

All Course Registration Guides are current as of April 10, 2026.

AY2026
General Academic Information
English-basis
Course Registration Guides

Ritsumeikan Asia Pacific University

Academic Office

INDEX

| Basic Academic Information

Chapters 1 to 7 cover basic academic information that applies to all undergraduate students regardless of which college they belong to. Grayed-out items are not listed in Course Registration Guides.

◎Chapter 1: Academic Calendar & Progression

| | | |
|----------------------------------------|----------------------------------------------------------------------------------------|-----|
| 1. Academic Calendar | APU's annual schedule | 004 |
| 2. Academic Progression and Graduation | Explanation of year level, semester level, and the general requirements for graduation | 008 |

◎Chapter 2: Classes & Syllabus

| | | |
|-------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|-----|
| 1. Syllabus | Each syllabus contains information about course content, course objectives, teaching method, notes for students, and more. | 010 |
| 2. Course Timetable | The course timetable for the current semester is available here. | 012 |
| 3. Class Evaluation Survey | Information about the purpose of the class evaluation survey implemented each semester as well as the survey results. | 017 |
| 4. Class Cancellations and Make-up Classes | How to get information about class cancellations and make-up classes | 020 |
| 5. Class Absences (Illness or Bereavement) | Check this page if you are absent from class due to illness, injury, or bereavement. | 021 |
| 6. Course Formats | "In-person" or "Distance Learning (Online / On Demand)" class formats | 030 |
| 7. Policy for Using Generative AI in Education and Learning | The University's policy regarding the use of generative AI. | 033 |

◎Chapter 3: Credits

| | | |
|------------|-----------------------------------------------------------------------------------------------------------------------------------|-----|
| 1. Credits | Explanation of the credit system and the relationship between the number of credits and number of class sessions for each subject | 034 |
|------------|-----------------------------------------------------------------------------------------------------------------------------------|-----|

◎Chapter 4: Course Registration

| | | |
|----------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
| 1. What is Course Registration | How to register for the courses you want to take | 036 |
| 2. Course Registration Schedule & Procedures | The course registration schedule for the current semester is available here. There is also information about what you can do during each course registration period. | 040 |
| 3. How to Register for Courses & Check Grade Report | Manual on How to use CAMPUS WEB for course registration | |
| 4. APU Glossary | Summary of common terminology used at university and APU | 045 |
| 5. FAQ | Answers to frequently asked questions about course registration | 049 |
| 6. Important Notes for Course Registration | Important notes about course registration. | 064 |
| 7. Changes to the Course Registration System starting in AY 2026 Spring Semester | Information regarding changes to the course registration system. | |
| 8. Application for Courses Requiring University Approval (Prior Application) | Explanation about courses that require prior application and the application period. | 066 |

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|------------------------------------------------------------------|--------------------------------------------------------------------------|-----|
| 9. Regarding Course Registration from AY2026 (Explanatory Video) | Explanatory video and reference materials regarding course registration. | 068 |
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◎Chapter 5: Examinations

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|----------------------|--------------------------------------------------------------------------|-----|
| 1. Final Exams | The schedule and timetable for final exams are available here. | 069 |
| 2. Make-up Exams | Notices about how to apply for make-up exams and the exam schedule | 073 |
| 3. Final Reports | Notices about deadlines for final reports and other detailed information | 075 |
| 4. Plagiarism Policy | Summary of important notes to bear in mind when writing reports | 076 |

◎Chapter 6: Grading & GPA

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|--------------------------------------------------|-----------------------------------------------------------------------------------------------|-----|
| 1. Grades and GPA | Explanation of grading, the contents of academic transcripts, and the GPA calculation formula | 078 |
| 2. Release of Grades & Grade Evaluation Comments | The dates that grades and graduation results will be announced are available here. | 081 |
| 3. Graduation Assessment | Information about the criteria and timing for graduation assessment | 082 |
| 4. Grade Inquiries | Check this page if you want to submit a grade inquiry after grades are released. | 084 |

◎Chapter 7: Other Procedures (College Transfer, Accelerated Graduation, etc.)

| | | |
|------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
| 1. Accelerated Graduation Program | Check this page if you are aiming to graduate within 3 or 3 1/2 years. | 086 |
| 2. College Transfer | Check this page if you want to transfer to a different college at APU. | 091 |
| 3. Graduate School Subjects Early Enrollment Program | Check this page if you are considering going to one of APU's graduate schools and want to take graduate school subjects as an undergraduate student. | |
| 4. Reenrollment/Transfer | Reenrollment / Transfer is a system that allows students to reenroll or transfer from another university to APU. | |
| 5. Pre-enrollment Credit Transfer | Check this page if you want to transfer credits that you earned at another university prior to enrollment at APU. | 093 |
| 6. Certifications | Check this page if you are considering obtaining GIS certification. | 094 |

| Curriculum and Graduation Requirements

For graduation requirements, please review the PDFs listed on the following pages for each college and curriculum.

https://en.apu.ac.jp/academic/course_registration_guide/

| Regulations

For regulations, documents only in Japanese are available below.

<https://www.ritsumeikan-trust.jp/publicinfo/disclosure/apu/>

1. Academic Calendar

The Academic Calendar contains all the important dates throughout the year, from the Entrance Ceremony to the start of classes and even the date of the graduation ceremony.



There are instances where the Academic Calendar may be changed due to unforeseeable events.

Downloads

AY 2026 Academic Calendar

- [AY 2026 Academic Calendar](#)  (New; Posted July 17, 2025)
- [AY 2026 Academic Calendar](#)  (New; Posted July 17, 2025)

AY 2025 Academic Calendar

- [AY 2025 Academic Calendar](#)  (Posted July 22, 2024)
- [AY 2025 Academic Calendar](#)  (Posted July 22, 2024)

AY2026 Vacation Period:

- 1) Sundays and Saturdays
 - 2) Days designated by the President from among the days set forth in the Act on National Holidays
 - 3) Summer Break: 2026/07/30 – 2026/10/04
 - 4) Winter Break: 2026/12/24 – 2027/01/06
 - 5) Spring Break: 2027/02/08 – 2027/04/● (early part of the month) <TBD>
- Note: The above is the general rule; however, session classes or exams may be held according to the academic calendar.

AY2025 Vacation Period:

- 1) Sundays and Saturdays
 - 2) Days designated by the President from among the days set forth in the Act on National Holidays
 - 3) Summer Break: 2025/07/31 – 2025/09/30
 - 4) Winter Break: 2025/12/24 – 2026/01/06
 - 5) Spring Break: 2026/02/06 – 2026/04/05
- Note: The above is the general rule; however, session classes or exams may be held according to the academic calendar.

| Date | Day | Academic Calendar | Class | 年月日 | 曜日 | 学年暦 | 授業日 |
|-----------|-----|---------------------------------------------------------------------------------------------|-------|-----------|----|------------------------------------------------|-----|
| 2026/4/1 | Wed | Start of Spring Semester/Entrance Ceremony (Spring Semester 2026) | | 2026/4/1 | 水 | 春 semester 開始/入学式 (2026年度春 semester) | |
| 2026/4/2 | Thu | | | 2026/4/2 | 木 | | |
| 2026/4/3 | Fri | | | 2026/4/3 | 金 | | |
| 2026/4/4 | Sat | | | 2026/4/4 | 土 | | |
| 2026/4/5 | Sun | | | 2026/4/5 | 日 | | |
| 2026/4/6 | Mon | Start of Classes, Spring Semester 1st Quarter | ● | 2026/4/6 | 月 | 春 semester 1クォーター開講日 | ● |
| 2026/4/7 | Tue | | ● | 2026/4/7 | 火 | | ● |
| 2026/4/8 | Wed | | ● | 2026/4/8 | 水 | | ● |
| 2026/4/9 | Thu | | ● | 2026/4/9 | 木 | | ● |
| 2026/4/10 | Fri | | ● | 2026/4/10 | 金 | | ● |
| 2026/4/11 | Sat | | | 2026/4/11 | 土 | | |
| 2026/4/12 | Sun | | | 2026/4/12 | 日 | | |
| 2026/4/13 | Mon | | ● | 2026/4/13 | 月 | | ● |
| 2026/4/14 | Tue | | ● | 2026/4/14 | 火 | | ● |
| 2026/4/15 | Wed | | ● | 2026/4/15 | 水 | | ● |
| 2026/4/16 | Thu | | ● | 2026/4/16 | 木 | | ● |
| 2026/4/17 | Fri | | ● | 2026/4/17 | 金 | | ● |
| 2026/4/18 | Sat | Make-up Classes | ○ | 2026/4/18 | 土 | 補講日 | ○ |
| 2026/4/19 | Sun | | | 2026/4/19 | 日 | | |
| 2026/4/20 | Mon | | ● | 2026/4/20 | 月 | | ● |
| 2026/4/21 | Tue | | ● | 2026/4/21 | 火 | | ● |
| 2026/4/22 | Wed | | ● | 2026/4/22 | 水 | | ● |
| 2026/4/23 | Thu | | ● | 2026/4/23 | 木 | | ● |
| 2026/4/24 | Fri | | ● | 2026/4/24 | 金 | | ● |
| 2026/4/25 | Sat | | | 2026/4/25 | 土 | | |
| 2026/4/26 | Sun | | | 2026/4/26 | 日 | | |
| 2026/4/27 | Mon | | ● | 2026/4/27 | 月 | | ● |
| 2026/4/28 | Tue | | ● | 2026/4/28 | 火 | | ● |
| 2026/4/29 | Wed | Shōwa Day*/Classes as usual | ● | 2026/4/29 | 水 | 昭和の日*/授業日 | ● |
| 2026/4/30 | Thu | | ● | 2026/4/30 | 木 | | ● |
| 2026/5/1 | Fri | | ● | 2026/5/1 | 金 | | ● |
| 2026/5/2 | Sat | | | 2026/5/2 | 土 | | |
| 2026/5/3 | Sun | Constitution Day* | | 2026/5/3 | 日 | 憲法記念日* | |
| 2026/5/4 | Mon | Greenery Day*/Classes as usual | ● | 2026/5/4 | 月 | みどりの日*/授業日 | ● |
| 2026/5/5 | Tue | Children's Day*/Classes as usual | ● | 2026/5/5 | 火 | こどもの日*/授業日 | ● |
| 2026/5/6 | Wed | Substitute Holiday*/Classes as usual | ● | 2026/5/6 | 水 | 振替休日*/授業日 | ● |
| 2026/5/7 | Thu | | ● | 2026/5/7 | 木 | | ● |
| 2026/5/8 | Fri | | ● | 2026/5/8 | 金 | | ● |
| 2026/5/9 | Sat | Make-up Classes | ○ | 2026/5/9 | 土 | 補講日 | ○ |
| 2026/5/10 | Sun | | | 2026/5/10 | 日 | | |
| 2026/5/11 | Mon | | ● | 2026/5/11 | 月 | | ● |
| 2026/5/12 | Tue | | ● | 2026/5/12 | 火 | | ● |
| 2026/5/13 | Wed | | ● | 2026/5/13 | 水 | | ● |
| 2026/5/14 | Thu | | ● | 2026/5/14 | 木 | | ● |
| 2026/5/15 | Fri | | ● | 2026/5/15 | 金 | | ● |
| 2026/5/16 | Sat | | | 2026/5/16 | 土 | | |
| 2026/5/17 | Sun | | | 2026/5/17 | 日 | | |
| 2026/5/18 | Mon | | ● | 2026/5/18 | 月 | | ● |
| 2026/5/19 | Tue | | ● | 2026/5/19 | 火 | | ● |
| 2026/5/20 | Wed | | ● | 2026/5/20 | 水 | | ● |
| 2026/5/21 | Thu | | ● | 2026/5/21 | 木 | | ● |
| 2026/5/22 | Fri | | ● | 2026/5/22 | 金 | | ● |
| 2026/5/23 | Sat | Make-up Classes | ○ | 2026/5/23 | 土 | 補講日 | ○ |
| 2026/5/24 | Sun | | | 2026/5/24 | 日 | | |
| 2026/5/25 | Mon | Final Exams, 1st Quarter Spring Semester | ● | 2026/5/25 | 月 | 春 semester 1クォーター期末試験 | ● |
| 2026/5/26 | Tue | Final Exams, 1st Quarter Spring Semester | ● | 2026/5/26 | 火 | 春 semester 1クォーター期末試験 | ● |
| 2026/5/27 | Wed | Final Exams, 1st Quarter Spring Semester / Back-up Examination, 1st Quarter Spring Semester | ●○ | 2026/5/27 | 水 | 春 semester 1クォーター期末試験/春 semester 1クォーター期末試験予備日 | ●○ |
| 2026/5/28 | Thu | No Classes | | 2026/5/28 | 木 | 授業無し | |
| 2026/5/29 | Fri | No Classes | | 2026/5/29 | 金 | 授業無し | |
| 2026/5/30 | Sat | | | 2026/5/30 | 土 | | |
| 2026/5/31 | Sun | | | 2026/5/31 | 日 | | |
| 2026/6/1 | Mon | No Classes | | 2026/6/1 | 月 | 授業無し | |
| 2026/6/2 | Tue | No Classes | | 2026/6/2 | 火 | 授業無し | |
| 2026/6/3 | Wed | Start of Classes, 2nd Quarter Spring Semester | ● | 2026/6/3 | 水 | 春 semester 2クォーター開講日 | ● |
| 2026/6/4 | Thu | | ● | 2026/6/4 | 木 | | ● |
| 2026/6/5 | Fri | | ● | 2026/6/5 | 金 | | ● |
| 2026/6/6 | Sat | | | 2026/6/6 | 土 | | |
| 2026/6/7 | Sun | | | 2026/6/7 | 日 | | |
| 2026/6/8 | Mon | | ● | 2026/6/8 | 月 | | ● |
| 2026/6/9 | Tue | | ● | 2026/6/9 | 火 | | ● |
| 2026/6/10 | Wed | Make-up Examinations, 1st Quarter Spring Semester | ● | 2026/6/10 | 水 | 春 semester 1クォーター追試験日 | ● |
| 2026/6/11 | Thu | | ● | 2026/6/11 | 木 | | ● |
| 2026/6/12 | Fri | | ● | 2026/6/12 | 金 | | ● |
| 2026/6/13 | Sat | | | 2026/6/13 | 土 | | |
| 2026/6/14 | Sun | | | 2026/6/14 | 日 | | |
| 2026/6/15 | Mon | | ● | 2026/6/15 | 月 | | ● |
| 2026/6/16 | Tue | | ● | 2026/6/16 | 火 | | ● |
| 2026/6/17 | Wed | | ● | 2026/6/17 | 水 | | ● |
| 2026/6/18 | Thu | | ● | 2026/6/18 | 木 | | ● |
| 2026/6/19 | Fri | | ● | 2026/6/19 | 金 | | ● |
| 2026/6/20 | Sat | Make-up Classes | ○ | 2026/6/20 | 土 | 補講日 | ○ |
| 2026/6/21 | Sun | | | 2026/6/21 | 日 | | |
| 2026/6/22 | Mon | | ● | 2026/6/22 | 月 | | ● |
| 2026/6/23 | Tue | | ● | 2026/6/23 | 火 | | ● |
| 2026/6/24 | Wed | | ● | 2026/6/24 | 水 | | ● |
| 2026/6/25 | Thu | | ● | 2026/6/25 | 木 | | ● |
| 2026/6/26 | Fri | | ● | 2026/6/26 | 金 | | ● |
| 2026/6/27 | Sat | | | 2026/6/27 | 土 | | |
| 2026/6/28 | Sun | | | 2026/6/28 | 日 | | |
| 2026/6/29 | Mon | | ● | 2026/6/29 | 月 | | ● |
| 2026/6/30 | Tue | | ● | 2026/6/30 | 火 | | ● |
| 2026/7/1 | Wed | | ● | 2026/7/1 | 水 | | ● |
| 2026/7/2 | Thu | | ● | 2026/7/2 | 木 | | ● |
| 2026/7/3 | Fri | | ● | 2026/7/3 | 金 | | ● |
| 2026/7/4 | Sat | Make-up Classes | ○ | 2026/7/4 | 土 | 補講日 | ○ |
| 2026/7/5 | Sun | | | 2026/7/5 | 日 | | |
| 2026/7/6 | Mon | | ● | 2026/7/6 | 月 | | ● |
| 2026/7/7 | Tue | | ● | 2026/7/7 | 火 | | ● |
| 2026/7/8 | Wed | | ● | 2026/7/8 | 水 | | ● |
| 2026/7/9 | Thu | | ● | 2026/7/9 | 木 | | ● |
| 2026/7/10 | Fri | | ● | 2026/7/10 | 金 | | ● |
| 2026/7/11 | Sat | | | 2026/7/11 | 土 | | |
| 2026/7/12 | Sun | | | 2026/7/12 | 日 | | |
| 2026/7/13 | Mon | | ● | 2026/7/13 | 月 | | ● |
| 2026/7/14 | Tue | | ● | 2026/7/14 | 火 | | ● |
| 2026/7/15 | Wed | | ● | 2026/7/15 | 水 | | ● |
| 2026/7/16 | Thu | | ● | 2026/7/16 | 木 | | ● |
| 2026/7/17 | Fri | | ● | 2026/7/17 | 金 | | ● |
| 2026/7/18 | Sat | Make-up Classes | ○ | 2026/7/18 | 土 | 補講日 | ○ |
| 2026/7/19 | Sun | | | 2026/7/19 | 日 | | |
| 2026/7/20 | Mon | Marine Day*/Classes as usual | ● | 2026/7/20 | 月 | 海の日*/授業日 | ● |
| 2026/7/21 | Tue | | ● | 2026/7/21 | 火 | | ● |
| 2026/7/22 | Wed | Back-up Classes, 2nd Quarter Spring Semester | ○ | 2026/7/22 | 水 | 春 semester 2クォーター授業予備日 | ○ |
| 2026/7/23 | Thu | Final Exams, 2nd Quarter Spring Semester | ● | 2026/7/23 | 木 | 春 semester 2クォーター期末試験 | ● |
| 2026/7/24 | Fri | Final Exams, 2nd Quarter Spring Semester | ● | 2026/7/24 | 金 | 春 semester 2クォーター期末試験 | ● |
| 2026/7/25 | Sat | Back-up Examination, 2nd Quarter Spring Semester | ○ | 2026/7/25 | 土 | 春 semester 2クォーター期末試験予備日 | ○ |
| 2026/7/26 | Sun | | | 2026/7/26 | 日 | | |
| 2026/7/27 | Mon | Final Exams, 2nd Quarter Spring Semester | ● | 2026/7/27 | 月 | 春 semester 2クォーター期末試験 | ● |
| 2026/7/28 | Tue | Final Exams, 2nd Quarter Spring Semester | ● | 2026/7/28 | 火 | 春 semester 2クォーター期末試験 | ● |
| 2026/7/29 | Wed | Final Exams, 2nd Quarter Spring Semester/Back-up Examination, 2nd Quarter Spring Semester | ●○ | 2026/7/29 | 水 | 春 semester 2クォーター期末試験/春 semester 2クォーター期末試験予備日 | ●○ |
| 2026/7/30 | Thu | Summer Session | ● | 2026/7/30 | 木 | 夏セッション | ● |
| 2026/7/31 | Fri | Summer Session | ● | 2026/7/31 | 金 | 夏セッション | ● |

【Class】：●：School Day or Examination Day, ○：Make-up Classes or Back-up Classes or Back-up Examination, Blank: No classes

