checks on whether there are any restrictions on daily life, including activity, as well as prevention of infectious diseases such as tuberculosis. As such, we ask you to confirm whether you have undergone this examination. For students who have not been examined, both their Student ID Card for travel discount and issuance of their Certificate of Annual Health Checkup will be suspended. You can check the results of the examination by going to the Health Center office and receiving a free printout, or by going online to the Keio Single Sign-On System (keio.jp). The students who belong to SFC Campus can check it by “SFC-SFS”. Please ensure the student checks the results.

10. Notification of positive diagnosis of an infectious disease

The School Health and Safety Law provide that if your student has been diagnosed with an infectious disease such as influenza, rubella or measles, they will be suspended from school. Please refer to the Wellness System webpage.

For more information about the procedure, refer to the Wellness System webpage.

11. Language Course Entry, Result, Qualifying Test and various procedures regarding Language Communication Courses

Refer to the SFC language communication courses website to check the information and rules for students wishing to take language communication courses: http://language.sfc.keio.ac.jp/

1) Apply for Screening

Students wishing to take the course(s) must read the syllabi carefully to confirm whether restricting the number in the class is applied, method of screening and the deadline for apply for screening. If the course, which students wish to take has the restriction on the number of students, students must apply for entry according to the requirement on SFC-SFS.

2) Language Examination for qualifying the level and Japanese Placement Test: Friday, September 18

To take the exam, simply bring the writing implements to the designated classroom on the time given below. Instructions will be given in Japanese.

Results will be announced on the day of examination. Confirms with the instructor at the examination for details.

<table>
<thead>
<tr>
<th>Language</th>
<th>Exam Time</th>
<th>Venue</th>
<th>Qualification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Malay-Indonesian</td>
<td>9:00 a.m. – 10:00 a.m.</td>
<td>3,14</td>
<td>Basic 2, Intensive 2, Skills</td>
</tr>
<tr>
<td>Korean</td>
<td>9:00 a.m. – 10:00 a.m.</td>
<td>12</td>
<td>Intensive 2, Skills</td>
</tr>
<tr>
<td>Standard Chinese</td>
<td>9:00 a.m. – 10:30 a.m.</td>
<td>22</td>
<td>Intensive 2, Intensive 3, Intensive 4</td>
</tr>
<tr>
<td>Spanish</td>
<td>9:00 a.m. – 11:00 a.m.</td>
<td>11</td>
<td>Basic 2, Intensive 2, Intensive 4, Skills</td>
</tr>
<tr>
<td>French</td>
<td>9:00 a.m. – 10:30 a.m.</td>
<td>11</td>
<td>Intensive 2, Intensive 3, Intensive 4, Skills</td>
</tr>
<tr>
<td>German</td>
<td>9:00 a.m. – 10:30 a.m.</td>
<td>13</td>
<td>Basic 2, Intensive 2, Intensive 3, Skills</td>
</tr>
<tr>
<td>Japanese</td>
<td>9:00 a.m. – 10:30 a.m.</td>
<td>23</td>
<td>Japanese placement test (Students who wish to take Japanese courses )</td>
</tr>
</tbody>
</table>

3) English Courses

Students must pre-register online in order to take Project English and SFC Gateway English (English Gateway) courses. The registration period is Wednesday, September 16 – Friday, September 18, 4:00 p.m. (tentative). Result will be announced on the registration website on Friday, September 18, 6:00 p.m. Students who wish to update the TOEFL score should submit a photocopy of the score by Tuesday, September 15 to the registrar section at the academic affairs office. Those who are taking the Project English and SFC Gateway English (English Gateway) courses must attend the orientation on Friday, September 18. Refer to the English Section website for further information (http://english.sfc.keio.ac.jp/wordpress/).

12. Reservation System for Physical Education 2, 3, 4 and 5

Reservations can be made from Thursday, September 10. For further details, please refer to the Wellness System webpage.

There is a rush on reservations at semester end. There might be a lottery when the number of applicants exceeds the enrollment limit, hence it might not meet student’s choices of class. We encourage students to organize a well-planned schedule of reservation and attendance at classes from early in the semester.

13. Confirming the Course Registration

Students MUST confirm registered courses using the Gakkiu Web System. The Gakkiu Web System (online course registration) will be open for viewing: Friday, October 2, from 1:00 p.m. (Tentative) Course registration for the semester in question can be canceled only for courses offered by the Faculty of Policy Management and the Faculty of Environment and Information Studies. However, you cannot add courses during this period. For more information about the procedure, refer to the website for Keio Students.

Course Registration Cancellation Period:
For courses offered in the first half of the Fall semester and in Fall semester: Wednesday, October 21 – Thursday, October 22, 2015
For courses offered in the last half of Fall semester: Monday, December 7 – Tuesday, December 8, 2015

14. Diploma Name for Students Expecting to Graduate in March

Please check carefully the name printed on the Grade Report. This is exactly how the student’s name appears on the diploma presented at the Commencement Ceremony. Any students expecting to graduate in March 2016 are required to check if his/her name is printed correctly. If it is spelled wrong, please contact the Registrar Section, Academic Affairs Office by Wednesday, September 30, 2015 with official identification card such as Abstract of family register, Driver license or Passport.

15. Concerning Payment of 2015 Fall Semester Academic Fees

The bank transfer form for the 2015 Fall Semester academic fees for University and Graduate School students is expected to be sent to guarantors in mid October. The payment deadline is October 30, 2015. (contact point: Keio University Accounting and Finance Office, phone: 03-5427-1528).

- Due to legislative and/or regulatory changes, you may need to provide proof of identity when you transfer JPY 100, 000 or more at a financial institution (for details, please contact your financial institution).
- Applications to postpone payment due to unavoidable circumstances should be sent to the relevant Student Life Section, Office of Student Services by November 16 (deadline after successful postponement will be December 24, 2015).
- Please submit any Notification of Change of Address for your guarantor to the relevant Academic Affairs Office.

16. Bachelor’s – Master’s Four – Year Integrated Education Program

From Academic Year 2015, Bachelor’s – Master’s Four – Year Integrated Education Program began. For further information, please refer to the following website (only in Japanese).
http://www.gakkiu.keio.ac.jp/ko/ldkm/entry.html