*National Holiday

【授業日】●：授業日または試験日、○：補講日または授業予備日または試験予備日、空欄：授業なし

*祝日

| Date | Day | Academic Calendar | Class | 年月日 | 曜日 | 学年暦 | 授業日 |
|------------|-----|---------------------------------------------------------------------------------------|-------|------------|----|----------------------------------------|-----|
| 2026/8/1 | Sat | Summer Session | ● | 2026/8/1 | 土 | 夏セッション | ● |
| 2026/8/2 | Sun | Summer Session | ● | 2026/8/2 | 日 | 夏セッション | ● |
| 2026/8/3 | Mon | Summer Session | ● | 2026/8/3 | 月 | 夏セッション | ● |
| 2026/8/4 | Tue | | | 2026/8/4 | 火 | | |
| 2026/8/5 | Wed | Make-up Examinations, 2nd Quarter Spring Semester | ○ | 2026/8/5 | 水 | 春第2クォーター追試験日 | ○ |
| 2026/8/6 | Thu | Make-up Examinations, 2nd Quarter Spring Semester | ○ | 2026/8/6 | 木 | 春第2クォーター追試験日 | ○ |
| 2026/8/7 | Fri | | | 2026/8/7 | 金 | | |
| 2026/8/8 | Sat | | | 2026/8/8 | 土 | | |
| 2026/8/9 | Sun | | | 2026/8/9 | 日 | | |
| 2026/8/10 | Mon | | | 2026/8/10 | 月 | | |
| 2026/8/11 | Tue | Mountain Day* | | 2026/8/11 | 火 | 山の日* | |
| 2026/8/12 | Wed | | | 2026/8/12 | 水 | | |
| 2026/8/13 | Thu | | | 2026/8/13 | 木 | | |
| 2026/8/14 | Fri | | | 2026/8/14 | 金 | | |
| 2026/8/15 | Sat | | | 2026/8/15 | 土 | | |
| 2026/8/16 | Sun | | | 2026/8/16 | 日 | | |
| 2026/8/17 | Mon | | | 2026/8/17 | 月 | | |
| 2026/8/18 | Tue | | | 2026/8/18 | 火 | | |
| 2026/8/19 | Wed | | | 2026/8/19 | 水 | | |
| 2026/8/20 | Thu | | | 2026/8/20 | 木 | | |
| 2026/8/21 | Fri | | | 2026/8/21 | 金 | | |
| 2026/8/22 | Sat | | | 2026/8/22 | 土 | | |
| 2026/8/23 | Sun | | | 2026/8/23 | 日 | | |
| 2026/8/24 | Mon | | | 2026/8/24 | 月 | | |
| 2026/8/25 | Tue | | | 2026/8/25 | 火 | | |
| 2026/8/26 | Wed | Spring Semester Results Released and Graduation Results Announced | | 2026/8/26 | 水 | 春セメスター在校生の成績発表日および卒業対象学生の成績発表日(卒業可否発表) | |
| 2026/8/27 | Thu | | | 2026/8/27 | 木 | | |
| 2026/8/28 | Fri | | | 2026/8/28 | 金 | | |
| 2026/8/29 | Sat | | | 2026/8/29 | 土 | | |
| 2026/8/30 | Sun | | | 2026/8/30 | 日 | | |
| 2026/8/31 | Mon | | | 2026/8/31 | 月 | | |
| 2026/9/1 | Tue | | | 2026/9/1 | 火 | | |
| 2026/9/2 | Wed | | | 2026/9/2 | 水 | | |
| 2026/9/3 | Thu | | | 2026/9/3 | 木 | | |
| 2026/9/4 | Fri | | | 2026/9/4 | 金 | | |
| 2026/9/5 | Sat | | | 2026/9/5 | 土 | | |
| 2026/9/6 | Sun | | | 2026/9/6 | 日 | | |
| 2026/9/7 | Mon | Summer Sessions Courses Results Released | | 2026/9/7 | 月 | 夏セッション科目の成績発表日 | |
| 2026/9/8 | Tue | | | 2026/9/8 | 火 | | |
| 2026/9/9 | Wed | | | 2026/9/9 | 水 | | |
| 2026/9/10 | Thu | | | 2026/9/10 | 木 | | |
| 2026/9/11 | Fri | | | 2026/9/11 | 金 | | |
| 2026/9/12 | Sat | | | 2026/9/12 | 土 | | |
| 2026/9/13 | Sun | | | 2026/9/13 | 日 | | |
| 2026/9/14 | Mon | | | 2026/9/14 | 月 | | |
| 2026/9/15 | Tue | | | 2026/9/15 | 火 | | |
| 2026/9/16 | Wed | | | 2026/9/16 | 水 | | |
| 2026/9/17 | Thu | | | 2026/9/17 | 木 | | |
| 2026/9/18 | Fri | Graduation Ceremony (Spring Semester 2026) | | 2026/9/18 | 金 | 学位授与式(2026年度春セメスター) | |
| 2026/9/19 | Sat | | | 2026/9/19 | 土 | | |
| 2026/9/20 | Sun | End of Spring Semester | | 2026/9/20 | 日 | 春セメスター終了 | |
| 2026/9/21 | Mon | Respect for the Aged Day*/Start of Fall Semester | | 2026/9/21 | 月 | 敬老の日*/秋セメスター開始 | |
| 2026/9/22 | Tue | National Holiday* | | 2026/9/22 | 火 | 国民の休日* | |
| 2026/9/23 | Wed | Autumnal Equinox Day* | | 2026/9/23 | 水 | 秋分の日* | |
| 2026/9/24 | Thu | | | 2026/9/24 | 木 | | |
| 2026/9/25 | Fri | Entrance Ceremony (Fall Semester 2026) | | 2026/9/25 | 金 | 入学式(2026年度秋セメスター) | |
| 2026/9/26 | Sat | | | 2026/9/26 | 土 | | |
| 2026/9/27 | Sun | | | 2026/9/27 | 日 | | |
| 2026/9/28 | Mon | | | 2026/9/28 | 月 | | |
| 2026/9/29 | Tue | | | 2026/9/29 | 火 | | |
| 2026/9/30 | Wed | | | 2026/9/30 | 水 | | |
| 2026/10/1 | Thu | | | 2026/10/1 | 木 | | |
| 2026/10/2 | Fri | | | 2026/10/2 | 金 | | |
| 2026/10/3 | Sat | | | 2026/10/3 | 土 | | |
| 2026/10/4 | Sun | | | 2026/10/4 | 日 | | |
| 2026/10/5 | Mon | Start of Classes, 1st Quarter Fall Semester | ● | 2026/10/5 | 月 | 秋第1クォーター開講日 | ● |
| 2026/10/6 | Tue | | ● | 2026/10/6 | 火 | | ● |
| 2026/10/7 | Wed | | ● | 2026/10/7 | 水 | | ● |
| 2026/10/8 | Thu | | ● | 2026/10/8 | 木 | | ● |
| 2026/10/9 | Fri | | ● | 2026/10/9 | 金 | | ● |
| 2026/10/10 | Sat | | | 2026/10/10 | 土 | | |
| 2026/10/11 | Sun | | | 2026/10/11 | 日 | | |
| 2026/10/12 | Mon | Sports Day*/Classes as usual | ● | 2026/10/12 | 月 | スポーツの日*/授業日 | ● |
| 2026/10/13 | Tue | | ● | 2026/10/13 | 火 | | ● |
| 2026/10/14 | Wed | | ● | 2026/10/14 | 水 | | ● |
| 2026/10/15 | Thu | | ● | 2026/10/15 | 木 | | ● |
| 2026/10/16 | Fri | | ● | 2026/10/16 | 金 | | ● |
| 2026/10/17 | Sat | Make-up Classes | ○ | 2026/10/17 | 土 | 補講日 | ○ |
| 2026/10/18 | Sun | | | 2026/10/18 | 日 | | |
| 2026/10/19 | Mon | | ● | 2026/10/19 | 月 | | ● |
| 2026/10/20 | Tue | | ● | 2026/10/20 | 火 | | ● |
| 2026/10/21 | Wed | | ● | 2026/10/21 | 水 | | ● |
| 2026/10/22 | Thu | | ● | 2026/10/22 | 木 | | ● |
| 2026/10/23 | Fri | | ● | 2026/10/23 | 金 | | ● |
| 2026/10/24 | Sat | | | 2026/10/24 | 土 | | |
| 2026/10/25 | Sun | | | 2026/10/25 | 日 | | |
| 2026/10/26 | Mon | | ● | 2026/10/26 | 月 | | ● |
| 2026/10/27 | Tue | | ● | 2026/10/27 | 火 | | ● |
| 2026/10/28 | Wed | | ● | 2026/10/28 | 水 | | ● |
| 2026/10/29 | Thu | | ● | 2026/10/29 | 木 | | ● |
| 2026/10/30 | Fri | | ● | 2026/10/30 | 金 | | ● |
| 2026/10/31 | Sat | | | 2026/10/31 | 土 | | |
| 2026/11/1 | Sun | | | 2026/11/1 | 日 | | |
| 2026/11/2 | Mon | | ● | 2026/11/2 | 月 | | ● |
| 2026/11/3 | Tue | Culture Day*/Classes as usual | ● | 2026/11/3 | 火 | 文化の日*/授業日 | ● |
| 2026/11/4 | Wed | | ● | 2026/11/4 | 水 | | ● |
| 2026/11/5 | Thu | | ● | 2026/11/5 | 木 | | ● |
| 2026/11/6 | Fri | | ● | 2026/11/6 | 金 | | ● |
| 2026/11/7 | Sat | Make-up Classes | ○ | 2026/11/7 | 土 | 補講日 | ○ |
| 2026/11/8 | Sun | | | 2026/11/8 | 日 | | |
| 2026/11/9 | Mon | | ● | 2026/11/9 | 月 | | ● |
| 2026/11/10 | Tue | | ● | 2026/11/10 | 火 | | ● |
| 2026/11/11 | Wed | | ● | 2026/11/11 | 水 | | ● |
| 2026/11/12 | Thu | | ● | 2026/11/12 | 木 | | ● |
| 2026/11/13 | Fri | | ● | 2026/11/13 | 金 | | ● |
| 2026/11/14 | Sat | | | 2026/11/14 | 土 | | |
| 2026/11/15 | Sun | | | 2026/11/15 | 日 | | |
| 2026/11/16 | Mon | | ● | 2026/11/16 | 月 | | ● |
| 2026/11/17 | Tue | | ● | 2026/11/17 | 火 | | ● |
| 2026/11/18 | Wed | | ● | 2026/11/18 | 水 | | ● |
| 2026/11/19 | Thu | | ● | 2026/11/19 | 木 | | ● |
| 2026/11/20 | Fri | | ● | 2026/11/20 | 金 | | ● |
| 2026/11/21 | Sat | Make-up Classes | ○ | 2026/11/21 | 土 | 補講日 | ○ |
| 2026/11/22 | Sun | | | 2026/11/22 | 日 | | |
| 2026/11/23 | Mon | Labor Thanksgiving Day*/Final Exams, 1st Quarter Fall Semester | ● | 2026/11/23 | 月 | 勤労感謝の日*/秋第1クォーター期末試験 | ● |
| 2026/11/24 | Tue | Final Exams, 1st Quarter Fall Semester | ● | 2026/11/24 | 火 | 秋第1クォーター期末試験 | ● |
| 2026/11/25 | Wed | Final Exams, 1st Quarter Fall Semester/Back-up Examination, 1st Quarter Fall Semester | ●○ | 2026/11/25 | 水 | 秋第1クォーター期末試験 秋/第1クォーター期末試験予備日 | ●○ |
| 2026/11/26 | Thu | | | 2026/11/26 | 木 | | |
| 2026/11/27 | Fri | | | 2026/11/27 | 金 | | |
| 2026/11/28 | Sat | | | 2026/11/28 | 土 | | |
| 2026/11/29 | Sun | | | 2026/11/29 | 日 | | |
| 2026/11/30 | Mon | Start of Classes, 2nd Quarter Fall Semester | ● | 2026/11/30 | 月 | 秋第2クォーター開講日 | ● |

【Class】：●：School Day or Examination Day, ○：Make-up Classes or Back-up Classes or Back-up Examination, Blank: No classes

*National Holiday

【授業日】●：授業日または試験日、○：補講日または授業予備日または試験予備日、空欄：授業なし

*祝日

| Date | Day | Academic Calendar | Class | 年月日 | 曜日 | 学年暦 | 授業日 |
|------------|-----|---------------------------------------------------------------------------------------|-------|------------|----|----------------------------------------|-----|
| 2026/12/1 | Tue | | ● | 2026/12/1 | 火 | | ● |
| 2026/12/2 | Wed | | ● | 2026/12/2 | 水 | | ● |
| 2026/12/3 | Thu | | ● | 2026/12/3 | 木 | | ● |
| 2026/12/4 | Fri | | ● | 2026/12/4 | 金 | | ● |
| 2026/12/5 | Sat | | | 2026/12/5 | 土 | | |
| 2026/12/6 | Sun | | | 2026/12/6 | 日 | | |
| 2026/12/7 | Mon | | ● | 2026/12/7 | 月 | | ● |
| 2026/12/8 | Tue | | ● | 2026/12/8 | 火 | | ● |
| 2026/12/9 | Wed | Make-up Examinations, 1st Quarter Fall Semester | ● | 2026/12/9 | 水 | 秋第1クォーター追試験日 | ● |
| 2026/12/10 | Thu | | ● | 2026/12/10 | 木 | | ● |
| 2026/12/11 | Fri | | ● | 2026/12/11 | 金 | | ● |
| 2026/12/12 | Sat | Make-up Classes | ○ | 2026/12/12 | 土 | 補講日 | ○ |
| 2026/12/13 | Sun | | | 2026/12/13 | 日 | | |
| 2026/12/14 | Mon | | ● | 2026/12/14 | 月 | | ● |
| 2026/12/15 | Tue | | ● | 2026/12/15 | 火 | | ● |
| 2026/12/16 | Wed | | ● | 2026/12/16 | 水 | | ● |
| 2026/12/17 | Thu | | ● | 2026/12/17 | 木 | | ● |
| 2026/12/18 | Fri | | ● | 2026/12/18 | 金 | | ● |
| 2026/12/19 | Sat | | | 2026/12/19 | 土 | | |
| 2026/12/20 | Sun | | | 2026/12/20 | 日 | | |
| 2026/12/21 | Mon | | ● | 2026/12/21 | 月 | | ● |
| 2026/12/22 | Tue | | ● | 2026/12/22 | 火 | | ● |
| 2026/12/23 | Wed | | ● | 2026/12/23 | 水 | | ● |
| 2026/12/24 | Thu | | | 2026/12/24 | 木 | | |
| 2026/12/25 | Fri | | | 2026/12/25 | 金 | | |
| 2026/12/26 | Sat | | | 2026/12/26 | 土 | | |
| 2026/12/27 | Sun | | | 2026/12/27 | 日 | | |
| 2026/12/28 | Mon | | | 2026/12/28 | 月 | | |
| 2026/12/29 | Tue | | | 2026/12/29 | 火 | | |
| 2026/12/30 | Wed | | | 2026/12/30 | 水 | | |
| 2026/12/31 | Thu | | | 2026/12/31 | 木 | | |
| 2027/1/1 | Fri | New Year's Day* | | 2027/1/1 | 金 | 元日* | |
| 2027/1/2 | Sat | | | 2027/1/2 | 土 | | |
| 2027/1/3 | Sun | | | 2027/1/3 | 日 | | |
| 2027/1/4 | Mon | | | 2027/1/4 | 月 | | |
| 2027/1/5 | Tue | | | 2027/1/5 | 火 | | |
| 2027/1/6 | Wed | | | 2027/1/6 | 水 | | |
| 2027/1/7 | Thu | | ● | 2027/1/7 | 木 | | ● |
| 2027/1/8 | Fri | | ● | 2027/1/8 | 金 | | ● |
| 2027/1/9 | Sat | Make-up Classes | ○ | 2027/1/9 | 土 | 補講日 | ○ |
| 2027/1/10 | Sun | | | 2027/1/10 | 日 | | |
| 2027/1/11 | Mon | Coming of Age Day*/Classes as usual | ● | 2027/1/11 | 月 | 成人の日*/授業日 | ● |
| 2027/1/12 | Tue | | ● | 2027/1/12 | 火 | | ● |
| 2027/1/13 | Wed | | ● | 2027/1/13 | 水 | | ● |
| 2027/1/14 | Thu | | ● | 2027/1/14 | 木 | | ● |
| 2027/1/15 | Fri | | ● | 2027/1/15 | 金 | | ● |
| 2027/1/16 | Sat | | | 2027/1/16 | 土 | | |
| 2027/1/17 | Sun | | | 2027/1/17 | 日 | | |
| 2027/1/18 | Mon | | ● | 2027/1/18 | 月 | | ● |
| 2027/1/19 | Tue | | ● | 2027/1/19 | 火 | | ● |
| 2027/1/20 | Wed | | ● | 2027/1/20 | 水 | | ● |
| 2027/1/21 | Thu | | ● | 2027/1/21 | 木 | | ● |
| 2027/1/22 | Fri | | ● | 2027/1/22 | 金 | | ● |
| 2027/1/23 | Sat | | | 2027/1/23 | 土 | | |
| 2027/1/24 | Sun | | | 2027/1/24 | 日 | | |
| 2027/1/25 | Mon | | ● | 2027/1/25 | 月 | | ● |
| 2027/1/26 | Tue | | ● | 2027/1/26 | 火 | | ● |
| 2027/1/27 | Wed | | ● | 2027/1/27 | 水 | | ● |
| 2027/1/28 | Thu | | ● | 2027/1/28 | 木 | | ● |
| 2027/1/29 | Fri | | ● | 2027/1/29 | 金 | | ● |
| 2027/1/30 | Sat | Make-up Classes | ○ | 2027/1/30 | 土 | 補講日 | ○ |
| 2027/1/31 | Sun | Back-up Classes, 2nd Quarter Fall Semester | ○ | 2027/1/31 | 日 | 秋第2クォーター授業予備日 | ○ |
| 2027/2/1 | Mon | Final Exams, 2nd Quarter Fall Semester | ● | 2027/2/1 | 月 | 秋第2クォーター期末試験 | ● |
| 2027/2/2 | Tue | Final Exams, 2nd Quarter Fall Semester | ● | 2027/2/2 | 火 | 秋第2クォーター期末試験 | ● |
| 2027/2/3 | Wed | Final Exams, 2nd Quarter Fall Semester/Back-up Examination, 2nd Quarter Fall Semester | ●○ | 2027/2/3 | 水 | 秋第2クォーター期末試験/秋第2クォーター期末試験予備日 | ●○ |
| 2027/2/4 | Thu | Final Exams, 2nd Quarter Fall Semester | ● | 2027/2/4 | 木 | 秋第2クォーター期末試験 | ● |
| 2027/2/5 | Fri | Final Exams, 2nd Quarter Fall Semester | ● | 2027/2/5 | 金 | 秋第2クォーター期末試験 | ● |
| 2027/2/6 | Sat | Back-up Examination, 2nd Quarter Fall Semester | ○ | 2027/2/6 | 土 | 秋第2クォーター期末試験予備日 | ○ |
| 2027/2/7 | Sun | Back-up Examination, 2nd Quarter Fall Semester | ○ | 2027/2/7 | 日 | 秋第2クォーター期末試験予備日 | ○ |
| 2027/2/8 | Mon | Winter Session | ● | 2027/2/8 | 月 | 冬セッション | ● |
| 2027/2/9 | Tue | Winter Session | ● | 2027/2/9 | 火 | 冬セッション | ● |
| 2027/2/10 | Wed | Winter Session | ● | 2027/2/10 | 水 | 冬セッション | ● |
| 2027/2/11 | Thu | National Foundation Day*/Winter Session | ● | 2027/2/11 | 木 | 建国記念の日*/冬セッション | ● |
| 2027/2/12 | Fri | Winter Session | ● | 2027/2/12 | 金 | 冬セッション | ● |
| 2027/2/13 | Sat | | | 2027/2/13 | 土 | | |
| 2027/2/14 | Sun | | | 2027/2/14 | 日 | | |
| 2027/2/15 | Mon | Make-up Examinations, 2nd Quarter Fall Semester | ○ | 2027/2/15 | 月 | 秋第2クォーター追試験日 | ○ |
| 2027/2/16 | Tue | Make-up Examinations, 2nd Quarter Fall Semester | ○ | 2027/2/16 | 火 | 秋第2クォーター追試験日 | ○ |
| 2027/2/17 | Wed | | | 2027/2/17 | 水 | | |
| 2027/2/18 | Thu | | | 2027/2/18 | 木 | | |
| 2027/2/19 | Fri | | | 2027/2/19 | 金 | | |
| 2027/2/20 | Sat | | | 2027/2/20 | 土 | | |
| 2027/2/21 | Sun | | | 2027/2/21 | 日 | | |
| 2027/2/22 | Mon | | | 2027/2/22 | 月 | | |
| 2027/2/23 | Tue | Emperor's Birthday Holiday* | | 2027/2/23 | 火 | 天皇誕生日* | |
| 2027/2/24 | Wed | | | 2027/2/24 | 水 | | |
| 2027/2/25 | Thu | | | 2027/2/25 | 木 | | |
| 2027/2/26 | Fri | | | 2027/2/26 | 金 | | |
| 2027/2/27 | Sat | | | 2027/2/27 | 土 | | |
| 2027/2/28 | Sun | | | 2027/2/28 | 日 | | |
| 2027/3/1 | Mon | | | 2027/3/1 | 月 | | |
| 2027/3/2 | Tue | Fall Semester Results Released and Graduation Results Announced | | 2027/3/2 | 火 | 秋セメスター在学生の成績発表日および卒業対象学生の成績発表日(卒業可否発表) | |
| 2027/3/3 | Wed | | | 2027/3/3 | 水 | | |
| 2027/3/4 | Thu | | | 2027/3/4 | 木 | | |
| 2027/3/5 | Fri | | | 2027/3/5 | 金 | | |
| 2027/3/6 | Sat | | | 2027/3/6 | 土 | | |
| 2027/3/7 | Sun | | | 2027/3/7 | 日 | | |
| 2027/3/8 | Mon | | | 2027/3/8 | 月 | | |
| 2027/3/9 | Tue | | | 2027/3/9 | 火 | | |
| 2027/3/10 | Wed | Winter Sessions Courses Results Released | | 2027/3/10 | 水 | 冬セッション科目の成績発表日 | |
| 2027/3/11 | Thu | | | 2027/3/11 | 木 | | |
| 2027/3/12 | Fri | | | 2027/3/12 | 金 | | |
| 2027/3/13 | Sat | | | 2027/3/13 | 土 | | |
| 2027/3/14 | Sun | | | 2027/3/14 | 日 | | |
| 2027/3/15 | Mon | | | 2027/3/15 | 月 | | |
| 2027/3/16 | Tue | | | 2027/3/16 | 火 | | |
| 2027/3/17 | Wed | | | 2027/3/17 | 水 | | |
| 2027/3/18 | Thu | | | 2027/3/18 | 木 | | |
| 2027/3/19 | Fri | Graduation Ceremony (Fall Semester 2026) | | 2027/3/19 | 金 | 学位授与式(2026年度秋セメスター) | |
| 2027/3/20 | Sat | | | 2027/3/20 | 土 | | |
| 2027/3/21 | Sun | Vernal Equinox Day* | | 2027/3/21 | 日 | 春分の日* | |
| 2027/3/22 | Mon | Substitute Holiday* | | 2027/3/22 | 月 | 振替休日* | |
| 2027/3/23 | Tue | | | 2027/3/23 | 火 | | |
| 2027/3/24 | Wed | | | 2027/3/24 | 水 | | |
| 2027/3/25 | Thu | | | 2027/3/25 | 木 | | |
| 2027/3/26 | Fri | | | 2027/3/26 | 金 | | |
| 2027/3/27 | Sat | | | 2027/3/27 | 土 | | |
| 2027/3/28 | Sun | | | 2027/3/28 | 日 | | |
| 2027/3/29 | Mon | | | 2027/3/29 | 月 | | |
| 2027/3/30 | Tue | | | 2027/3/30 | 火 | | |
| 2027/3/31 | Wed | End of Fall Semester | | 2027/3/31 | 水 | 秋セメスター終了 | |

【Class】：●：School Day or Examination Day, ○：Make-up Classes or Back-up Classes or Back-up Examination, Blank: No classes

*National Holiday

【授業日】●：授業日または試験日、○：補講日または授業予備日または試験予備日、空欄：授業なし

*祝日

2. Academic Progression and Graduation

2-1. Academic Progression

Course length refers to the period of time required to complete a course’s curriculum. At APU, this is four years for undergraduate courses. The maximum term of enrollment refers to the maximum period of time a student can remain enrolled at APU, which is eight years for undergraduate courses.

At APU, the academic year is split into the Spring Semester (April 1 – September 20) and the Fall Semester (September 21 – March 31 following year). In addition, students can enroll at APU from April or September each year.

APU uses two methods to express a student’s academic year: year level and semester level. Year level is counted by how many years a student has been enrolled at APU, whereas semester level is based on how many semesters a student has been enrolled for.

Students become first-year students upon enrollment and progress to the next year and semester level based on how long they have been enrolled at APU, regardless of how many credits they have completed.

Students who have not completed their graduation requirements by the end of their 4th year (8th semester) will become 5th-year students, then 6th-year students, and so on. However, students cannot remain enrolled at APU for longer than eight years (sixteen semesters). It is not possible to repeat a year either.

The following tables demonstrate the relationship between year level and semester level.

Students who Enroll in Spring

| Semester | Spring | Fall | Spring | Fall | Spring | Fall | Spring | Fall |
|----------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| Year Level | 1st Year | | 2nd Year | | 3rd Year | | 4th Year | |
| Semester Level | 1st Semester Student | 2nd Semester Student | 3rd Semester Student | 4th Semester Student | 5th Semester Student | 6th Semester Student | 7th Semester Student | 8th Semester Student |

Students who Enroll in Fall

| Semester | Fall | Spring | Fall | Spring | Fall | Spring | Fall | Spring |
|----------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| Year Level | 1st Year | | 2nd Year | | 3rd Year | | 4th Year | |
| Semester Level | 1st Semester Student | 2nd Semester Student | 3rd Semester Student | 4th Semester Student | 5th Semester Student | 6th Semester Student | 7th Semester Student | 8th Semester Student |

2-2. Graduation

Students must fulfill all of the following requirements to graduate from APU's undergraduate colleges. Students who have already fulfilled these requirements cannot remain enrolled at APU.

Requirement 1: Be enrolled at APU for at least four years

However, this requirement is different for the following students:

- Accelerated Graduation Program Students: Be enrolled for at least three years
- 2nd-Year Transfer Students: Be enrolled for at least three years
- 3rd-Year Transfer Students: Be enrolled for at least two years

Requirement 2: Complete all the credits required to graduate

Students must complete a total of at least 124 credits and fulfill all the credit requirements specified by their respective curriculum to graduate. For more details, please check the pages for your college and curriculum.

1. Syllabus

APU Syllabus

[APU Syllabus](#) 

*The timetable and syllabus are subject to change after they are released during the Spring semester.
Please be sure to check the timetable and syllabus before registering for the courses.

【Syllabus Search Method】

- ①After accessing the syllabus, select your language, if necessary.
- ②Please select the search method that best suits your purpose from the "Syllabus Search" menu.
- *When you need to have the teacher's contact information, please log in from the top right.

Course Numbers

APU has introduced "Course Numbers" as a way to specify the placement of courses within the curriculum and the systemization of the curriculum. These numbers are shown on the syllabus so that identifying the field and placement of a course will be relatively simple when students are browsing syllabi.

[Course Numbering](#) 

List of Topics for Each Special Lecture / Special Studies Class

Undergraduate "Special Lecture" and graduate "Special Studies" subjects can be taken more than once if the lecture content is different. For whether the content varies from the subject in which you already received credits, please check the following topic list and the syllabus.

[Course List\(Special Lecture & Special Studies\)](#) 

List of Topics for Each Practicum

"Practicum" can be taken more than once if the lecture content is different. For whether the content varies from the subject in which you already received credits, please check the following topic list and the syllabus.

[Course List\(Practicum\)](#)  (xlsx, updated 2026/3/12)

Viewing the Syllabus Online

The syllabus is an important tool for providing students with information on courses, including the following items. As course requirements may also be listed in the syllabus, please read the syllabus thoroughly when registering for a course.

- Subject /Class Name
- Semester offered (Fall / Spring)
- Subject Code
- Instructor

- Course outline (course aims, learning objectives, teaching methods, method of grade evaluation, overview of each lesson)
- Requirements for students
- Textbook and further readings, etc.

Finding Textbooks and Reading Materials

The document below describes methods for finding and obtaining materials listed in the syllabus.

[Finding Textbooks and Reading Materials \(PDF\)](#) 

2. Course Timetable

Course Timetable

The timetable varies depending on the college and enrollment year. Please check carefully the following website and confirm the timetable corresponding to your college and curriculum.

Usually, the course timetable for the corresponding academic year (Spring Semester + Fall Semester) is released in early March of the preceding year.

[Important Notes]

- The timetable and syllabus may be updated during the academic year. Please be sure to check the timetable and syllabus before registering for the courses.
- The schedule for the Summer Session is planned to be released around June, and for Winter Sessions around December.
- The timetable for registered courses by the University and those registered courses through the prior application for the AY2026Spring Semester is scheduled on March 16, 2026 at 12:00PM for the current students, and on April 1, 2026 at 12:00PM for new, reinstated, and re-enrolling students.
As of both dates, you can view the information via "Registered Courses and Grade Report" on Campus Web.
- All information will be released in the [General Information] section in Student Portal.

College of Asia Pacific Studies (APS)

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1. Students who enrolled as new (1st-semester) students from AY 2023 onwards.
2. Students who enrolled as 2nd-year transfer students from AY 2024 onwards.
3. Students who enrolled as 3rd-year transfer students from AY 2025 onwards.

Spring Semester Timetable for AY 2026

- [For 2023 APS Curriculum Students 26Spring](#)  (xlsx, updated 2026/4/2)

AY2025 Fall Semester Course Timetable

- [For 2023 APS Curriculum Students 25Fall](#)  (xlsx, updated 2025/11/19)

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1. Students who enrolled as new (1st-semester) students between AY 2017 and AY 2022.
2. Students who enrolled as 2nd-year transfer students between AY 2018 and AY 2023.
3. Students who enrolled as 3rd-year transfer students between AY 2019 and AY 2024.

Spring Semester Timetable for AY 2026

- [For 2017 APS Curriculum Students 26Spring](#)  (xlsx, updated 2026/4/2)

AY2025 Fall Semester Course Timetable

- [For 2017 APS Curriculum Students 25Fall](#)  (xlsx, updated 2025/11/19)

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1. Students who enrolled as new (1st-semester) students between AY 2011 and AY 2016.
2. Students who enrolled as 2nd-year transfer students between AY 2011 and AY 2017.
3. Students who enrolled as 3rd-year transfer students between AY 2011 and AY 2018.
4. Students who originally enrolled before AY 2011, but as a result of reinstatement or readmission will be in the same semester as students in Group 1.

AY2025 Fall Semester Course Timetable

- [For 2011 APS Curriculum Students 25Fall](#)  (xlsx, updated 2025/11/19)

College of International Management (APM)

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1. Students who enrolled as new (1st-semester) students from AY 2023 onwards.
2. Students who enrolled as 2nd-year transfer students from AY 2024 onwards.
3. Students who enrolled as 3rd-year transfer students from AY 2025 onwards.

Spring Semester Timetable for AY 2026

- [For 2023 APM Curriculum Students 26Spring](#)  (xlsx, updated 2026/4/2)

AY2025 Fall Semester Course Timetable

- [For 2023 APM Curriculum Students 25Fall](#)  (xlsx, updated 2025/11/19)

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1. Students who enrolled as new (1st-semester) students between AY 2017 and AY 2022.
2. Students who enrolled as 2nd-year transfer students between AY 2018 and AY 2023.
3. Students who enrolled as 3rd-year transfer students between AY 2019 and AY 2024.

Spring Semester Timetable for AY 2026

- [For 2017 APM Curriculum Students 26Spring](#)  (xlsx, updated 2026/4/2)

AY2025 Fall Semester Course Timetable

- [For 2017 APM Curriculum Students 25Fall](#)  (xlsx, updated 2025/11/19)

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1. Students who enrolled as new (1st-semester) students between AY 2011 and AY 2016.
2. Students who enrolled as 2nd-year transfer students between AY 2011 and AY 2017.
3. Students who enrolled as 3rd-year transfer students between AY 2011 and AY 2018.
4. Students who originally enrolled before AY 2011, but as a result of reinstatement or readmission will be in the same semester as students in Group 1.

AY2025 Fall Semester Course Timetable

- [For 2011 APM Curriculum Students 25Fall](#)  (xlsx, updated 2025/11/19)

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1. Students who enrolled as new (1st-semester) students from AY 2023 onwards.
2. Students who enrolled as 2nd-year transfer students from AY 2024 onwards.
3. Students who enrolled as 3rd-year transfer students from AY 2025 onwards.

Spring Semester Timetable for AY 2026

- [For 2023 ST Curriculum Students 26Spring](#)  (xlsx, updated 2026/4/2)

AY2025 Fall Semester Course Timetable

- [For 2023 ST Curriculum Students 25Fall](#)  (xlsx, updated 2025/11/19)

Open Classrooms for Attending Online Classes

If the subjects taken are offered in an online format, the following classrooms may be used.

[Open Classrooms for Attending Online Classes \(AY2026 Spring Semester\)](#)  (xlsx, updated 2026/4/2)

Course Timetable and Class Times

Regular Course Timetable

| Period | Class Time | Mon | Tue | Wed | Thu | Fri |
|--------|---------------|-------|-------|-------|-------|-------|
| 1 | 8:45 - 10:25 | A (1) | F (1) | K (1) | L (1) | F (2) |
| 2 | 10:35 - 12:15 | A (2) | G (1) | K (2) | L (2) | G (2) |
| 3 | 12:30 - 14:10 | B (1) | H (1) | K (3) | B (2) | H (2) |
| 4 | 14:20 - 16:00 | C (1) | I (1) | K (4) | C (2) | M (1) |
| 5 | 16:10 - 17:50 | D (1) | I (2) | | D (2) | M (2) |
| 6 | 18:00 - 19:40 | E (1) | J (1) | | E (2) | J (2) |

The time period combination for courses with class held twice a week will be either of the following:

① Set of consecutive time periods on the same day

| Period | Class Time | Mon | Tue | Wed | Thu | Fri |
|--------|-------------|-----|-----|-----|-----|-----|
| 1 | 8:45-10:25 | A1 | | K1 | L1 | |
| 2 | 10:35-12:15 | A2 | | K2 | L2 | |
| 3 | 12:30-14:10 | | | | | |
| 4 | 14:20-16:00 | | I1 | | | M1 |
| 5 | 16:10-17:50 | | I2 | | | M2 |
| 6 | 18:00-19:40 | | | | | |

② Set of the same time period on different days

| Period | Class Time | Mon | Tue | Wed | Thu | Fri |
|--------|-------------|-----|-----|-----|-----|-----|
| 1 | 8:45-10:25 | | F1 | | | F2 |
| 2 | 10:35-12:15 | | G1 | | | G2 |
| 3 | 12:30-14:10 | B1 | H1 | | B2 | H2 |
| 4 | 14:20-16:00 | C1 | | | C2 | |
| 5 | 16:10-17:50 | D1 | | | D2 | |
| 6 | 18:00-19:40 | E1 | J1 | | E2 | J2 |

Make-up Days and Winter / Summer Session Timetable

Please note that these times differ from the regular timetable.

| Period | Make-up Day | Session |
|--------|-------------|-------------|
| 1 | 8:45-10:25 | 8:45-10:25 |
| 2 | 10:35-12:15 | 10:35-12:15 |
| 3 | 13:05-14:45 | 13:05-14:45 |
| 4 | 14:55-16:35 | 14:55-16:35 |
| 5 | 16:45-18:25 | 16:45-18:25 |
| 6 | 18:35-20:15 | - |

Web Timetable

You can view a list of your enrolled courses in the Web Timetable which located in the Student Portal.

Student Portal: <https://sp.apu.ac.jp/studentportal> 

Classroom Changes

Information on temporary or permanent classroom changes will be posted on Student Portal.

3. Class Evaluation Survey

Every semester, APU administers the 'Class Evaluation Survey' at the end of each course to get meaningful feedback from students on their learning in the class. This allows students to directly contribute to improving the quality of courses offered at APU, while also providing you an opportunity to reflect on your participation and engagement in class.

Purpose of Publishing Class Evaluation Survey Results

We publish the class Evaluation Survey Results to give students information about course content, teaching methods, course design, and other items on reference when choosing their courses.

Class Evaluation Survey Response Page

Please click on the link below to answer the survey.

URL: https://survey.apu.ac.jp/fe/form/SV_8GkHZrseyog4uQ

[How to Answer Questionnaire](#)

Survey period:

| Period | | Schedule |
|-----------------|-------------|-----------------------------|
| Spring Semester | 1Q | 2026/5/9(Sat) ~ 5/28(Thu) |
| | 2Q/Semester | 2026/7/8(Wed) ~ 7/27(Mon) |
| | Session | 2026/8/1(Sat) ~ 8/5(Wed) |
| Fall Semester | 1Q | 2026/11/7(Sat) ~ 11/26(Thu) |
| | 2Q/Semester | 2027/1/16(Sat) ~ 2/4(Thu) |
| | Session | 2027/2/10(Wed) ~ 2/14(Sun) |

Points to Consider When Viewing the Results

When viewing the class evaluation survey results, it should be carefully noted that the data presented is based on evaluations from students who have previously taken the course. Please be aware that the data is NOT a complete representation of the course and is for reference purposes only.

Moreover, please note that the number of registered students, response rate, and other factors vary by course subject and may affect the reliability of the data. Students are strongly encouraged to refer to the 'no. of students', 'no. of responses', when considering each course.

Class Evaluation Survey Results

Results from AY 2025 Onwards

Results of the course evaluation surveys from AY 2025 onwards are available on the system. Please access the link below to view the results.

[Course Evaluation Survey Results \(AY 2025 Onwards\)](#)

Results up to AY 2024

Results of course evaluation surveys up to AY 2024 can be accessed via the link below. Please read the following guidelines before viewing the results.

① Before viewing the survey results, please refer to :

→ [How to read the survey results](#)

② Survey Questions :










→ [Class Evaluation Survey Questions \(PDF\)](#)

For 2023 Curriculum Students

| | | | | | | APS | | | | | APM | | | | | ST | | | | | |
|------------------------|--------------|------------------|---------|----------|-------------|---------------------|---------------------------------|---------------------|------------------------------|------------------|-----------------------------|---------------------------------------------------------|---------------|---------------------------|--------------------------------------------------|------------------|-----------------------|-----------------------------------|-----------------|--------------------------|---------------------------------|
| | Liberal Arts | 1st year seminar | English | Japanese | AP Language | Core Subjects (COR) | Culture, Society, & Media (CSM) | Global Economy (GE) | International Relations (IR) | APS Common (COM) | APM Required Subjects (REQ) | Marketing and Strategic Management and Leadership (SML) | Marketing (M) | Accounting & Finance (AF) | Entrepreneurship and Operations Management (EOM) | APM Common (COM) | Tourism Subjects (TS) | Sustainable Society Subjects (SS) | ST Common (COM) | Off-Campus Program (OFC) | Academic Skills Subjects (SKIL) |
| AY2024 Fall Semester | | | | | | | | | | | | | | | | | | | | | |
| AY2024 Spring Semester | | | | | | | | | | | | | | | | | | | | | |
| AY2023 Fall Semester | | | | | | | | | | | | | | | | | | | | | |
| AY2023 Spring Semester | | | | | | | | | | | | | | | | | | | | | |

For 2011/2017 Curriculum Students

| | | | | | | | APS | | | | APM | | | | |
|------------------------|--------------|------------------|------------------|---------|----------|-------------|--------------------------------|--------------------------------|----------------------------|-----------------------------------------------|-----------------------------|---------------------------|-----------------------------|---------------|-------------------------------------------|
| | Liberal Arts | 1st year seminar | 3rd year seminar | English | Japanese | AP Language | Culture, Society & Media (CSM) | Environment & Development (ED) | Hospitality & Tourism (HT) | International Relations & Peace Studies (IRP) | APM Required Subjects (REQ) | Accounting & Finance (AF) | Innovation & Economics (IE) | Marketing (M) | Strategic Management & Organization (SMO) |
| AY2024 Fall Semester | | | | | | | | | | | | | | | |
| AY2024 Spring Semester | | | | | | | | | | | | | | | |
| AY2023 Fall Semester | | | | | | | | | | | | | | | |
| AY2023 Spring Semester | | | | | | | | | | | | | | | |
| AY2022 Fall Semester | | | | | | | | | | | | | | | |
| AY2022 Spring Semester | | | | | | | | | | | | | | | |
| AY2021 Fall Semester | | | | | | | | | | | | | | | |
| AY2021 Spring Semester | | | | | | | | | | | | | | | |
| AY2020 Fall Semester | | | | | | | | | | | | | | | |

| | | | | | | | APS | | | | APM | | | | |
|------------------------|-----------------------------------------------------------------------------------|------------------|------------------|---------|----------|-------------|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-----------------------------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| | Liberal Arts | 1st year seminar | 3rd year seminar | English | Japanese | AP Language | Culture, Society & Media (CSM) | Environment & Development (ED) | Hospitality & Tourism (HT) | International Relations & Peace Studies (IRP) | APM Required Subjects (REQ) | Accounting & Finance (AF) | Innovation & Economics (IE) | Marketing (M) | Strategic Management & Organization (SMO) |
| AY2020 Spring Semester |  | | | | | |  |  |  |  | |  |  |  |  |

* Please note that only results for questions 1 to 15 are included. (*Results for question 16 and onwards are not included.)

4. Class Cancellations and Make-up Classes

Information regarding class cancellations and make-up classes will be made available on Student Portal. Please be sure to confirm this information before class.

Class cancellations and make-up classes may occur in any subject.

Please do not to make other plans on the Make-up Days shown in advance in the Academic Calendar.

Class Cancellation

If an instructor does not appear after the class starts, please promptly inform the Academic Office.

A class will be cancelled if the instructor does not come to the classroom within 20 minutes after the start of class.

Procedures for classes during severe weather and / or suspension of public transportation

The handling of classes in cases when a storm warning or special warning regarding the weather is issued or in cases when public transportation is suspended due to the weather, classes will be held online, and if classes cannot be held online, make-up classes will be held at a later date.

The announcement of the switch to online classes will be made at the Student Portal by around 6.45am.

[How to log into ZOOM]

- [Application](#) 
- [WEB](#) 

[How to check Meeting IDs]

- When classes switch online, a timetable with Meeting IDs will be provided at the Student Portal.

Class Cancellation Information

You can check the updates of class cancellations via the Class Announcements in the Student Portal.

By using the smartphone app, you will be receiving the instant notifications something related to the classes.

Student Portal: <https://sp.apu.ac.jp/studentportal> 

Make-up Classes

As a rule, if a class is cancelled, a make-up class will be held. In principle, make-up classes will be held on the date designated by the university. Make-up classes are usually held on Saturdays, and the dates can be confirmed in the Academic Calendar. In certain circumstances, make-up classes may be held before the actual cancelled class. If a class is cancelled, please follow the instructions of your professor and the notice on Student Portal. Make-up class timetables will be posted on Student Portal on the Tuesday prior to the make-up day.

As classrooms and class times for make-up classes may differ from regular classes, please be sure to check the Class Announcements in the Student Portal.

If a make-up course overlaps in the same class period, please notify the instructor of the course you will be missing.

5. Class Absences (Illness or Bereavement)

APU does not have a system for officially recognized class absences. Students are expected to attend all scheduled classes. If you must be absent due to unavoidable circumstances such as illness or bereavement, please explain your situation directly to your instructors. Decisions regarding how absences are handled or accommodated are made by each course instructor.

Application Eligibility for Illness/Hospitalization or Bereavement

If you must be absent from class due to unavoidable circumstances, please first explain your situation directly to your course instructor before submitting an application. If an application for class absence is required in order to explain your absence to your instructor, you may complete the necessary procedures. Please note that the Student Office's response differs depending on the reason for and length of your absence. Before submitting an application, be sure to review the information below.

Bereavement

- Bereavement leave may be taken for first-degree relatives (parents and children) and second-degree relatives (grandparents and siblings). Other cases are not eligible for the procedure.
- The applicable period is within 7 days for first-degree relatives and within 5 days for second-degree relatives, calculated from the date of passing or the date of the funeral (Saturdays, Sundays, and holidays are included).
- Please refer to "[Bereavement and Short-term Absences](#)" for details of the procedure.

Absence due to Illness or Hospitalization

[Absence due to a legally-recognized infectious disease]

- You may fall under "Class Absences due to Infectious Disease".
- Please refer to "[Class Absences due to Infectious Disease](#)" for more details about the absence procedures.

[1~4 day absences due to illness, injury, hospitalization, etc.]

- These absences are not subject to Office procedures. Please explain the situation to your professors on your own.
- The following example shows a case that is not subject to Office procedures (4 class absences):

| | Mon. | Tue. | Wed. | Thu. | Fri. | Sat. | Sun. |
|--------|------------|------------|------------|------------|------------|------|------|
| Week 1 | Attendance | Attendance | Attendance | Attendance | Absence① | — | — |
| Week 2 | Absence② | Absence③ | Absence④ | Attendance | Attendance | — | — |

[Absences of more than 5 consecutive class days, up to 3 weeks, due to illness, injury, or hospitalization of the student]

- The absence may correspond to "Short-term Absences".
- For details of the procedure, please refer to "[Bereavement and Short-term Absences](#)".
- Please refer to the following table for how "more than 5 consecutive class days" is determined. The absence of more than 5 days excludes Saturdays and Sundays.
- If you meet the application requirements for long-term absence from class, you fall under the category of "Long-term Absences".
- Please refer to "[Long-term Absences](#)" for details of the procedure.

| | Mon. | Tue. | Wed. | Thu. | Fri. | Sat. | Sun. |
|--------|------------|------------|------------|----------|------------|------|------|
| Week 1 | Attendance | Attendance | Attendance | Absence① | Absence② | — | — |
| Week 2 | Absence③ | Absence④ | Absence⑤ | Absence⑥ | Attendance | — | — |

Bereavement and Short-term Absences

Students may submit applications for class absences due to illness, hospitalization, or bereavement.

If you need to submit an application for class absence to explain your absence to your instructor, you may complete the required procedures.

Please note that submitting this application does not mean your absence will be treated as "attended." Even if your application is approved, decisions regarding how your absence is handled or accommodated are made at the discretion of the individual instructor.

Eligible reasons for absences, application criteria, official certificates required

[Illness or Hospitalization (Short-term Absences)]

| | |
|---------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Application Criteria | Absent for 1 ~ 3 weeks (at least 5 consecutive class days) due to personal illness or hospitalization. *The application does not apply to illnesses or injuries of family members or friends. |
| Applicable Period | Within the period written on the medical certificate from the doctor. *Applications cannot be made for periods outside the period stated on the medical certificate. |
| Official Certificates Required | 1 A copy of a medical certificate from the doctor that specifies the diagnosis and either the period the patient must refrain from going out in public or the period of hospitalization (start date and end date). *Outpatient treatment and outpatient periods are not eligible. 2 A copy of the receipt for medical services |

[Bereavement]

| | |
|-----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Application Criteria | Bereavement for first-degree relatives (parents and children) and second-degree relatives (grandparents and siblings) *Third-degree relatives (such as uncles, aunts, and great-grandparents) are not covered by this leave. |
| Applicable Period | The applicable period will be calculated from the date of passing or the date of the funeral as follows: First-degree relatives: Within 7 days including Saturdays, Sundays, and holidays Second-degree relatives: Within 5 days including Saturdays, Sundays, and holidays *The days calculated will be the days written on the official document submitted. |

Official Certificates Required



- 1 A copy of a condolence notice indicating the date of death or the date of the funeral, or a copy of an official death certificate.

Application Method

1. Please prepare the required official documentation before submitting your application through the Student Portal.

Access the Student Portal [here](#) .

The application manual.

- [Application for Bereavement](#) 
- [Application for Illness or Hospitalization](#) 

2. After submitting your application, wait for notification from the Student Office regarding approval or non-approval.

At this stage, your application has not yet been approved. Notification of approval or non-approval will be sent to your Student Portal and APU email account, so please be sure to check both regularly.

3. Receive the approval notification from the Student Office.

Once you receive an email from the Student Office titled "【Application for Class Absence/授業欠席申請】 Application Approved/申請承認のお知らせ", please understand that your instructor has been notified.

Additionally, please confirm in the Student Portal that the relevant application under **Application Status** is marked as "Completed."

Application Deadline

Applications must be submitted by 16:30 on the last class day (excluding final examination periods, Back-up class days and make-up class days) of the relevant subject.

* Late applications will not be accepted.

【AY 2026 Spring Semester Courses】

1st Quarter Subjects: Friday, May 22, 2026, 16:30

2nd Quarter and Semester Subjects: Tuesday, July 21, 2026, 16:30


Session Subjects: Monday, August 3, 2026, 16:30

【AY 2026 Fall Semester Courses】

1st Quarter Subjects: Friday, November 20, 2026, 16:30

2nd Quarter and Semester Subjects: Friday, January 29, 2027, 16:30

Session Subjects: Friday, February 12, 2027, 16:30

If you have any questions about Class Absences, please contact the Student Office (acsubmit@apu.ac.jp .

Class Absences due to Infectious Disease

Students who contract an infectious disease recognized by Japan's School Health and Safety Act will have their attendance "suspended" for the period indicated by their doctor to prevent the spread of disease on campus. If your attendance is "suspended", you are not permitted to come to campus until the period of suspended attendance ends. If you contract a legally-recognized infectious disease, the Student Office will only notify your professors that your attendance has been suspended if you complete the necessary procedures. **If you are unable to attend classes due to your attendance being "suspended", completing all the necessary procedures with the office does not mean that your absence will automatically be "treated as attendance" instead. Your professors will decide how to treat any class absences during your period of suspended attendance. Please make sure you contact your professors about catching up on any class content and assignments you missed during your period of suspended attendance.**

Infectious diseases treated as suspended attendance at APU:


| Class | Name of Disease |
|--------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Class1 | <p>エボラ出血熱、クリミア・コンゴ出血熱、痘そう、南米出血熱、ペスト、マールブルグ病、ラッサ熱、急性灰白髄炎（ポリオ）、ジフテリア、重症急性呼吸器症候群、中東呼吸器症候群、特定鳥インフルエンザ、新型インフルエンザ等感染症</p> <p>Ebola virus disease, Crimean-Congo hemorrhagic fever, Smallpox, South American Hemorrhagic Fevers, Plague, Marburg Disease, Lassa fever, Poliomyelitis, Diphtheria, Severe Acute Respiratory Syndrome, Middle East Respiratory Syndrome, Specified Avian Influenza, Novel Influenza</p> |
| Class2 | <p>インフルエンザ（特定鳥インフルエンザ及び新型インフルエンザ等感染症を除く） /Influenza (excluding specific avian influenza and novel influenza)</p> |
| | <p>百日咳 / Pertussis (whooping cough)</p> |
| | <p>麻疹（はしか） / Measles</p> |
| | <p>流行性耳下腺炎（おたふくかぜ） / Mumps</p> |
| | <p>風疹（三日はしか） / Rubella (three-day measles)</p> |
| | <p>水痘（みずぼうそう） / Varicella (Chicken pox)</p> |
| | <p>咽頭結膜熱（プール熱） / Pharyngoconjunctival fever (PCF)</p> |
| | <p>新型コロナウイルス感染症 / COVID-19</p> |
| | <p>結核 / Tuberculosis (TB)</p> |
| | <p>髄膜炎菌性髄膜炎 / Meningococcal meningitis</p> |

| Class | Name of Disease |
|--------|---------------------------------------------|
| Class3 | コレラ / Cholera |
| | 細菌性赤痢 / Shigellosis |
| | 腸管出血性大腸菌感染症 / Enterohemorrhagic E.coli |
| | 腸チフス / Typhoid |
| | パラチフス / Paratyphoid |
| | 流行性角結膜炎 / Epidemic keratoconjunctivitis |
| | 急性出血性結膜炎 / Acute hemorrhagic conjunctivitis |
| | ノロウイルス感染症 / Norovirus infection |
| | ロタウイルス感染症 / Rotavirus infection |

Application Method

*You cannot apply using the results of a self-test kit. Please make sure to visit a medical institution.

1. Visit a medical institution.

Visit a medical institution to get a diagnosis, then ask the doctor to fill in the "[Certificate of Recovery from Infectious Disease](#) ". (Please save your receipts.) You need to submit this certificate in Step 3. Print the "Certificate of Recovery from Infectious Disease" and take it to the medical institution. If you forget to take the "Certificate of Recovery from Infectious Disease" when you go to the doctor, ask your doctor to fill in the "Certificate of Recovery from Infectious Disease" at a later date.


- * If you did not bring the designated "Certificate of Recovery from Infectious Disease" at the time of your visit, or if the hospital informed you that issuing the certificate would take time, a standard medical certificate issued by the hospital is acceptable.
- * If the end date of the period of medical leave is not specified, a standard five-day suspension from attendance will be applied, beginning on the first day of the period of medical leave.

2. Take medical leave for the period indicated by your doctor.


Please focus on recovering from your illness at home for the period indicated by your doctor. If you catch a legally-recognized infectious disease, your absence from class will be excused and treated as a suspension of attendance. The office will notify your professors about your illness after you submit your application through the Student Portal. If you need to notify your professors of your absence before then, please contact them yourself.

3. Prepare the required documents and submit your application through the Student Portal.

Access the Student Portal [here](#)  .

Click [here](#)  for the application manual.

[Required Documents]

- ① "[Certificate of Recovery from Infectious Disease](#)  " form filled out by a doctor (copy)
- ② "Medical Expenses Receipt" from your visit to the medical institution (copy)

4. After submitting your application, wait for notification of approval or non-approval from the Student Office.

At this stage, your application has not yet been approved. Notification of approval or non-approval will be sent to your Student Portal and APU email account, so please be sure to check both.

5. Receive the approval notification from the Student Office.

Once you receive an email from the Student Office titled "【Application for Class Absence/授業欠席申請】 Application Approved/申請承認のお知らせ", please understand that your instructor has been notified.

Additionally, please confirm in the Student Portal that the relevant application under **Application Status** is marked as "Completed."

Application Deadline

Applications must be submitted by 16:30 on the last class day (excluding final examination periods, Back-up class days and make-up class days) of the relevant subject.

* Late applications will not be accepted.

【AY 2026 Spring Semester Courses】

1st Quarter Subjects: Friday, May 22, 2026, 16:30

2nd Quarter and Semester Subjects: Tuesday, July 21, 2026, 16:30


Session Subjects: Monday, August 3, 2026, 16:30

【AY 2026 Fall Semester Courses】

1st Quarter Subjects: Friday, November 20, 2026, 16:30

2nd Quarter and Semester Subjects: Friday, January 29, 2027, 16:30

Session Subjects: Friday, February 12, 2027, 16:30

If you have any questions about Class Absences, please contact the Student Office (acsubmit@apu.ac.jp ).

Long-term Absences

If a student is absent for more than half the lessons of a course (or more than a quarter of Language Education Subjects, Student Success Workshop, or Multicultural Cooperative Workshop) due to illness or Hospitalization, removal of registration in that course may be approved upon application.

Eligible reasons for absence, application criteria, official certificates required

| | Eligible reasons for absence • Eligible period of absence | Applicable Courses |
|--------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|
| Application Criteria | <p>① Absent for <u>more than a quarter of the lessons</u> of due to illness or hospitalization</p> <p>※ Please note that if this deletion is approved, all Language Education Subjects, Student Success Workshop, or Multicultural Cooperative Workshop courses in the affected semester will be deleted.</p> <p>You may not delete only specific subjects.</p> | Language Education Subjects, Student Success Workshop, or Multicultural Cooperative Workshop |
| | <p>② Absent for <u>more than half the lessons</u> of a course due to illness or Hospitalization</p> <p>※ Please note that if this deletion is approved, all courses in the affected semester, quarter or session will be deleted.</p> <p>You may not delete only specific subjects.</p> | Courses other than those listed above |
| | <ul style="list-style-type: none"> ● The absence must have been unforeseeable during the course drop periods. ● The reason for the absence cannot be the result of actions willfully taken by the student. | |
| Official Certificates Required | <ol style="list-style-type: none"> 1 A copy of the medical certificate from the doctor that specifies the name of the illness and the period the patient must refrain from going out in public or the period of hospitalization (start date and end date) 2 A copy of the receipt for medical services 3 A copy of a valid student ID or other valid photo ID | |

| | Eligible reasons for absence | Applicable Courses |
|--------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| Application Criteria | <p>Absent for <u>more than half the lessons</u> of a course due to bereavement for first-degree relatives (parents and children) and second-degree relatives (grandparents and siblings)</p> <p>*Third-degree relatives (such as uncles, aunts, and great-grandparents) are not covered by this leave.</p> | Session Courses |
| Applicable Period | <p>The applicable period will be calculated from the date of passing or the date of the funeral as follows:</p> <p>First-degree relatives: Within 7 days including Saturdays, Sundays, and holidays</p> <p>Second-degree relatives: Within 5 days including Saturdays, Sundays, and holidays</p> <p>*The days calculated will be the days written on the official document submitted.</p> | |
| Official Certificates Required | <ol style="list-style-type: none"> 1 A copy of a condolence notice indicating the date of death or the date of the funeral, or a copy of an official death certificate. 2 A copy of a valid student ID or other valid photo ID | |


Notes

- The illness or hospitalization must be the student's own. Absences due to a family member's illness are not eligible for approval.
- For session courses, if you are unable to attend more than half of the classes due to reasons other than those listed above (such as extracurricular activities or job hunting) and wish to delete your registered course, you must consult the Student Office no later than the day before classes begin.
- In the case that Student Success Workshop (below, SSW) is approved for deletion in your first semester due to a long-term absence, SSW will be automatically registered again in your second semester.
- For students who enroll in the Fall Semester, if SSW and Multicultural Cooperative Workshop (below, MCW) is approved for deletion in your first semester due to a long-term absence, only SSW will be automatically registered again in the Spring Semester.

- Furthermore, SSW and MCW are subjects that are automatically registered by the university for first-year students, and students in their second-year and above will not be registered for these subjects even in cases where their course registration was approved for cancellation due to a long-term absence.

Application Method

1. Please consult the Student Office as soon as a situation occurs that prevents you from attending class.

As soon as a situation occurs that requires a Long-term Absence, a student should apply to acssubmit@apu.ac.jp  as soon as possible.

2. Following the instructions of the Office, please proceed with the application.

Please prepare the necessary documents and apply to the Student Office by the application deadline.

3. The Office will carry out the procedure for deleting relevant courses.

If nothing is missing from the documentation, the Academic Office will delete the relevant courses.

4. Please confirm that the course has been removed on CAMPUS WEB.

When you have received a notice from the Academic Office that your courses have been removed, the process is complete. Please also confirm whether the courses have been removed on CAMPUS WEB.

Application Deadline

Applications must be submitted by 16:30 on the last class day (excluding final examination periods, Back-up class days and make-up class days) of the relevant subject.

*Late applications will not be accepted.

[AY 2026 Spring Semester Courses]

1st Quarter Subjects: Friday, May 22, 2026, 16:30

2nd Quarter and Semester Subjects: Tuesday, July 21, 2026, 16:30


Session Subjects: Monday, August 3, 2026, 16:30

[AY 2026 Fall Semester Courses]

1st Quarter Subjects: Friday, November 20, 2026, 16:30

2nd Quarter and Semester Subjects: Friday, January 29, 2027, 16:30




Session Subjects: Friday, February 12, 2027, 16:30

If you have any questions about Class Absences, please contact the Student Office (acsubmit@apu.ac.jp ).

Important points for absence procedures

- Please note that forging documents is a serious offense and may result in disciplinary measures under Article 5 of the Ritsumeikan Asia Pacific University Regulations on Punitive Measures for Students.
- Applications will not be accepted after the deadline.
- Class absences only apply to reasons related to the student. Family illnesses and caregiving will not be approved.
- Please confirm absences are handled for "Off-campus Programs" in the respective application guidelines.

Other Reasons for Absences

- Absence due to job-hunting activities: Please consult with the [Student Office](#) .
- Absence due to extracurricular activities: Please consult with the [Outreach and Research Office](#) .
- Absence due to Japan's lay judge system or other trial-related reasons: Please consult with the Student Office (acsubmit@apu.ac.jp ) beforehand.

Tardiness

There are no Office procedures.

In you are late due to a public transportation scheduling delay or disruption, the transportation company will issue official delay certificates if requested. Show this certificate to your instructor and they will determine how your tardiness will be handled.

6. Course Formats

Courses at APU are offered in one of two formats: "In-person" or "Distance Learning (Online / On Demand)."
The format of each course can be checked from "[2. Course Timetable](#)  " under "Chapter 2: Classes & Syllabus."

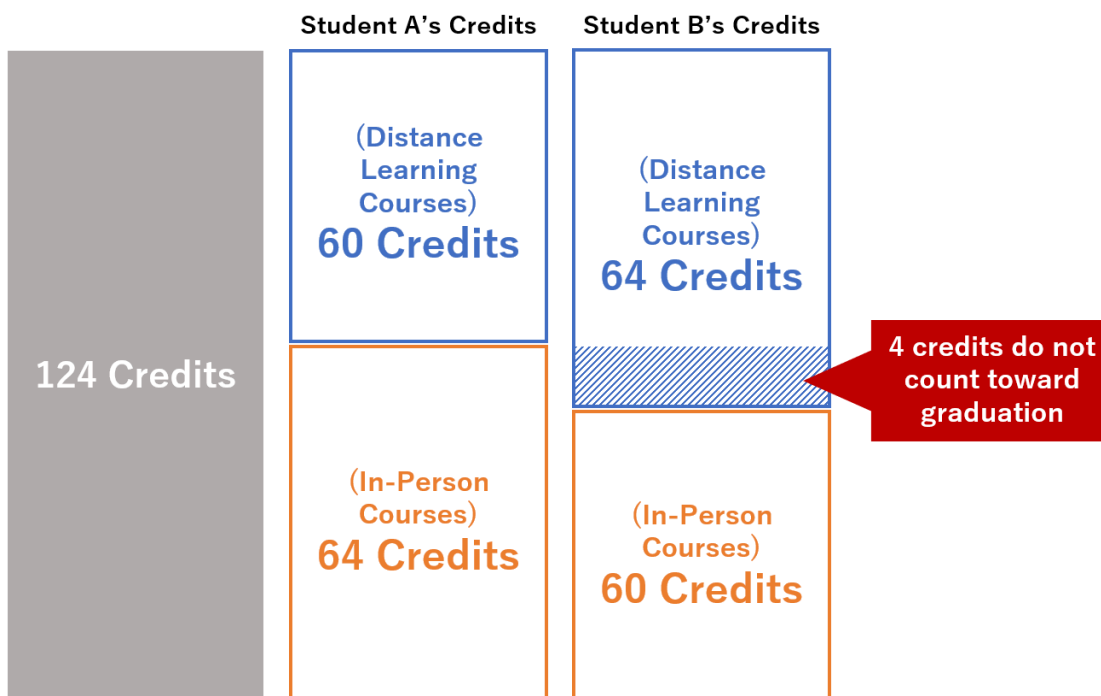
Number of Credits from "Distance Learning Courses" Included in Credits Counted Toward Graduation

Under the Standards for the Establishment of Universities and APU's University Regulations, the maximum number of credits from Distance Learning Courses that can be counted towards graduation is 60 credits. If a student earns more than 60 credits from applicable courses, the additional credits will not count toward the number of credits needed for graduation. In addition, please note that even if a student earns more than 60 credits for applicable courses, this will not be indicated under "Subjects Not Counted Towards Graduation" on the "Grade Report [Credit Completion]" page of CAMPUS WEB.

As such, students must check and manage the number of credits earned through Distance Learning Courses themselves and make sure they do not exceed 60 credits.

(Example)

As shown in the figure below, both Student A and Student B have earned 124 credits. However, Student B has earned 64 credits from Distance Learning Courses. Only a maximum of 60 credits from Distance Learning Courses can count toward graduation, so the additional 4 credits (blue shaded area) are not recognized as counting towards their graduation requirements. For this reason, Student B has only earned 120 credits that count toward graduation.



List of Distance Learning Courses (from AY 2023 onwards)

Please check which courses (by year offered and subject name) are designated as "Distance Learning Courses" by the university from the document below. A maximum of 60 credits earned from the courses listed in this document may be counted towards graduation requirements. Please see "Subjects for Transferred Credits" below for details on how transferred credits are handled.

[List of Distance Learning Courses \(from AY 2023 onwards\) Updated September 1, 2025](#) 

Courses not listed in the document above are not included in the 60-credit maximum as they were offered online as a special measure during the COVID-19 Pandemic. These courses will count toward graduation as normal.

However, regardless of the actual course format, there are some courses whose credits do not count toward graduation. Please note that credits from these courses are not included in the number of credits earned for graduation. Students should check the "Credit Requirement Area on CAMPUS WEB" section of the Subject List for their own college and curriculum for details about applicable subjects.

(Example) "Academic Advising"

Please check below for details on course formats.

In-Person Courses

Classes are held in person. However, for some courses, a number of classes may be held online (via Zoom). In that case, students will need to attend that particular class online via Zoom.

*How to check the Zoom Meeting ID if some classes will be held online or on demand → The course instructor will notify students of the Zoom Meeting ID or access method (URL, etc.).

Distance Learning Courses

Classes are held online (via Zoom or on-demand). However, for some courses, a number of classes may be held in person. In that case, students will need to attend the class in-person in the classroom.

| Format / Notation on Course Timetable (AY 2024 Courses) | Maximum Number of Distance Learning Credits Counted Toward Graduation |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------|
| <ul style="list-style-type: none"> ● "Online)" is written before the course name ● Zoom Meeting ID listed on the Course Timetable | 60 Credits |

How to Check the Format of Each Class Session

Information about the format of each class (in person/online/on demand) is written under the "Overview of Each Class" section on the syllabus. Please be sure to check the [syllabus](#) to confirm the format for each class.

(Example)

1st Class (April 9th, In Person)

- Introduction and overview of the course
- The state of education

2nd Class (April 12th, Online)

Difference between Online and On-Demand

| | |
|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Online | Classes are held in real-time. The class will be held interactively via Zoom on the day and period indicated on the Course Timetable. |
| On-Demand | Materials or recorded lectures are uploaded to Moodle or another platform, and students must watch them and submit any assignments within the set period. In principle, materials will be made available on the day and period listed on the Course Timetable. |

Subjects for Transferred Credits

Some of the subjects used for credit transfer count as Distance Learning Sources. These courses have "(Distance Learning)" written after the subject name on the "Credit Transfer Subject List" for the corresponding college and curriculum. Credits from these courses are also included

in the 60-credit maximum for Distance Learning credits that can be counted toward graduation. Please check the "Credit Transfer Subject List" for each college below.

[College of Asia Pacific Studies \(APS\)](#)

[College of International Management \(APM\)](#)

[College of Sustainability and Tourism \(ST\)](#)

7. Policy for Using Generative AI in Education and Learning

[Policy for Using Generative AI in Education and Learning](#) 

1. Credits

1-1. Credit System

Coursework at APU is based on the credit system. The number of credits earned per course is determined by the Japanese University Establishment Criteria, and is based upon the number of class hours (including study conducted outside of class, homework, etc.). Students who receive a passing grade in a class for which they are registered receive credits based on the hours completed.

<Example>

| Course Type | Number of Classes | Number of Credits |
|-----------------|-------------------------------------------------|-------------------|
| Lecture Course | 14 classes + out-of-class study, homework, etc. | 2 |
| Language Course | 56 classes + out-of-class study, homework, etc. | 4 |

1-2. Credits and Course Type

| Course Type | Credits | Offered | Classes per Week | Total No. of Classes |
|-------------|---------|------------------------------|------------------|----------------------|
| Lecture | 2 | Quarter-basis (2 months) | 2 | 14 |
| | | Semester-basis (4 months) | 1 | |
| Seminar | 2 | Semester-basis (4 months) | 1 | 14 |
| Language | 4 | Semester-basis (4 months) | 4 | 56 |
| | 2 | | 2 | 28 |

1-3. From Registration to Credit Completion

1. Plan your Course of Study

Looking towards graduation, students should create a study plan while being aware of what they will study over the course of four years.

2. Register for Courses

Please be sure to register for the courses you would like to take during the Course Registration Period.

3. Take Courses

Please carry out course preparation, attendance, and review thoroughly.

4. Grade Evaluation

The professor will provide a grade for daily points (such as participation in class), exams, and reports.

5. Success

When a passing grade is obtained, students will receive credits.

1. What is Course Registration?

1-1. What is the Course Registration?

Course registration is the process of each student registering for classes they would like to take, as well as a declaration of intent. Course registration is the most important part of course planning, and absolutely necessary in order to attend classes, receive credits, and graduate.

Please use extra caution when registering for classes to ensure that you are able to progress smoothly in your study plan.

1-2. Credit Registration Limits

- There is a fixed maximum number of credits for which students may register each semester.
- There are no minimum credit requirements per semester.
- However, there are minimum requirements when applying for certain scholarships and programs.
- As the number of credits registered may impact visa status for international students, please consult the Student Office in this matter.

Maximum Number of Credits

| Semester | Regular Students | Accelerated Graduation Program Students |
|-----------------------|------------------|-----------------------------------------|
| 1st Semester | 18 Credits | — |
| 2nd Semester | 18 Credits | — |
| 3rd Semester | 20 Credits | 24 Credits |
| 4th Semester | 20 Credits | 24 Credits |
| 5th Semester | 20 Credits | 24 Credits |
| 6th Semester | 20 Credits | 24 Credits |
| 7th Semester | 24 Credits | 24 Credits |
| 8th Semester and over | 24 Credits | 24 Credits |

1-3. Course Registration Overview

In order to take classes, students must first register for courses during "Course Registration Periods" held before each semester begins.

[Registration Steps]

1. Check the course registration schedule for the corresponding semester.

2. Understand your own status of credits earned in section [Registered Courses and Grade Report] on CAMPUS WEB, and by referring to the graduation requirements for your college and curriculum, confirm the courses and number of credits you need.

3. Refer to the 'Subject List' for your college and curriculum, the timetable, and syllabi to confirm the course codes and time (day/period) for the courses you wish to register for.

※ Because some courses are unavailable through lottery-based registration or might become full during priority registration period, you might be unable to register for a course. Plan your timetable considering different scenarios.

4. Check the timetable for courses registered by the University (required and language subjects). Since day and period for these courses vary depending on the student, you must check the course codes of your registered courses on CAMPUS WEB in the section [Registered Courses and Grade Report] and cross-reference them with the information in [Chapter 2. Classes and Syllabus] → [2. Course Timetable](#) of the Academic Information website to confirm the days and periods of those courses registered by your university.

※ Verify that your schedule created in step [3] above, does not conflict with any university-registered courses (required/language courses), and prioritize these to plan your course registration.

5. Complete course registration during the registration periods. CAMPUS WEB has two registration methods:

- Course Registration via Timetable: Selecting the desired day and period from the schedule to register a course.
- Course Registration via Course Code: Directly typing the course code of the desired subject to register.

6. Confirm the registered courses on CAMPUS WEB in section [Registered Courses and Grades Report].

From the day after the "Priority Registration Period B" ends, you can check the day/period and classroom of your registered courses in [Web Timetable] in the Student Portal and prepare for the start of classes.

1-4. Procedures available during the Course Registration Period

| Period | Timing | Registration Changes Possible | | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|-------------------------------|---------------------|---------------------|-----------------|
| | | Semester Courses | 1st Quarter Courses | 2nd Quarter Courses | Session Courses |
| Application Period for Courses Requiring University Approval 1 (Prior Application Period1) *Current and returning students/ Exchange students, etc.(current) | Before the commencement of classes | Apply only | Apply only | Apply only | Apply only |
| *registered courses cannot be dropped | | | | | |
| Lottery-based Registration Period *Current and returning students/ Exchange students, etc.(current) | Before the commencement of classes | Apply only | Apply only | Apply only | Apply only |
| *registered courses cannot be dropped | | | | | |
| Priority Registration Period A (Semester Level Priority(starting with highest semester level)) *Current and returning students/ Exchange students, etc.(current) | Before the commencement of classes | Add / Drop | Add / Drop | Add / Drop | Add / Drop |
| *courses registered by the university or Prior Application or Lottery-based registration cannot be dropped | | | | | |
| Application Period for Courses Requiring University Approval 2 (Prior Application Period2) New and reenrolling students/ Exchange students, etc. (new) | Before the commencement of classes | Apply only | Apply only | Apply only | Apply only |
| *registered courses cannot be dropped | | | | | |
| Priority Registration Period B *All students | Before the commencement of classes | Add / Drop | Add / Drop | Add / Drop | Add / Drop |
| *courses registered by the university or Prior Application or Lottery-based registration cannot be dropped | | | | | |
| Course Drop Period 1 *All students | 1 week after the commencement of 1Q classes | Drop only | Drop only | Drop only | Drop only |
| *courses registered by the university or Prior Application or Lottery-based registration cannot be dropped | | | | | |
| Priority Registration Period C *All students | Before the commencement of 2Q classes | Cannot Change | Cannot Change | Add / Drop | Add / Drop |
| *courses registered by the university or Prior Application or Lottery-based registration cannot be dropped | | | | | |
| Course Drop Period 2 *All students | 1 week after the commencement of 2Q classes | Cannot Change | Cannot Change | Drop only | Drop only |
| *courses registered by the university or Prior Application or Lottery-based registration cannot be dropped | | | | | |

● "Exchange Students, etc." includes incoming exchange students (overseas and domestic) and fee-based study abroad students(overseas) .

[Notes]

- Courses registered by the University and designated classes will be registered by the University.
- Students to whom the following conditions apply are not allowed to register for Session courses. Please check the conditions [here](#).

1-5. Trading Registered Courses with Other Students

Course registration is an incredibly important procedure for studying at university. Trading or exchanging registered courses violates APU's rules regarding course registration. Registering for courses you do not plan on taking with the intent of trading or exchanging them is a severe infringement on other students' rights to study as it prevents them from taking courses they earnestly want to study. Furthermore, the following acts are all subject to disciplinary action: trading a registered course with another student, asking another student to trade a registered course with you, actually receiving a traded course from another student, and intending to trade a course even if you did not in the end.

Dean of Academic Affairs
Ritsumeikan Asia Pacific University

2. Course Registration Schedule & Procedures

The schedule may be subject to change due to unforeseen circumstances. Please check the university website and Student Portal regularly for the latest information.

Course Registration Schedule

AY2026 Spring Semester

| Period | College and Graduate School | Eligible Students | Available Courses | Student Tasks | Eligible Semester Level | Application Period Begins | | Application Period Ends | | Result Announcement | | | |
|-------------------------------------------------------------------------------------------------|-----------------------------|------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|-------------------------|---------------------------|-------|-------------------------|-------|---------------------|-------|--|-------|
| | | | | | | Date | Time | Date | Time | Date | Time | | |
| Application Period for Courses Requiring University Approval1 (Prior Application Period1) | All Colleges | Current and returning students/ Exchange students, etc. (current) (※7) | Application Period for Courses Requiring University Approval (Prior Application Period) *About 5 subjects are covered, see "Note 2". at the bottom of the table. | Apply | — | Mar.3(Tue) | 12:00 | Mar.5(Thu) | 12:00 | Mar.16(Mon) | 12:00 | | |
| Lottery-based Registration | All Colleges | Current and returning students/ Exchange students, etc. (current) (※7) | All Courses (excluding courses registered by the university, prior application, and other college courses) | Apply | — | Mar.18(Wed) | 12:00 | Mar.19(Thu) | 12:00 | Mar.20(Fri) | 12:00 | | |
| Priority Registration Period A (Semester Level Priority (starting with highest semester level)) | APS | Current and returning students/ Exchange students, etc. (current) (※7) | Courses which did not reach capacity during Lottery-based registration (excluding courses registered by the university, prior application, and other college courses) | Add / Drop | 7~16 Semester | Mar.24(Tue) | 9:00 | Mar.24(Tue) | 14:00 | — | | | |
| | | | | | 5・6 Semester | | | | 11:00 | | | | 16:00 |
| | | | | | 3・4 Semester | | | | 13:00 | | | | 18:00 |
| | | | | | 2 Semester | | | | 15:00 | | | | 20:00 |
| | ST | | | | 7~16 Semester | Mar.26(Thu) | 9:00 | Mar.26(Thu) | 14:00 | | | | |
| | | | | | 5・6 Semester | | | | 11:00 | | | | 16:00 |
| | | | | | 3・4 Semester | | | | 13:00 | | | | 18:00 |
| | | | | | 2 Semester | | | | 15:00 | | | | 20:00 |
| | APM | | | | 7~16 Semester | Mar.27(Fri) | 9:00 | Mar.27(Fri) | 14:00 | | | | |
| | | | | | 5・6 Semester | | | | 11:00 | | | | 16:00 |
| | | | | | 3・4 Semester | | | | 13:00 | | | | 18:00 |
| | | | | | 2 Semester | | | | 15:00 | | | | 20:00 |
| Graduate Students | — | Mar.26(Thu) | 9:00 | Mar.26(Thu) | 16:00 | | | | | | | | |

| Period | College and Graduate School | Eligible Students | Available Courses | Student Tasks | Eligible Semester Level | Application Period Begins | | Application Period Ends | | Result Announcement | |
|-------------------------------------------------------------------------------------------|-----------------------------------|-----------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|-------------------------|---------------------------|-------|-------------------------|-------|---------------------|-------|
| | | | | | | Date | Time | Date | Time | Date | Time |
| Application Period for Courses Requiring University Approval2 (Prior Application Period2) | All Colleges | New and reenrolling students/ Exchange students, etc.(new) (※7) | Application Period for Courses Requiring University Approval (Prior Application Period) *About 5 subjects are covered, see "Notes 2". at the bottom of the table. | Apply | — | Mar.27(Fri) | 12:00 | Mar.29(Sun) | 12:00 | Apr.1(Wed) | 12:00 |
| Priority Registration Period B | All Colleges and Graduate Schools | New and reenrolling students/ Exchange students, etc.(new) (※7) | Courses with remaining seats available (Excluding courses registered by the university and those with prior application / <u>Can register other college courses</u>) ※However, new students <u>cannot register for other college courses</u> . | Add / Drop | — | Apr.3(Fri) | 9:00 | Apr.3(Fri) | 16:00 | — | |
| | | All students | Courses with remaining seats available (Excluding courses registered by the university and those with prior application / <u>Can register other college courses</u>) | Add / Drop | 12:00 | | 16:00 | | | | |
| Course Drop Period 1 | | | All courses (excluding courses registered by the university, prior application, lottery-based registration) | Drop only | | Apr.13(Mon) | 9:00 | Apr.13(Mon) | 16:00 | | |
| Priority Registration Period C | | All students | 2nd Quarter / Session Courses (Can register only for courses with remaining seats) | Add / Drop | — | Jun.1(Mon) | 9:00 | Jun.1(Mon) | 16:00 | | |
| Course Drop Period 2 | | | 2nd Quarter/Session Courses (excluding courses registered by the university, prior application, lottery-based registration) | Drop only | | Jun.15(Mon) | 9:00 | Jun.15(Mon) | 16:00 | | |

«Important Notes to Undergraduate students»

Note 1. Courses registered by the university (Required Subjects & Language Education Subjects etc...) and courses registered through Prior Application and Lottery-based Registration cannot be dropped during any period.

Note 2. For details on "the Application Period for Courses Requiring University Approval (Prior Application Period)," please refer to [Chapter 4-8](#).

Note 3. An Advanced Application Period may be set for new students, reenrolling students, and new exchange students (joining APU from that semester) prior to the Priority Registration Period B.

Note 4. There are also courses, such as 3rd-year and 4th-year Seminars, for which you have to apply before the above period.

Note 5. The timing of the Priority Registration A period for students enrolled in the Early Graduation Program will be determined as if they are two semesters ahead of their current semester standing.

Note 6. The timing of the Priority Registration A period for continuing exchange students, etc. will be the same as that for students in their 7th semester and above.

Note 7. "Exchange students, etc." refers to non-regular students accepted by APU as exchange students from overseas or domestic (RU/AIU) universities, or non-regular students accepted by APU as privately funded students from overseas universities.

※ This does not include regular students dispatched by APU to overseas or domestic (RU/AIU) universities.

| Period | College and Graduate School | Eligible Students | Available Courses | Student Tasks | Eligible Semester Level | Application Period Begins | | Application Period Ends | | Result Announcement | | | | |
|-------------------------------------------------------------------------------------------------|-----------------------------|------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|-------------------------|---------------------------|-------|-------------------------|-------|---------------------|-------|--|-------|-------|
| | | | | | | Date | Time | Date | Time | Date | Time | | | |
| Application Period for Courses Requiring University Approval1 (Prior Application Period1) | All Colleges | Current and returning students/ Exchange students, etc. (current) (※7) | Application Period for Courses Requiring University Approval (Prior Application Period) *About 5 subjects are covered, see "Note 2". at the bottom of the table. | Apply | — | Sep.1(Tue) | 12:00 | Sep.3(Thu) | 12:00 | Sep.14(Mon) | 12:00 | | | |
| Lottery-based Registration | All Colleges | Current and returning students/ Exchange students, etc. (current) (※7) | All Courses (excluding courses registered by the university, prior application, and other college courses) | Apply | — | Sep.16(Wed) | 12:00 | Sep.17(Thu) | 12:00 | Sep.18(Fri) | 12:00 | | | |
| Priority Registration Period A (Semester Level Priority (starting with highest semester level)) | APS | Current and returning students/ Exchange students, etc. (current) (※7) | Courses which did not reach capacity during Lottery-based registration (excluding courses registered by the university, prior application, and other college courses) | Add / Drop | 7~16 Semester | Sep.22(Tue) | 9:00 | Sep.22(Tue) | 14:00 | — | | | | |
| | | | | | 5・6 Semester | | | | | | | | 11:00 | 16:00 |
| | | | | | 3・4 Semester | | | | | | | | 13:00 | 18:00 |
| | | | | | 2 Semester | | | | | | | | 15:00 | 20:00 |
| | ST | | | | 7~16 Semester | Sep.23(Wed) | 9:00 | Sep.23(Wed) | 14:00 | | | | | |
| | | | | | 5・6 Semester | | | | | | | | 11:00 | 16:00 |
| | | | | | 3・4 Semester | | | | | | | | 13:00 | 18:00 |
| | | | | | 2 Semester | | | | | | | | 15:00 | 20:00 |
| | APM | | | | 7~16 Semester | Sep.24(Thu) | 9:00 | Sep.24(Thu) | 14:00 | | | | | |
| | | | | | 5・6 Semester | | | | | | | | 11:00 | 16:00 |
| | | | | | 3・4 Semester | | | | | | | | 13:00 | 18:00 |
| | | | | | 2 Semester | | | | | | | | 15:00 | 20:00 |
| Graduate Students | — | Sep.23(Wed) | 9:00 | Sep.23(Wed) | 16:00 | | | | | | | | | |
| Application Period for Courses Requiring University Approval2 (Prior Application Period2) | All Colleges | New and reenrolling students/ Exchange students, etc.(new) (※7) | Application Period for Courses Requiring University Approval (Prior Application Period) *About 5 subjects are covered, see "Notes 2". at the bottom of the table. | Apply | — | Sep.25(Fri) | 12:00 | Sep.27(Sun) | 12:00 | Sep.30(Wed) | 12:00 | | | |

| Period | College and Graduate School | Eligible Students | Available Courses | Student Tasks | Eligible Semester Level | Application Period Begins | | Application Period Ends | | Result Announcement | |
|--------------------------------|-----------------------------------|-----------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|-------------------------|---------------------------|-------|-------------------------|-------|---------------------|------|
| | | | | | | Date | Time | Date | Time | Date | Time |
| Priority Registration Period B | All Colleges and Graduate Schools | New and reenrolling students/ Exchange students, etc.(new) (※7) | Courses with remaining seats available (Excluding courses registered by the university and those with prior application / <u>Can register other college courses</u>) ※However, new students <u>cannot register for other college courses</u> . | Add / Drop | — | Oct.2(Fri) | 9:00 | Oct.2(Fri) | 16:00 | — | |
| | | All students | Courses with remaining seats available (Excluding courses registered by the university and those with prior application / <u>Can register other college courses</u>) | Add / Drop | | 12:00 | 16:00 | | | | |
| Course Drop Period 1 | All Colleges and Graduate Schools | All students | All courses (excluding courses registered by the university, prior application, lottery-based registration) | Drop only | — | Oct.13(Tue) | 9:00 | Oct.13(Tue) | 16:00 | — | |
| Priority Registration Period C | | | 2nd Quarter / Session Courses (Can register only for courses with remaining seats) | Add / Drop | | Nov.26(Thu) | 9:00 | Nov.26(Thu) | 16:00 | | |
| Course Drop Period 2 | | | 2nd Quarter/Session Courses (excluding courses registered by the university, prior application, lottery-based registration) | Drop only | | Dec.7(Mon) | 9:00 | Dec.7(Mon) | 16:00 | | |

«Important Notes to Undergraduate students»

Note 1. Courses registered by the university (Required Subjects & Language Education Subjects etc..) and courses registered through Prior Application and Lottery-based Registration cannot be dropped during any period.

Note 2. For details on "the Application Period for Courses Requiring University Approval (Prior Application Period)," please refer to [Chapter 4-8](#).

Note 3. An Advanced Application Period may be set for new students, reenrolling students, and new exchange students (joining APU from that semester) prior to the Priority Registration Period B.

Note 4. There are also courses, such as 3rd-year and 4th-year Seminars, for which you have to apply before the above period.

Note 5. The timing of the Priority Registration A period for students enrolled in the Early Graduation Program will be determined as if they are two semesters ahead of their current semester standing.

Note 6. The timing of the Priority Registration A period for continuing exchange students, etc. will be the same as that for students in their 7th semester and above.

Note 7. "Exchange students, etc." refers to non-regular students accepted by APU as exchange students from overseas or domestic (RU/AIU) universities, or non-regular students accepted by APU as privately funded students from overseas universities.

※ This does not include regular students dispatched by APU to overseas or domestic (RU/AIU) universities.

Procedures available during the Course Registration Period

| Period | Timing | Registration Changes Possible | | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|-------------------------------|---------------------|---------------------|-----------------|
| | | Semester Courses | 1st Quarter Courses | 2nd Quarter Courses | Session Courses |
| Application Period for Courses Requiring University Approval 1 (Prior Application Period1) *Current and returning students/ Exchange students, etc.(current) | Before the commencement of classes | Apply only | Apply only | Apply only | Apply only |
| *registered courses cannot be dropped | | | | | |
| Lottery-based Registration Period *Current and returning students/ Exchange students, etc.(current) | Before the commencement of classes | Apply only | Apply only | Apply only | Apply only |
| *registered courses cannot be dropped | | | | | |
| Priority Registration Period A (Semester Level Priority(starting with highest semester level)) *Current and returning students/ Exchange students, etc.(current) | Before the commencement of classes | Add / Drop | Add / Drop | Add / Drop | Add / Drop |
| *courses registered by the university or Prior Application or Lottery-based registration cannot be dropped | | | | | |
| Application Period for Courses Requiring University Approval 2 (Prior Application Period2) *New and reenrolling students/ Exchange students, etc. (new) | Before the commencement of classes | Apply only | Apply only | Apply only | Apply only |
| *registered courses cannot be dropped | | | | | |
| Priority Registration Period B *All students | Before the commencement of classes | Add / Drop | Add / Drop | Add / Drop | Add / Drop |
| *courses registered by the university or Prior Application or Lottery-based registration cannot be dropped | | | | | |
| Course Drop Period 1 *All students | 1 week after the commencement of 1Q classes | Drop only | Drop only | Drop only | Drop only |
| *courses registered by the university or Prior Application or Lottery-based registration cannot be dropped | | | | | |
| Priority Registration Period C *All students | Before the commencement of 2Q classes | Cannot Change | Cannot Change | Add / Drop | Add / Drop |
| *courses registered by the university or Prior Application or Lottery-based registration cannot be dropped | | | | | |
| Course Drop Period 2 *All students | 1 week after the commencement of 2Q classes | Cannot Change | Cannot Change | Drop only | Drop only |
| *courses registered by the university or Prior Application or Lottery-based registration cannot be dropped | | | | | |

- "Exchange students, etc." refers to non-regular students accepted by APU as exchange students from overseas or domestic (RU/AIU) universities, or non-regular students accepted by APU as privately funded students from overseas universities.
- *This does not include regular students dispatched by APU to overseas or domestic (RU/AIU) universities.

[Notes]

- Students to whom the following conditions apply are not allowed to register for Session courses. Please check the conditions [here](#).

AY 2027 Course Registration Schedule

The course registration schedule for AY 2027 will be released in January, 2027.

4. APU Glossary

This page explains some common terminology used at university as well as some terms that are unique to APU.

Terminology About Classes / Course Registration

Course Registration

The process of registering for the courses you want to take, indicating your intention to attend those courses. If you do not register for courses, you cannot attend classes and earn credits.

Semester

The academic year (April to March) is split into two halves, with each half called a “semester”. The first half of the academic year (April to September) is the Spring Semester, and the second half (October to March) is the Fall Semester.

Quarter

Each semester is further divided into two periods called “quarters”. The first two months of each semester are called the 1st Quarter, and the last two months are called the 2nd Quarter.

Quarter Break

An approximately week-long break from classes between the 1st and 2nd Quarters.

Course Timetable

A list of courses available each semester. The timetable includes information about the class day, class period, classroom, instructor, semester available, etc.

Syllabus

Instructors use the syllabus to inform students of their plan for the course. The syllabus contains basic and important information about the course, including the semester the course is offered, course content, grading method, requests for students, etc.

GPA

GPA is a value representing a student’s overall grade evaluation, calculated based on the individual grades from each of their courses according to the calculation method established by APU. GPA is used when applying for student exchange or scholarships, scholarship continuation assessment etc.

Semester Available From / Semester*

The semester from which you are able to register for a given subject. You can register for a subject if you are in the semester indicated or higher.

*This is written as “Semester” on some documents, including the Subject List and Course Timetable.

Prerequisite Subject

A subject you have to earn credits for before you can register for another subject. If you have not completed the set prerequisite subject(s), you will not be able to register for the subject even if you are in an eligible semester.

CAMPUS WEB

System used for course registration, checking grades and confirm status of courses registered.

Student Portal

The university sends notices and information to students using this noticeboard system.

Opposite Language

This refers to the opposite language to your enrollment language.

Opposite language for Japanese-basis students: English

Opposite language for English-basis students: Japanese

Subjects Held in English

This does not refer to “English Language Subjects” but rather to “lecture subjects” and “seminars” taught in English. One of the graduation requirements for Japanese-basis domestic students is to complete at least 20 credits of “subjects held in English”.

Types of Subjects (Categorized by Class Term)

Semester Courses

Courses held for the duration of a semester (spring or fall). These courses have 1 class per week. However, there are 2 or 4 classes per week for Language Education Subjects.

1st Quarter Courses

Courses held during the 1st quarter for the first half of the semester (roughly 2 months long). These courses have 2 classes per week.

2nd Quarter Courses

Courses held during the 2nd quarter for the second half of the semester (roughly 2 months long). These courses have 2 classes per week.

Session Courses

These are short, intensive courses held over the course of about a week after the 2nd quarter ends. There are around 2-3 periods of classes per day. Credits earned from session courses are also included in each semester’s maximum credit limit for course registration.

Types of Subjects (Categorized by Registration Method and Graduation Requirements)

Required Subjects

Subjects that you must earn credits for in order to graduate.

Courses registered by the University

Subjects for which the University automatically register the student.

Types of Subjects (Categorized by Content and Degree of Specialization)

Language Education Subjects (English)

Subjects where you study the English language. Japanese-basis students are required to earn a set amount of credits for these subjects to graduate.

Language Education Subjects (Japanese)

Subjects where you study the Japanese language. English-basis students are required to earn a set amount of credits for these subjects to graduate.

Language Education Subjects (AP Languages)

Subjects where you study one of the languages of the Asia Pacific region (Chinese/Korean/Malay-Indonesian/Spanish/Thai/Vietnamese)

Common Liberal Arts Subjects

These subjects cover a wide range of academic fields.

Major Education Subjects

Subjects that cover specialized content for each college (APS/APM/ST).

Abbreviations Used at APU

APS

| Abbreviation of College of Asia Pacific Studies.

APM

| Abbreviation of College of International Management.

ST

| Abbreviation of College of Sustainability and Tourism.

MCW

| Abbreviation of the first-year education subject "Multicultural Cooperative Workshop".

SSAW

| Abbreviation of the first-year education subject "Study Skills and Academic Writing". (2017 curriculum students)

SSW

| Abbreviation of the first-year education subject "Student Success Workshop". (2023 curriculum students)

FGL

| Abbreviation of the first-year education subject "Foundation for Global Leadership". (2023 curriculum students)

DUDP

| Abbreviation of "Double Degree Program".

5. FAQ

The following section is a list of frequently asked questions. Please check here for answers before asking the Office. For answers which differ depending on the curriculum and college, the applicable curriculum and college are written above the answer. If no curriculum year or college is written above the answer, the information applies to all students.

Basic Information

Q What are “Semesters” and “Quarters”?

A

Semester and quarter refer to the length of the course. Each academic year is split into two semesters, the Spring Semester and the Fall Semester. Each semester is made up of two quarters (the 1st Quarter and the 2nd Quarter), plus the winter or summer session.

Q What is a credit?

A

A credit shows that you have learned and mastered the content of a course. Credits are based on the Japanese government’s University Establishment Standards, determined based on the hours of study required to master each course (including preparation and review) expressed in numerical form. All students must earn at least 124 credits to graduate. The specific types of credits required are established by curriculum based on year of enrollment, college, and language basis. Please confirm the details at guidance sessions or through the website.

Language Courses

Q What is the difference between English A and B? —

A

Please refer to the following table.

| | English A | English B |
|---------------|----------------------------|-------------------------|
| StandardTrack | Communication class | Grammar class |
| AdvancedTrack | Discussion andDebate class | Reading and Essay class |

Q What is the difference between an English language course and a course taught in English? —

A

English language courses are courses in which students study the English language, ranging from levels “Elementary English A and B” to “Advanced English 2A and 2B.” The level of a student’s English language course is determined based on the results of their placement test taken upon enrollment.

Courses taught in English are courses in which students study a topic in English, in other words, Common Education courses or Major Education courses taught in English. Japanese-basis domestic students must earn at least 20 credits from these courses taught in English to graduate.

Q What is an AP Language?

A

Languages spoken in the Asia Pacific region are referred to as "[AP Languages](#)". There are 6 AP languages that students can study: Chinese, Korean, Spanish, Malay / Indonesian, Thai, and Vietnamese. As Level I in these courses is often popular, please try to register as soon as possible once the course registration period begins if you are interested in taking one of these courses.

Q I will take the lowest level required language class (Elementary English or Japanese Foundation). Can I still register for an AP Language class?

A

No. To register for AP Languages, the following conditions must be met.

| Language Basis | Conditions for Registration |
|----------------|-----------------------------------------------------------------------------------------------------------------------|
| Japanese-basis | Completion or exemption of credits for "Elementary English A" and "Elementary English B" |
| English-basis | Completion or exemption of credits for "Japanese Foundation I","Japanese Foundation II" and "Japanese Foundation III" |

Additionally, as a registration requirement for AP Languages, the AP Language you wish to take cannot be your native language. [Asia Pacific Language Education](#)

Q Can I register for an AP Language class and a required language class (English or Japanese) at the same time?

A

Yes, if the conditions for registering for an AP Language are met. However, most language courses are worth 4 credits, so they have more class meeting times than other courses. Therefore, in order to take a required language course and an AP language course at the same time, self-management and time management are very important.

Q Can I apply for language exemption from my first semester?

A

Yes. Applications for language exemption are usually accepted in July and the following January. For details, please refer to the following webpages:

- [Exemptions from taking English Language courses](#)

- [Exemptions from taking Japanese Language courses](#)
- [Exemptions from taking Asia Pacific Language courses](#)



I'm an English-basis student. Can I take an Advanced Track English Course?



Yes.

- To register for "Advanced English 1A /1B":

You can only register if you have a TOEFL ITP®Test score of 500 – 524 points. You cannot apply in the cases below:

Do not have a qualifying TOEFL ITP®Test score

Your TOEFL ITP®Test score has expired

If you wish to register for the course, please submit your TOEFL ITP®Test score sheet in the semester before you want to take the course. If you pass the screening, you can register for the course yourself in the following semester, during Course Registration Period B, if seats are still available.

※ Only students in their 2nd semester or above can apply.

※ Information about how to apply will be posted to Student Portal before the start of the semester.

- To register for "Advanced English 2A /2B" or other Advanced Track courses for specific purposes:
If seats are available during Course Registration Period B, you can register for the course(s) yourself.

Curriculum and Graduation Requirements

Q Do I have to register an Area of Study to graduate?

A

As explained below, this depends on your college and curriculum.

[2023 Curriculum Students]

(APS)

You must register for an Area of Study to graduate.

You can register for or change your Area of Study from 2nd semester to the final semester, within any of the registration periods (Priority Registration Period A, Priority Registration Period B, Course Drop Period 1, Priority Registration Period C, Course Drop Period 2). For details, please see the [APS Graduation Requirements / Areas of Study / Required Subjects page](#), select AY 2023 Curriculum and scroll down to check information about APS Areas of Study.

(APM)

Registration to an Area of Study is not a graduation requirement. However, if you register and fulfill the requirements, the name of your Area of Study will appear on your degree certificate. Students may register or change their Area of Study from 1st semester to the final semester, within any of the registration periods (Priority Registration Period A, Priority Registration Period B, Course Drop Period 1, Priority Registration Period C, Course Drop Period 2). For details, please see the [APM Graduation Requirements / Areas of Study / Required Subjects page](#), select AY 2023 Curriculum and check "APM Areas of Study".

(ST)

Does not have Areas of Study.

[2017 Curriculum Students]

(APS)

You must register for an Area of Study to graduate. You can register for or change your Area of Study from 2nd semester to the 6th Semester, within any of the registration periods (Priority Registration Period A, Priority Registration Period B, Course Drop Period 1, Priority Registration Period C, Course Drop Period 2). For details, please see the [APS Graduation Requirements / Areas of Study / Required Subjects page](#), select AY 2017 Curriculum and scroll down to check information about APS Areas of Study.

(APM)

Registration to an Area of Study is not a graduation requirement. However, if you register for an Area of Study, and earn at least 12 credits from courses in that Area, the name of the Area of Study will appear on your diploma.

You can register for an Area of Study from 1st semester to the final semester, within any of the registration periods (Priority Registration Period A, Priority Registration Period B, Course Drop Period 1, Priority Registration Period C, Course Drop Period 2). For details, please see the [APM Graduation Requirements / Areas of Study / Required Subjects page](#), select AY 2017 Curriculum and check "APM Areas of Study".

[2011 Curriculum Students]

(APM)

Registration to an Area of Study is not a graduation requirement. However, if you register for an Area of Study and earn the required number of credits, the name of the Area of Study will appear on your diploma. For details, please see the [APM Graduation Requirements / Areas of Study / Required Subjects page](#), select AY 2011 Curriculum and check "Areas of Study".

Q Can I register for more than one Area of Study?

A

As explained below, this depends on your college and curriculum.

[2023 Curriculum Students]

(APS)

You can only register for one of the 3 Areas of Study. For details, please see the [APS Graduation Requirements / Areas of Study / Required Subjects page](#), select AY 2023 Curriculum and scroll down to check information about APS Areas of Study. In APS you can register for or change your Area of Study from 2nd semester to the final semester, within any of the registration periods (Priority Registration Period A, Priority Registration Period B, Course Drop Period 1, Priority Registration Period C, Course Drop Period 2).

(APM)

Of the 4 Areas of Study, you can register for one major and one minor. For details, please see the [APM Graduation Requirements / Areas of Study / Required Subjects page](#), select the 2023 Curriculum and check "APM Areas of Study".

In APM you can register for or change your Area of Study from 1st semester to the final semester, within any of the registration periods (Priority Registration Period A, Priority Registration Period B, Course Drop Period 1, Priority Registration Period C, Course Drop Period 2).

(ST)

Does not have Areas of Study.

[2017 Curriculum]

In any of the colleges, you can only register for one Area of Study. You can change your Area as many times as you like during the Area of Study registration period. For details, please see each college Graduation Requirements / Areas of Study / Required Subjects page, select 2017 Curriculum, then look for the information about Areas of Study.

[APS Area of Study Registration / Change Period](#): from 2nd semester to the 6th Semester, within any of the registration periods (Priority Registration Period A, Priority Registration Period B, Course Drop Period 1, Priority Registration Period C, Course Drop Period 2).

[APM Area of Study Registration / Change Period](#): from 1st semester to the final semester, within any of the registration periods (Priority Registration Period A, Priority Registration Period B, Course Drop Period 1, Priority Registration Period C, Course Drop Period 2).

[2011 Curriculum Students]

You can only register for one Area of Study. You can change your Area as many times as you like during the Area of Study registration periods. For details, please see each college Graduation Requirements / Areas of Study / Required Subjects page, select 2011 Curriculum, then look for the information about Areas of Study.

[APM Area of Study Registration / Change Period](#): from 1st semester to the final semester, within any of the registration periods (Priority Registration Period A, Priority Registration Period B, Course Drop Period 1, Priority Registration Period C, Course Drop Period 2).

Q I'm a Japanese-basis international student. Do I have to earn 20 credits from courses taught in English to graduate?

A

No, it is not required.

Only Japanese-basis domestic students are required to earn 20 credits from courses taught in English to graduate.

※ If you apply for a "Student Visa" before enrollment, you will be treated as an international student. Even if you change your residence status to "Student Visa" after the day of your enrollment your status will not change from domestic to international student. In

particular, please note that confusions often arise in the case of students who do not have Japanese nationality but graduated from a Japanese high school.

Q Can 2017 Curriculum students register for 2023 Curriculum courses? —

A

No.

Curriculums are created by considering how to systematically structure student learning over four years. A student's curriculum stays the same from admission to graduation, and in principle should not change during their course of study. For this reason, even for students in the same college, the 2017 and 2023 curriculums have different course systems, and they offer different courses (however, some courses have not been changed). As such, courses that have been newly added for the 2023 curriculum do not exist in the 2017 curriculum, and cannot be registered.

Q Can I graduate even if I don't write a graduation thesis? —

A

As explained below, this depends on your college and curriculum.

[2023 Curriculum Students]

(APS)

No. APS students are required to earn credit for "Graduation Research II" in which you write a graduation thesis (or graduation report) as a requirement for graduation. For details, please check the information on the [Seminar Courses](#) page for your curriculum.

(APM)

Yes. You are not required to write a graduation thesis in order to graduate.

(ST)

It depends on the course you select for your final results.

One graduation requirement is to "Complete at least 2 credits of Final Results Subjects." If you choose "Graduation Project" to fulfill this requirement, you will be required to write a graduation thesis (or activity report).

[2017 / 2011 Curriculum Students]

(APS or APM) Yes. You are not required to write a graduation thesis in order to graduate.

FOR APS STUDENTS

Q I plan to register for the CSM Area of Study. However, I'm also interested in IR, so can I register for both IR introductory-level courses "Introduction to International Relations" and "Introduction to Comparative Politics"? [2023 Curriculum students ONLY] —

A

Yes. APS students are required to take at least one introductory-level course (common liberal arts course) from each Area of Study. If students earn credits for both "Introduction to International Relations" and "Introduction to Comparative Politics," the extra two credits will be counted as Common Liberal Arts subject credits.



Do I need to register for the core courses, Introduction to APS and Introduction to Area Studies? [2017 Curriculum Students ONLY]



These courses are not required. Introduction to APS contains a lot of information that APS students should know, so it is automatically registered by the University in the first semester. Introduction to Area Studies teaches the basic information required to begin studying the Asia Pacific. This course is not automatically registered, but the University strongly recommends taking it.

FOR APM STUDENTS



Will the University register all my required courses, except for mathematics and statistics? [2017 / 2023 Curriculum Students ONLY]



Yes. Mathematics and Statistics are required courses that can be registered from first year, so we recommend taking those courses early.



For APM required subjects, I heard that even if the University is scheduled to register them for me in my second semester, I can register them myself in my 1st semester. How can I do this? [2017 / 2023 Curriculum Students only]



[2023 Curriculum Students]

Normally, "Introduction to Economics," "Introduction to Marketing," and "Finance" are registered for you by the University in your second semester. However, if the University registers 16 or fewer credits for you in your 1st semester, you can register for the courses yourself during your 1st semester. If you earn credits for these courses in your 1st semester, the university will not register them for you in your 2nd semester.

[2017 Curriculum Students]

Normally, "Introduction to Economics," "Accounting I," and "Introduction to Marketing" are registered for you by the University in your second semester. However, if the University registers 16 or fewer credits for you in your 1st semester, you can register for the courses yourself during your 1st semester. If you earn credits for these courses in your 1st semester, the university will not register them for you in your 2nd semester.

Course Timetable / Syllabus

Q How should I create my course schedule? —

A

Please check Chapter 4. Course Registration 「[1.3 Course Registration Process](#)」

Q When will I know the timetable for courses registered by the university (required and language courses)? —

A

The class periods for courses registered by the university (required and language courses) are usually announced after the results of the 'prior application period' are released, but before the lottery-based registration begins.

To know the period in which the courses registered by the university are, go to CAMPUS WEB in the section [Registered courses and Grade Report] and confirm the course codes of courses you were registered for, then cross-reference them with the information in [Chapter 2. Classes and Syllabus] → [2. Course Timetable](#) of the Academic Information website to confirm the days and periods of those courses registered by your university.

Q Where can I find the course timetable? —

A

The course timetable can be found on the "[Course Timetable / Classroom Changes](#)" page. Please make sure to check the timetable for your particular curriculum.

Q Where can I find the course syllabus? —

A

This information can be checked in [Chapter 2. Classes and Syllabus] → [1. Syllabus](#) of the Academic Information website. Can also be confirmed from Student Portal.

Q In the Course Timetable after the "Subject Name," what do the letters JA, EB, etc. mean? —

A

The first letter after the subject name is the course language, and the second letter is the class.

Q I can't find the syllabus for a course. Does this mean that the course will not be offered? —


A

Please make sure you are entering the course name correctly (for example, it cannot include any extra punctuation or slashes). If a course is still not shown in the published timetable, the course will not be offered that semester.

Course Registration

Q I don't know how to use CAMPUS WEB. —

A

Please check [the Course Registration Manual \(for Students\)](#) .
To use CAMPUS WEB, you will need your APU ID and password.

Q If I drop a course during the Course Correction Period, will I receive an F (failing grade) for that course? —

A

Courses that have been dropped correctly are not graded, so you will not receive an F (failing grade).

Q If I take a Major Education subject from another college, how will those credits be counted? —

A

Can be taken from 3rd Semester onwards. Can be registered from Priority Registration B.

Q I'm a 1st year student, but can I take a course for 2nd year students? —

A

No. Please check the Subject List or the Course Timetable for the "Semester" information to see whether you can register for a course. You must be in that semester or higher to register the course.

Q Can I register for Major Education courses in other colleges? —

A

Major Education courses in other colleges can be taken from the 3rd semester and can be registered from Course Registration Period B.

Q Is there a minimum number of credits that must be registered each semester? —

A

There is no minimum number of credits that must be registered each semester, but at least 124 credits are required to graduate. As there is a [maximum number of credits that can be registered each semester](#), it is recommended to register for this maximum number of credits each semester to ensure that you will earn the 124 credits required to graduate. Furthermore, students receiving scholarships often need to register for a certain number of credits to maintain their scholarships. Please refer to the Student Office website for details.

Q Do I have to register the maximum number of credits possible every semester? —

A

You do not have to register the maximum number of credits possible every semester. However, as it is not guaranteed that you will be able to pass and earn credits for all of the course that you have registered, we recommend registering the maximum number of credits each semester to ensure that you will earn the 124 credits required to graduate.

Q What is the difference between Semester and Quarter courses? —

A

The period during which classes are held varies.

| | |
|------------------------|-----------------------------------------------------------------------------------------|
| Semester Course | Students take classes for four months (during the semester) to receive credits |
| Quarter Course | Students take classes for two months (during the 1st or 2nd Quarter) to receive credits |

Q The course that I want to take overlaps with a course registered by the university. Is it possible to change the class and time of the course registered by the university? —

A

Class and time for subjects registered by the university cannot be changed.

Q What are the Winter and Summer Sessions? —

A

These are intensive one-week (five-days) courses held during the first week of the long vacation period. Same as courses offered at other times, you can earn credits upon passing the course.

Q How can I check the number of seats available in a class? —

A

Class sizes are not published, The number of seats available for registration can be confirmed on CAMPUS WEB in the Course Registration screen. Please check the [No. of Seats Available] shown during the Course Registration Period in the Course Registration screen.

Other

Q I have questions about course registration or classes. —

A

Please use the three resources listed below. More details are available on the website.

1. [Academic Office](#)

We accept questions about course registration, course planning, or graduation requirements anytime.

2. [Academic Advising](#)


We provide support for finding your own academic or personal goals. If you are concerned about your student life or future, please talk with our faculty advisors about your concerns.

3. [Speaking with Professors during their Office Hours](#)

If you want to discuss the courses you are currently taking or consult about seminars, please make an appointment with a faculty member and speak with them directly.

Q What kind of instructors does APU have? —

A

Information about faculty members such as their field of expertise can be found on our [Faculty Information Page](#) .

Q I'm worried because I'm not good at math. —

A

If you are having issues in your Fundamental Mathematics, Advanced Mathematics, Business Mathematics, or Statistics course, please consider making use of the [AMC \(Analytics and Math Center\)](#). Support is offered in English or Japanese in one-on-one sessions with trained tutors.

Q I'm having trouble writing a report. —

A

All 1st-year students are automatically registered for Study Skills and Academic Writing (SSAW). In SSAW, students learn about how to be "proactive, self-motivated, independent learners who can identify problems and find solutions on their own," important qualities for writing reports. Furthermore, if you have questions or concerns about a writing assignment you can use the [Writing Center](#) service and receive one-on-one support.



How do I get the textbook?



Please be sure to refer to the syllabus for required learning materials. When purchasing a required textbook, please use the COOP store or online shop, or online retailers.

6. Important Notes for Course Registration

Important Notes for Course Registration

- Students cannot register over the credit limit per semester.
- Students cannot register for subjects held during the same period on the same day, unless the subjects are held during different quarters.
- Students are not able to register for subjects that have reached capacity.
- If you fail to earn credits for an automatically-registered subject that is required for graduation, the university will automatically register you for the subject again in the following semester.
- Students cannot register again for a course for which they have already earned the credits (receive a passing grade), even if the class letter, language of instruction or the professor is different. However, for some courses specified in the college regulations, re-registration is permitted. For information about eligible subjects, please check the "Re-registration Possible" column in the Subject List for your own college and curriculum.
- However, even if re-registration for a course is permitted, re-registration is ONLY allowed if the topic is different. Be aware that lectures with the same topic and lecture content from which you have already earned credits will also appear on the course registration screen on CAMPUS WEB. Do not re-register for a lecture with the same content. To confirm whether the content differs from a subject in which you have already received credits, please check the [topic list](#) and the syllabus.
- Students are not able to register for subjects that do not appear on their course registration screen.
- Students must complete the necessary procedures in order to register for subjects requiring prior application.
- Courses may be cancelled if the number of students registered does not meet the established minimum quota.
- Students to whom the following conditions apply are not allowed to register for Session Subjects.

| Curriculum | Conditions |
|-------------------------------|------------------------------------------------------------------------------------------------------------------|
| 2023 Curriculum | Students in their 8th semester or above ^{*2} who have already earned at least 100 credits ^{*3} |
| 2017 Curriculum | Students in their 8th semester or above ^{*2} who have already earned at least 100 credits ^{*3} |
| 2011 Curriculum ^{*1} | Students in their 8th semester or above ^{*2} who have already earned at least 100 credits ^{*3} |

^{*1} Students who changed from the AY 2006 Curriculum to the AY 2011 Curriculum as a result of a status change or reenrollment will fall under the AY 2006 conditions.


^{*2} Accelerated Graduation Program students will fall under the same conditions as those in their intended semester of graduation.

^{*3} Credits earned through exchange programs or distance learning programs are transferred as APU credits. As a result, if a student reaches the maximum number of credits in the middle of the semester, the student will no longer be considered eligible to register for session subjects. If it is possible that this will happen to you, we strongly recommend you register for classes other than session subjects.

[Notes]

If an ineligible student registers for a session subject, the University will remove that subject from the student's schedule.

Notes on registering for courses on CAMPUS WEB

- Please check the Course Registration Manual (for Students) [here](#)  .
- Students bear full responsibility for any errors made during course registration. As no special consideration will be given for such errors, please use extra caution during registration to ensure no mistakes are made.


- The University takes no responsibility for problems with course registration resulting from issues with web browsers.
- Do not log into multiple screens with the same account at the same time.
- This can lead to system errors, preventing registration.
The University will bear no responsibility for any problems a student may experience in this case.
- If you log out or close the registration screen prior to completing course registration, you will lose all changes.
You must first complete your course registration, log out, and then log in again to confirm your course registration is correct.
Mistakes in registration are your own responsibility.
- Please do not share your password with anyone else.
The University recommends regularly changing your password.
- Using another person's APU Net ID and password to access Student Portal, CAMPUS WEB, or other services is an extremely serious criminal act.
Never use another person's account ID and password.
- Due to periodical maintenance, CAMPUS WEB will be unavailable during the following times:
 - Daily from 4:30 AM to 5:30 AM (However, during course registration periods: 2:00 AM to 6:30 AM)
 - Every Wednesday from 7:30 PM to 9:00 AM of the following morning (Note: In some occasions maintenance might not be performed)

8. Application for Courses Requiring University Approval (Prior Application)

8-1. What are "Courses Requiring Prior Application?"

Courses for which you must meet the registration requirements and receive approval from the university in order to register (prior application required).

8-2. List of Courses that Require Prior Application.

Please check [here](#)  for the list of courses requiring prior application.

Please be sure to apply during the designated application period if you would like to take a course which requires prior application.

*In principle, "Prior Application Period 1" is for current students, returning students, exchange (current) students, etc. and "Prior Application Period 2" is primarily for new students, re-enrolling students and exchange (new) students.

[2. Course Registration Schedule & Procedures](#)

8-3. Prior Application Procedures

1. Submit the Application Form

Submit an application to register for a Prior Application Course. Use the "Prior Application Form" in section 8-2 above.

- * Applications will not be accepted after the deadline for any reason.
- * Once you submit your application you cannot withdraw it for any reason. Be sure to review your application thoroughly before submitting it.

2. Eligibility Check

The university will check your application to determine whether you are eligible to register for the course. If you are approved, the university will register the course for you.

3. Results Announced

Please check your course registration on CAMPUS WEB after the date results are announced to see whether your application was successful. To check this, log into CAMPUS WEB, click [Registered Courses and Grade Report], then [Subject List]. If your application was successful, your course will be shown in the list. If your application was not successful, the course will not appear.

- * Submitting an application does not guarantee the course will be registered for you. You must check the results yourself on CAMPUS WEB after the date results are announced.

9. Regarding Course Registration from AY2026 (Explanatory Video)

Regarding Course Registration from AY2026 (Explanatory Video)

Starting in the Spring Semester of the AY2026, the course registration system will change. We have uploaded a video explaining the changes; please use it as needed.

[Click here](#)

* For this page APU Net ID is required.

Other Reference Materials

1. Course Registration Schedule / Procedures you can complete on each period

Both the spring semester and fall semester schedules are released on the Academic Information website.

https://en.apu.ac.jp/academic/course_registration/schedule/

2. How to register for Courses & Check Grade Report(Using CAMPUS WEB)

Due to changes in the system, the course registration system will also be changed. The manual is released on the Academic Information website.

https://en.apu.ac.jp/academic/assets/file/course_registration/faq/Student_Manual_Course_Registration_Checking_Grade_Report_E.pdf 






3. Course Registration Process(In webpage "1-3. Course Registration Overview")

Due to changes in the system, the course registration process will also change.

Please check the Academic Information website and prepare for course registration.

https://en.apu.ac.jp/academic/course_registration/basic_info/

※ Regarding the step indicated as: 「2.Understand your own status of credits earned in section [Registered Courses and Grade Report] on CAMPUS WEB, and by referring to the graduation requirements for your college and curriculum, confirm the courses and number of credits you need」, details for each college and curriculum are available on the Academic Information website.

- [APS23Curriculum](#) 
- [APS17Curriculum](#) 
- [APM23Curriculum](#) 
- [APM17Curriculum](#) 
- [ST23Curriculum](#) 

4. Changes to the Course Registration System starting in AY 2026 Spring Semester

This information was announced on the Academic Information website in July 2025.

https://en.apu.ac.jp/academic/course_registration/system_changes/

1. Final Exams

Final exams are those implemented during the Final Exam period as designated on the Academic Calendar.

The following schedule will be taking place. When the exam period approaches, please be sure to confirm the subjects implementing final exam, exam time and classroom in the Timetable & Venue PDF file.

For details, please ask your course instructor.

Final Exam Schedule

Check below the “Final Exam Timetable” for courses implementing final exams. For details, please ask your course instructor.

| 2026 Spring | Exam Period | Back-up Exam Date | Timetable & Venue |
|-------------|-----------------------------------|----------------------------|--------------------------------------------------------|
| 1st Quarter | Mon, May 25 - Wed, May 27, 2026 | Wed, May 27 | PDF Scheduled to be published on May 11, 2026 |
| 2nd Quarter | Thu, July 23 - Wed, July 29, 2026 | Sat, Jul 25 Wed, Jul 29 | Excel/PDF Scheduled to be published on July 8, 2026 |

| 2026 Fall | Exam Period | Back-up Exam Date | Timetable & Venue |
|-------------|-----------------------------------|----------------------------------------|--------------------------------------------------------|
| 1st Quarter | Mon, Nov. 23 - Wed, Nov. 25, 2026 | Wed, Nov. 25 | PDF Scheduled to be published on Nov 9, 2026 |
| 2nd Quarter | Mon, Feb 1 - Fri, Feb 5, 2027 | Wed, Feb 3 Sat, Feb 6 Sun, Feb 7 | Excel/PDF Scheduled to be published on Jan 18, 2027 |

Exam Times

Final exams are held based on the normal class timetable, shown below.

However the exam time may differ in some cases, so please follow the directions of your course instructor.

[Quarter 1 & 2]

| period | Exam Time | Warning Bell | Exam Begins | Exam Ends |
|--------|---------------|--------------|-------------|-----------|
| 1 | 8:45 - 10:25 | 8:45 | 9:05 | 10:25 |
| 2 | 10:35 - 12:15 | 10:35 | 10:55 | 12:15 |
| 3 | 12:30 - 14:10 | 12:30 | 12:50 | 14:10 |
| 4 | 14:20 - 16:00 | 14:20 | 14:40 | 16:00 |
| 5 | 16:10 - 17:50 | 16:10 | 16:30 | 17:50 |
| 6 | 18:00 - 19:40 | 18:00 | 18:20 | 19:40 |

[Session]

| period | Exam Time | Warning Bell | Exam Begins | Exam Ends |
|--------|---------------|--------------|-------------|-----------|
| 1 | 8:45 - 10:25 | 8:45 | 9:05 | 10:25 |
| 2 | 10:35 - 12:15 | 10:35 | 10:55 | 12:15 |
| 3 | 13:05 - 14:45 | 13:05 | 13:25 | 14:45 |
| 4 | 14:55 - 16:35 | 14:55 | 15:15 | 16:35 |
| 5 | 16:45 - 18:25 | 16:45 | 17:05 | 18:25 |

Notes on Final Examinations

In-Person Examinations

- In-person subjects implement in-person examinations.
- Students without their Student ID card will not be authorized to take an examination. Students who forget their ID card must go to the Academic Office before the exams starts and ask for a "Permission to Take Examination". Students who do not realize they have forgotten their Student ID until after the examination has begun, MUST inform this fact to the exam proctor immediately. They can take the examination but, MUST NOT leave the examination room during the exam period. They must go to the Academic Office AFTER the examination ends, together with an exam proctor.
- Students must bring all supplies necessary for the examination (such as pens and pencils). These items will not be provided by the University.
- The day, period, and classroom of final examinations may differ from that of the normal class. Please be sure to confirm the correct information on the Academic Information website.
- Students are not allowed to take an examination for subjects and classes (JA / JB / EA / EB, etc.) for which they have not registered. Please double check your course registration in advance.
- Students who do not arrive within 20 minutes of the beginning of an examination will lose the right to take that examination, and will not be permitted to enter the examination room.
- Smart phones, cell phones, smart watches, and other internet-capable devices may NOT be used as watches.

If an Exam is Postponed

The exam date/time may be changed in the situations shown below: ("Suspension of Public Transport", same conditions as class cancellations apply)

- When a storm warning or special weather warning is issued for Beppu City
- If both Oita Bus and Kamenoi Bus have completely stopped bus service to the university
*Even if the above do not occur, it is possible the exam date/time may be changed for other reasons.

All announcements will be posted to Student Portal. Please be sure to check it.

| Time of Decision | Time of Announcement | Response |
|------------------|----------------------|------------------------------------------------------------------------------------------------------------------------------|
| 6:30 a.m. | approx. 6:45 a.m. | Period 1 and 2 will be cancelled. The cancelled examinations will be held on the back-up examination day. |
| 10:30 a.m. | approx. 10:45 a.m. | Examinations from period 3 onward will be cancelled. The cancelled examinations will be held on the back-up examination day. |
| After 10:30 a.m. | After decision | Decisions regarding back-ups will be made as appropriate. |

* The new exam date and time, final report details, etc. will be announced as necessary via Student Portal.

* Please avoid making plans during the backup exam dates shown on the Academic Calendar. If you are unable to take an exam for a personal reason, you will not be eligible to take a make-up exam.

Academic Misconduct

Examinations at APU are conducted in order to assess students' level of achievement in their studies, and as such must be conducted fairly and impartially. Cheating during an examination amounts to an abandonment of one's own right to learning and will result in a student's disqualification from study at APU. As a university providing scholarships and other forms of support from both internal and external sources, APU cannot permit activities such as cheating. From this standpoint, APU strictly enforces the rules for examinations.

Cheating

The following are considered academic misconduct.

Students who commit academic misconduct will be subject to disciplinary measures based on the Student Disciplinary Regulations.

- To have another person take an examination;
- To take a cheat sheet into an examination;
- To exchange examination papers with another student;
- To look at another student's examination paper;
- To write unauthorized information on a desk or other location;
- To enter false information on an examination paper or an attendance register;
- To take an examination paper from the classroom or destroy it;
- To whisper, peep, or look aside during an examination;
- To use any unauthorized materials which are not permitted for the examination; *Even for "open book" exams, electronic communication devices may not be used
- To access the exam questions from outside of the designated exam room;
- To access websites or files not necessary for taking the exam using a computer, mobile phone, smartphone, smartwatch, or any other network capable electronic device;
- To show an offensive attitude or otherwise engage in unfavorable behavior during an examination, which may prevent the fair implementation of the examination.


[Warning Regarding Cheating](#) 

Consequences of Cheating

Students found to be cheating may be punished in several ways, including the following:

- Receive an F grade for the course
- Punishment pursuant to the Ritsumeikan Asia Pacific University Regulations on Punitive Measures for Students
- Revocation of student scholarships

For Exam Proctors

- [Warning Regarding Cheating](#) 
- [Clock \(URL\)](#) 

2. Make-up Exams

If a student is unable to take the final exam due to hospitalization, sudden illness, job hunting activities, disaster or any other unavoidable reason, the student may be allowed to take a make-up examination. After preparing the necessary certificates, please follow the application procedure described below.

Depending on the subject, the make-up examination may be in the form of a written test or a report.

There is no limit to the number of subjects for which a student may apply to take make-up examinations.

In-person courses implement in-person examinations.

Application Period and Make-up Examination Schedule

| 2026 Spring | Application Period | Make-up Examination Schedule |
|----------------|----------------------------------------------------|-------------------------------------------|
| 1st Quarter | Mon, May 25, 2026, 10:00 – Mon, June 1, 2026, noon | Wed, June 10 |
| 2nd Quarter | Thu, Jul 23, 2026, 10:00 - Fri, Jul 31, 2026, noon | Wed, August 5 Thu, August 6 |
| Summer Session | Mon, Aug 3, 2026, 10:00 - Wed, Aug 5, 2026, noon | Separate notification to eligible student |


| 2026 Fall | Application Period | Make-up Examination Schedule |
|----------------|----------------------------------------------------|-------------------------------------------|
| 1st Quarter | Mon, Nov 23, 2026, 10:00 - Mon, Nov 30, 2026, noon | Wed, December 9 |
| 2nd Quarter | Mon, Feb 1, 2027, 10:00 - Tue, Feb 9, 2027, noon | Mon, February 15 Tue, February 16 |
| Winter Session | Fri, Feb 12, 2027, 10:00 - Sun, Feb 14, 2027, noon | Separate notification to eligible student |

How to apply




Please apply using the application form below.

[Application form for Final Exams](#) 

[Application form for Session's Final Exams](#) 

- Applications will not be accepted at the Academic Office counter.
- This application is intended to confirm if the student qualifies or not to take the make-up examination. It is not to approve the student to take the make-up examination.
- When submitting the applications, you are required to upload the certificates and necessary documents. Please allow enough time before the deadline to submit the application.
- Application submitted after the deadline will not be accepted.
- In case the required certificates cannot be prepared on time for the application or in case of inquiries about the reasons for NOT taking the examination listed below, please consult the office **in advance** at examteam@apu.ac.jp . After the exam, consultations are not accepted.

For the necessary certificates please refer to the table below.

| Reason for Not Taking Examination | Necessary Document or Requirement |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Illness of the student | <p>Documents ① and ② described below, both MUST be submitted. If only one of the two is submitted, the application will NOT be accepted.</p> <p>① One of the following (*Only certificates proving the exam date is the date of medical examination or is within the period required for hospitalization or medical treatment etc, are valid).</p> <ul style="list-style-type: none"> ● Certificate Proving Hospital Visit/Certificate of Recovery from Infection Disease  ● Medical Certificate (Shindansho) or other equivalent issued during medical treatment <p>② Medical Expenses Receipt</p> <p>※Applications using self-examination kits or thermometer results are not acceptable. You MUST go to a medical institution to receive medical examination.</p> |
| Bereavement (death of a relative to the 2nd degree, i.e. spouse, parent, child, sibling, grandparent or grandchild) | <p>Official death certificate with the actual date of death (Funeral thank you letter or official death certificate showing the date of death applicable for 7 days, including public holidays, from the date of death of parent, spouse or child, or 5 days, including public holidays, from the date of death of grandparent or brother/sister).</p> |
| Disaster | Certificate for disaster victim |
| Job interview | <p>Verification of Job Hunting Activities  (After applying to receive it at the Student Office, only certificates with official stamp are valid)</p> |
| Graduate school examination | Examination admission slip |
| Transportation delay | Delay certificate from transportation company |
| Absence connected to Japan's lay judge system | Advance permission from the Dean of Academic Affairs |
| Unavoidable reasons such as participation in extracurricular activities. (or in case of Natural Disaster, traffic accidents and other unexpected circumstances) | <p>'Extracurricular activities' are limited to activities from organizations registered as APU clubs and circles, which are eligible of recognition within the [Absences Authorized by the University]  system and approval from the Outreach and Research Office is required. Thereafter, upon prior notification to the Academic Office, the Dean of Academic Affairs will make the decision.</p> <p>'Other unavoidable reasons' are mainly natural disasters, traffic accidents and other unexpected circumstances beyond the student's control. In such circumstances, upon prior notification to the Academic Office, the Dean of Academic Affairs will make the decision.</p> |

Notes

- You will not be permitted to take a make-up examination for reasons that are not included in the above chart.
- The make-up exam system described above, only applies to examinations held during the final examination period.
- There is no official make-up examination system for in-class examinations. Please seek advice from the individual instructor in these cases.
- There is no official make-up examination system for language subject examinations. Please seek advice from the individual instructor even if the examination is held in the final examination period.


3. Final Reports

When submitting your final report, please follow the instructions given by the instructor in charge.

Be aware that submissions made in a rush may cause problems. Please allow yourself enough time before the deadline to submit your reports.

Reports submitted after the submission period will not be accepted. No exceptions.


Points to Remember When Writing Final Reports

When quoting from the internet or from another person's work, please follow the citation methods outlined in the "[APU Style Guide for Writers](#)"  and in the "[Plagiarism Policy](#)" webpage, in order to avoid plagiarizing any material. Students who do not follow these APU guidelines may be accused of plagiarism.

4. Plagiarism Policy

In APU, plagiarism, improper citations, and fabrication of data are considered forms of academic misconduct. Such cases will be handled in the same manner as academic misconduct committed in examinations, and students will be subject of severe disciplinary actions. Be sure to understand correctly the following points to never commit academic misconduct.

What is Plagiarism?

Plagiarism is the act of using someone else's ideas, words, or copyrighted work as if they were your own, without giving proper credit. It is a serious breach of academic integrity and ethics, and in some jurisdictions, it may also be illegal, potentially leading to penalties such as fines or imprisonment (see [APU Style Guide for Writers for more information](#) ).

Plagiarism can constitute academic misconduct when you either intentionally or due to negligence fail to acknowledge the original source of the material. This includes the use of:

- Published hard copy materials such as books, journals, and theses.
- Soft copy or digital materials like websites, email attachments, and e-journals.
- Other digital formats such as audiovisual content (e.g., MP3s, videos).
- Live/oral presentations, including lectures and speeches.

The following are the examples that can be considered as plagiarism if you:

- Copy ideas, phrases, paragraphs, formulas, methods, evidence, programming code, diagrams, images, artworks or musical scores without correctly referencing where it came from
- Copy from another student's work without indicating this is what you have done
- Mention the source in your bibliography but do not reference content properly in the main body of your work, so the assessor does not know what work is your own
- Change the order of words taken from other material but retain the original idea or concept, without correct referencing
- Quote from a speech or lecture without acknowledging the speaker
- Quote from a secondary source, without acknowledging the primary source.

The use of another student's ideas or words in an examination or report obviously constitutes plagiarism and is taken seriously by the university. Similarly, giving your ideas or words to another student to represent their own also constitutes plagiarism. It is a form of cheating; indeed, it is a form of theft. It indicates academic misconduct and a lack of personal integrity, which may affect not only your grade, but also how your professors perceive your academic commitment.

Why should We Care About Plagiarism?


In learning, academic integrity requires respect for prior research and responsibility for one's own actions and judgments in the advancement of studies through ethically sound methods. This forms the foundation for the fair evaluation of learners' efforts and achievements.

Copying others' ideas or words without proper attribution, or presenting those words as one's own, is not only subject to disciplinary action for academic misconduct but also represents a serious problem that works to the detriment of the learner itself in the following ways:

- Plagiarism is a violation of academic integrity in learning and constitutes the voluntary abandonment of the opportunity to think and learn independently.
- The correct acknowledgement of sources used in the text avoids plagiarism, strengthens the content of the writing, and makes the arguments more convincing. However, failing to do so constitutes the abandonment of the practice.
- In your future professional career, if you plagiarize, you can lose your job. Moreover, if plagiarism is found in your thesis or academic outputs after graduation, you can be stripped of your degree.

What is Academic Misconduct?

Falsifying data; misrepresenting another's work as one's own, including cheating on exams, reports, or quizzes, or purchasing materials online; plagiarizing others' work; improper citation; fabrication of data; or submitting substantially similar work for different courses without authorization, constitutes academic misconduct and is a serious offense. Knowingly assisting other students in cheating or plagiarizing is also considered academic misconduct.

In APU, to preserve academic integrity and ensure a fair and equitable learning environment, [the Ritsumeikan Asia Pacific University Academic Regulations](#)  in its Article 72 defines academic misconduct in examinations and other types of assessments. Specifically, the following items are listed:

Students found to be cheating may be punished in several ways, including the following:

- Receive an F grade for the course
- Punishment pursuant to the Ritsumeikan Asia Pacific University Regulations on Punitive Measures for Students

AI-Generated Content and Plagiarism

Using AI-generated content (e.g., from tools like OpenAI's, ChatGPT, Google's Gemini, DeepSeek etc.) without proper citation or acknowledgment can also be considered a form of plagiarism. Furthermore, since AI output itself may constitute copyright infringement or other rights violations, it is crucial to thoroughly verify the authenticity of AI generated content and whether it infringes on copyright.

Even if the AI does not directly copy from another source, students who present AI outputs as entirely their own, without recognizing the role of the AI or attributing the assistance, are effectively misrepresenting the origin of the content.

While AI tools offer convenience and support, ethical and responsible use require users to clearly acknowledge and cross check the information when and how such tools have been used in the creation of academic or professional work.

What is Not Regarded as Plagiarism?

It is not considered plagiarism if:

- The ideas or words are commonly used and there is no other way to express them
- You have made the discovery yourself through experimentation or analysis
- You have combined the work and ideas of others to reach your own conclusion and have acknowledged these sources in the body of your work.
- You follow the assignment instructions, which allow the use of generative AI and do not require citations to complete the assignment. Please note that expectations and restrictions may vary between assignments and courses, so always follow the instructions provided by your instructor.

How to Avoid Plagiarism?

The basic rule is that whenever you use the exact words, the summarized words, or the ideas of someone else, you should always acknowledge the author of the original source by including an author-date citation and a bibliographic reference.

- Follow international guidelines on citation and referencing, e.g. American Psychological Association (APA). Books on the APA style are available from the APU Digital Library, such as Publication Manual of the American Psychological Association.
- Every time you use the exact words of someone else, you must set them in quotation marks, include an author-date citation (in the text) and include a bibliographic reference to the source (in the reference list).
- Every time you paraphrase or summarize the words of someone else using your own words, you must include an author-date citation (in the text) and a reference to the source (in the reference list).
- Every time you refer to someone else's idea, you must include an author-date citation (in the text) and a reference to the source (in the reference list).
- Whenever you are in doubt, ask your instructor.

University Punishment for Plagiarism

Plagiarism is a form of academic misconduct, and students who commit it will be subject to disciplinary action for plagiarism, including expulsion, suspension or warning, in accordance with the Ritsumeikan Asia Pacific University Regulations on Punitive Measures for Students in addition to the disciplinary action for the specific course.

1. Grades and GPA

Grading System

The APU letter grade system is as follows.

| Letter | Grade (%) | Grade Point Value | Pass / Fail |
|--------|---------------|-------------------|-------------|
| A+ | 90% or higher | 4.0 | Pass |
| A | 80-89% | 3.0 | |
| B | 70-79% | 2.0 | |
| C | 60-69% | 1.0 | |
| F | 59% or lower | 0.0 | Fail |

Grades are evaluated using a 5-level letter grade scale: A+, A, B, C, and F. Each letter grade is also given a corresponding grade point value.

*Ritsumeikan Asia Pacific University does not have a grade and GPA ranking system

Other Evaluation Codes

| Code | Definition | Memo |
|------|------------------------------|---------------------------|
| P | Pass | Utilized in some subjects |
| T | Transfer | A maximum of 60 credits* |
| R | Approved for Re-registration | Credits are not counted |
| E | Exemption | Credits are not counted |

* Credits transferred at the time of enrollment at APU do not count toward the 60 credit limit for 2nd or 3rd year transfer students ONLY.

Grade Evaluations Shown on Transcript of Academic Record and Grade Reports

Please note that Transcript of Academic Record and student grade reports may vary in content. See below for details.

All Curriculum

| Grade Evaluation | Official Transcript | Student Grade Report |
|-----------------------|---------------------------------------------------------------|---------------------------------------------------------------|
| All grades except "F" | Will be printed *Grades cannot be cancelled once received. | Will be printed *Grades cannot be cancelled once received. |
| "F" grade | Will be printed | Will be printed |

For Readmitted or Reinstated Students whose curriculum change from AY2006 Curriculum to the AY 2011 Curriculum.

| Grade Evaluation | Official Transcript | Student Grade Report |
|-----------------------|---------------------------------------------------------------|---------------------------------------------------------------|
| All grades except "F" | Will be printed *Grades cannot be cancelled once received. | Will be printed *Grades cannot be cancelled once received. |
| "F" grade | Will not be printed | Only "F" grades for that semester will be printed. |

Grade Point Average (GPA)

A GPA is a value representing a student's overall grade evaluation, calculated from the individual grades of their classes according to a specific set of rules established by the University.

Cumulative GPA and Semester GPA

"Cumulative GPA" is calculated from the time of a student's enrollment through to a student's last semester. This is the number that is printed on official transcripts. Cumulative GPA is used when applying for exchange programs, the Accelerated Graduation Program, priority registration, etc.

"Semester GPA" is calculated using only the grades acquired in the present semester. This is the number that is not included on official transcripts. Semester GPA is used when applying for scholarships, priority registration, etc.

*Ritsumeikan Asia Pacific University does not have a grade and GPA ranking system

Calculating GPA

All Curriculum

Cumulative GPA:

$$\frac{(\text{No. of A+credits} \times 4) + (\text{No. of A credits} \times 3) + (\text{No. of B credits} \times 2) + (\text{No. of C credits} \times 1) + (\text{No. of F credits} \times 0)}{\text{Total registered credits (excluding P/T)}}$$

Semester GPA:

$$\frac{(\text{No. of A+credits} \times 4) + (\text{No. of A credits} \times 3) + (\text{No. of B credits} \times 2) + (\text{No. of C credits} \times 1) + (\text{No. of F credits} \times 0)}{\text{Registered credits for given semester (excluding P/T)}}$$

For Readmitted or Reinstated Students whose curriculum change from AY2006 Curriculum to the AY 2011 Curriculum.

Cumulative GPA:

$$\frac{(\text{No. of A+credits} \times 4) + (\text{No. of A credits} \times 3) + (\text{No. of B credits} \times 2) + (\text{No. of C credits} \times 1) + (\text{No. of F credits} \times 0)}{\text{Total completed credits (excluding P/T)}}$$









当該セメスターGPA:

$$\frac{(\text{No. of A+credits} \times 4) + (\text{No. of A credits} \times 3) + (\text{No. of B credits} \times 2) + (\text{No. of C credits} \times 1) + (\text{No. of F credits} \times 0)}{\text{Registered credits for given semester (excluding P/T)}}$$

Undergraduate Student GPA Data


A distribution chart of student Cumulative GPA and Semester GPA is posted below each semester. This data will give students an approximate idea of their academic standing at APU.

[2025AY Fall Semester] *As of March 25 2026

| Semester | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
|----------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| GPA Data |  |  |  |  |  |  |  |  |

2. Release of Grades & Grade Evaluation Comments

The schedule for 2026 spring semester is as follows.

You can check your grades by going to [CAMPUS WEB](#)  and navigating to [Registered Courses and Grade Report] → [Subject List]. After grades are released, students may check their grades via CAMPUS WEB. Grades cannot be released before these dates and students are not allowed to contact faculty memebers directly to inquire about final grades.

Release of Grades

Announcement of Grades for Current Students and Graduation Results · Grades for Graduating Students : Wednesday, August 26, 2026 6:30 JST

- Graduating students are those in their 8th semester or above and students registered in accelerated completion program who are scheduled to graduate in September 2026.
- Graduating master students are those in their 4th semester or above and students registered in accelerated completion program who are scheduled to graduate in September 2026.
- Students eligible for graduation and students eligible for completion, will be notified of their [Successful/Unsuccessful] result in the section [Urgent Information] on [Student Portal].

Announcement of Grades for Summer Session Courses: Monday, September 7, 2026 6:30 JST

- Only students who attended Summer Session courses, please check.

Grade Evaluation Comments

Grade evaluation comments will be available for download from the following link at 9:00 a.m. on the grade announcement day.

- [2025 Fall Semester Grade Evaluation Comments \(Update March 10, 2026\)](#) 

3. Graduation Assessment

This procedure will assess whether a student is eligible to graduate within a certain period of study (generally four years for regular students). In Japan, students are often requested to submit a "Certificate of Prospective Graduation" during job-hunting activities.

Please note that these certificates only indicate the prospect of graduation and do not guarantee a student's graduation.

Assessment Criteria

| | Period of Assessment | Criteria | Timing of Issuance |
|---------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|------------------------------------|------------------------------------------------------------------------|
| Regular Students | At the beginning of the 7th semester | Completion of at least 76 credits | Spring Semester: Early April Fall Semester: Early October |
| | At the beginning of the 8th semester, and at the beginning of each following semester | Completion of at least 100 credits | |
| Accelerated Graduation Program Students *Students who joined the program in AY 2025 FA or later | At the beginning of the 5th semester | Completion of at least 76 credits | |
| | At the beginning of the 6th semester, and at the beginning of each following semester | Completion of at least 100 credits | |
| Accelerated Graduation Program Students *Students who joined the program in AY 2025 SP or earlier who aim to graduate in 3 years | At the beginning of the 5th semester | Completion of at least 76 credits | |
| | At the beginning of the 6th semester, and at the beginning of each following semester | Completion of at least 100 credits | |
| Accelerated Graduation Program Students *Students who joined the program in AY 2025 SP or earlier who aim to graduate in 3.5 years | At the beginning of the 6th semester | Completion of at least 76 credits | |
| | At the beginning of the 7th semester, and at the beginning of each following semester | Completion of at least 100 credits | |

* For students with curriculum change from the AY2006 Curriculum to AY2011 Curriculum upon being Readmitted or Reinstated to APU, the following applies.

| | Period of Enrollment | Period of Assessment | Criteria | Notes |
|-------------------------|-------------------------|---------------------------------------------------------------------------------------|-----------------------------------|---------------------------------------------------------------------------------------------------------------------|
| Regular Students | Spring Semester (April) | At the beginning of the 7th semester, and at the beginning of each following semester | Completion of at least 80 credits | Those who have completed 64 credits or more can apply for prospective graduation assessment at the Academic Office. |
| | Fall Semester (Sept.) | At the beginning of the 6th semester, and at the beginning of each following semester | Completion of at least 66 credits | Those who have completed 44 credits or more can apply for prospective graduation assessment at the Academic Office. |

- A "Certificate of Prospective Graduation" may be printed from the automatic certificate dispensers located on the first floor of Building A and in the APU Library for those who complete the above criteria. There are periods at the end of each semester during which Certificates of Prospective Graduation cannot be issued.
- Application procedures for various certificates and information regarding certificates at the graduation ceremony can be found in the Student Services website.
- Prospective graduation assessments will be held every semester until graduation from the period of the assessment onwards.

4. Grade Inquiries

Grade inquiries will only be accepted in the following cases where there is a clear error in the grade announced.

- A grade is not shown for a registered subject.
- A grade is shown for a subject that the student did not register.
- Errors in the grade report.
- The grade shown does not match the grade calculated from the actual marks received on exams and / or reports.

If you will be submitting a grade inquiry, first check the syllabus and grade evaluation comments for the course. Then, submit your inquiry through the prescribed form providing objective evidence based on the information mentioned above to explain the reason for the inquiry. Inquiries that do not provide objective and concrete facts for the inquiry or are not submitted within the application period will not be accepted. Students are not allowed to contact faculty members directly to inquire about final grades.

Grade Inquiry Period

Regardless of the reason, any application received after the deadline below, will not be accepted. No Exceptions.

- **Spring Semester Subjects | AY 2026**
Application Period : Wed, Aug 26, 2026, 10:00 – Fri, Aug 28, 2026, 12:00:00 (JST)
- **Summer Sessions Subjects | AY 2026**
Application Period : Mon, Sep 7, 2026, 10:00 - Wed, Sep 9, 2026, 12:00:00 (JST)
- **Fall Semester Subjects | AY 2026**
Application Period : Tue, Mar 2, 2027, 10:00 - Thu, Mar 4, 2027, 12:00:00 (JST)
- **Winter Sessions Subjects | AY 2026**
Application Period : Wed, Mar 10, 2027, 10:00 - Fri, Mar 12, 2027, 12:00:00 (JST)

※ Grade Inquiries for Off-campus Programs differ depending on the semester grades are awarded. Please check the application guidelines of each program for details.

Off-campus Programs HP <https://en.apu.ac.jp/abroad/> 

How to Apply

Be sure to read carefully the manual before submitting your inquiry.

[Grade Inquiry Manual \(PDF\)](#) 

Please apply within the application period through the corresponding grade inquiry form.

① [Grade Inquiry Form](#) 

② [Inquiry Form for Session Courses](#) 

Notes

- The application form includes descriptive-open questions. Allow yourself enough time to complete the form for submission.
- Notification of acceptance or non-acceptance of grade inquiries will be sent to the student's APU email address.

1. Accelerated Graduation Program

For students planning to apply from the AY2025 Fall semester onward

The accelerated graduation program has been devised to encourage the academic efforts of outstanding students who wish to graduate in three years or three and one half years. Those who wish to enroll in the "accelerated graduation program" must meet a number of specific criteria.

*This program is not for APS students in the 2023 curriculum.

Schedule

| | Application for AY2025 Fall Semester | Application for AY2026 Spring Semester |
|---------------------------------|--------------------------------------|-----------------------------------------|
| Application Materials Available | Middle of July 2025 | Early January 2026 |
| Application Period | Mon. July 7 - Fri. July 11, 2025 | Mon. January 12 - Fri. January 16, 2026 |
| Results Announced | Mon. September 8, 2025 | Tue. March 10, 2026 |
| Program Registered | Sun. September 21, 2025 | Wed. April 1, 2026 |

In the following cases, students will be ineligible to register for the Accelerated Graduation Program.

- Transfer from a non-4 year university or 3rd Year transfer students.

Application and Selection Procedures

Initial Application

Students in their 2nd semester are eligible to apply to begin the program from the 3rd semester.

Screening will be conducted upon completion of the 4th semester. Those who do not meet the following criteria will be removed from the Accelerated Graduation Program.

Screening Criteria

- Completion of at least 32 credits by the end of the 2nd semester, and a cumulative GPA of at least 3.20

Re-evaluation Criteria

- Completion of at least 74 credits by the end of the 4th semester, and a cumulative GPA of at least 3.20
- Completion of all required language courses by the end of the 4th semester.




Supplementary Application

Applications to the Accelerated Graduation Program are also accepted in the 4th semester for entrance into the program in the 5th semester. Applications will be accepted from new applicants and from those who previously applied unsuccessfully.

Screening Criteria

- Completion of at least 64 credits by the end of the 4th semester, and a cumulative GPA of at least 3.20
- Completion of all required language courses by the end of the 4th semester

Application guideline / Documents for Submission (new and supplementary applications)

- [Application guideline](#) 
- [Accelerated Graduation Program Application Form / Essay Form](#) 
- [Application Form \(Forms\)](#) 


Tuition

Students who register for the Accelerated Graduation Program will be charged tuition under a different model from regular students, shown below. As such, after registering for the Accelerated Graduation Program the tuition costs per semester will be higher than those of regular students, so please be sure to check each semester's tuition costs carefully.

APU Tuition is split into two parts: Tuition A (the same for all students) and Tuition B (differs by year). Tuition A is charged to all current students each semester, so if you graduate in three years you will not have to pay Tuition A in your 4th year.

If you graduate in three and a half years, you will have already completed your Tuition B payments so you will only be required to pay Tuition A in your 7th semester and will not be charged for Tuition B.

Please check the Tuition Fees page of the APU homepage for details.

<https://en.apu.ac.jp/home/life/content9/> 

First year enrollee on the Accelerated Graduation Program (Students enrolled since AY 2020)

| Year | Tuition | 1 | 2 | 3 | 4 |
|-----------------------|-----------|------------|------------|------------|------------|
| Semester | | 1 • 2 | 3 • 4 | 5 • 6 | 7 • 8 |
| Example A (half year) | Tuition A | ¥380,000 | ¥380,000 | ¥380,000 | ¥380,000 |
| | Tuition B | ¥270,000 | ¥555,000 | ¥555,000 | — |
| Total (half year) | | ¥650,000 | ¥935,000 | ¥935,000 | ¥380,000 |
| Total (1 year) | | ¥1,300,000 | ¥1,870,000 | ¥1,870,000 | ¥760,000 |
| Example B (half year) | Tuition A | ¥380,000 | ¥380,000 | ¥380,000 | ¥380,000 |
| | Tuition B | ¥270,000 | ¥555,000 | ¥277,500 | ¥277,500 |
| Total (half year) | | ¥650,000 | ¥935,000 | ¥657,500 | ¥657,500 |
| Total (1 year) | | ¥1,300,000 | ¥1,870,000 | ¥1,315,000 | ¥1,315,000 |
| Example C (half year) | Tuition A | ¥380,000 | ¥380,000 | ¥380,000 | ¥380,000 |
| | Tuition B | ¥270,000 | ¥370,000 | ¥740,000 | — |
| Total (half year) | | ¥650,000 | ¥750,000 | ¥1,120,000 | ¥380,000 |
| Total (1 year) | | ¥1,300,000 | ¥1,500,000 | ¥2,240,000 | ¥760,000 |

• Example A:

- A first year student registers for the Program from their second year
- A second year student is registered for the Program, but withdraws at the end of their 6th semester

• Example B:

- A first year student registers for the Program from their second year, but they are removed from the Program during the re-screening at the end of their 4th semester
- A second year student is registered for the Program, but they withdraw at the end of their 4th semester

• Example C:

- A first year student registers for the Program from their third year
- A third year student is registered for the Program, but withdraws at the end of their 6th semester

Seminar for Accelerated Graduation Program

For students enrolled in the Accelerated Graduation Program, the registration of seminar subjects (3rd and 4th year seminars) will differ from that of regular students. Specifically, students who have applied to graduate in their 6th or 7th semester will have a different seminar registration period. Please check the details in the application guidelines on your college's seminar page below.

- [APS Seminars](#)
- [APM Seminars](#)
- [ST Seminars](#)

Notes on Study Abroad

Certain students should consult with a study abroad officer before applying for the Accelerated Graduation Program. Please contact the office if in the future you plan to:

- apply for an international student exchange program.
- apply for the Ritsumeikan University domestic student exchange program.
- participate in an independently arranged study abroad program.

Please note that students cannot study abroad during their final semester (of scheduled graduation).

Enrolling in the Program

Announcement of Graduation Assessment Results

Schedule

Results will be announced on the graduation result release date of the semester.

Conditions of the Accelerated Graduation

- Completion of at least 124 credits in the requisite fields.
- Cumulative GPA of 3.20 or higher.
- Completion of at least 20 credits of lecture/seminar subjects held in the non-basis language (excluding J/E classes)
- ※ For Japanese-basis students: completion of at least 20 credits of lecture or seminar courses taught in English.
For English-basis students: completion of at least 20 credits of lecture or seminar courses taught in Japanese.

Interview with the Associate Dean of Academic Affairs

Students approved to join the Accelerated Graduation Program must meet with the Associate Dean of Academic Affairs of their college to receive guidance on how to graduate in 3 or 3.5 years. The Academic Office will contact students to schedule these interviews.

Scholarships

International students receiving a reduction in tuition fees who have become Accelerated Graduation Program students should review "The Guide to Scholarship" available on the Student Services website for information regarding the conditions of the reduction.

Withdrawal from the Accelerated Graduation Program

If a student wishes to withdraw from the Accelerated Graduation Program, they may apply to the Academic Office in their 4th or 6th semester during the period 1 week before to 3 days after the date grades are announced for that semester. In addition, students will be removed from the program if they do not meet the necessary conditions at the rescreening at the end of their 4th semester, or if they have not fulfilled their graduation requirements by the end of their 7th semester.

Semesters in which Specific Courses can be Registered by Accelerated Graduation Program Students

The list below only shows the courses which Accelerated Graduation Program students can register for earlier than regular students. It also includes courses from other colleges. Please see the Course List for information on the subject fields for each course.

- [APM](#)
- [ST](#)

For students enrolled before the AY2025 Spring semester

The accelerated graduation program has been devised to encourage the academic efforts of outstanding students who wish to graduate in three years or three and one half years. Those who wish to enroll in the "accelerated graduation program" must meet a number of specific criteria.

Once enrolled, as long as students meet the assessment criteria at the end of the 4th semester, they will continue on the program through the time of their graduation.

*This program is not for APS students in the 2023 curriculum.

Re-evaluation Criteria

- Completion of at least 74 credits by the end of the 4th semester, and a cumulative GPA of at least 3.20
- Completion of all required language courses by the end of the 4th semester.

Guideline

- [Guideline](#)

* This application guideline is for the Spring Semester of AY2025, and the application period has already ended.

Tuition

Students who register for the Accelerated Graduation Program will be charged tuition under a different model from regular students, shown below. As such, after registering for the Accelerated Graduation Program the tuition costs per semester will be higher than those of regular students, so please be sure to check each semester's tuition costs carefully.

In addition, it is not possible to switch back to the regular program after registering for the Accelerated Graduation Program unless you fail the re-screening process in your 4th semester.

APU Tuition is split into two parts: Tuition A (the same for all students) and Tuition B (differs by year). Tuition A is charged to all current students each semester, so if you graduate in three years you will not have to pay Tuition A in your 4th year.

If you graduate in three and a half years, you will have already completed your Tuition B payments so you will only be required to pay Tuition A in your 7th semester and will not be charged for Tuition B.

Please check the Tuition Fees page of the APU homepage for details.

<https://en.apu.ac.jp/home/life/content9/> 

First year enrollee on the Accelerated Graduation Program (Students enrolled since AY 2020)

| Year | Tuition | 1 | 2 | 3 | 4 |
|--------------------------|-----------|------------|------------|------------|------------|
| Semester | | 1 • 2 | 3 • 4 | 5 • 6 | 7 • 8 |
| Example A (half year) | Tuition A | ¥380,000 | ¥380,000 | ¥380,000 | ¥380,000 |
| | Tuition B | ¥270,000 | ¥555,000 | ¥555,000 | — |
| Total (half year) | | ¥650,000 | ¥935,000 | ¥935,000 | ¥380,000 |
| Total (1 year) | | ¥1,300,000 | ¥1,870,000 | ¥1,870,000 | ¥760,000 |
| Example B (half year) | Tuition A | ¥380,000 | ¥380,000 | ¥380,000 | ¥380,000 |
| | Tuition B | ¥270,000 | ¥555,000 | ¥277,500 | ¥277,500 |
| Total (half year) | | ¥650,000 | ¥935,000 | ¥657,500 | ¥657,500 |
| Total (1 year) | | ¥1,300,000 | ¥1,870,000 | ¥1,315,000 | ¥1,315,000 |
| Example C (half year) | Tuition A | ¥380,000 | ¥380,000 | ¥380,000 | ¥380,000 |
| | Tuition B | ¥270,000 | ¥370,000 | ¥740,000 | — |
| Total (half year) | | ¥650,000 | ¥750,000 | ¥1,120,000 | ¥380,000 |
| Total (1 year) | | ¥1,300,000 | ¥1,500,000 | ¥2,240,000 | ¥760,000 |

• **Example A:**

A first year enrollee registers for the accelerated graduation program in their second year.

• **Example B:**

A first year enrollee registers for the accelerated graduation program in their second year, but is removed from the program during a re-evaluation at the end of their fourth semester.

• **Example C:**

A first year enrollee registers for the accelerated graduation program in their third year.

Seminar for Accelerated Graduation Program

For students enrolled in the Accelerated Graduation Program, the registration of seminar subjects (3rd and 4th year seminars) will differ from that of regular students. Specifically, students who have applied to graduate in their 6th or 7th semester will have a different seminar registration period. Please check the details in the application guidelines on your college's seminar page below.

- [APS Seminars](#)
- [APM Seminars](#)
- [ST Seminars](#)

Notes on Study Abroad

Certain students should consult with a study abroad officer before applying for the Accelerated Graduation Program. Please contact the office if in the future you plan to:

- apply for an international student exchange program.
- apply for the Ritsumeikan University domestic student exchange program.
- participate in an independently arranged study abroad program.

Please note that students cannot study abroad during their final semester (of scheduled graduation).

Enrolling in the Program

Application for Preferred Graduation Date

All students enrolled in the Accelerated Graduation Program will be asked about their graduation plans each semester.

All enrolled students will be sent an "Action Required" message on Student Portal with the application documents. Please check the message and submit the required documents to the university by the deadline.

All students must submit the documents every semester, regardless of whether their plans for their semester of graduation have changed.

Please note, the university will determine when students can register for classes and graduate based on their submitted application documents, so students should be sure to submit the documents by the deadline each semester. If a student does not submit their application documents, they may not be able to graduate in their desired semester.

Changes to the Requested Graduation Date

As a rule, it is not permitted to request an earlier graduation date after an application has been submitted. Students should consider their requested graduation date carefully before submitting their applications.

Important

In the case that a requested graduation period was changed, course schedules for seminar subjects (3rd and 4th year seminars) will also change. The changes will be reflected during the Course Registration Period B.

Announcement of Graduation Assessment Results

Schedule

Results will be announced on the graduation result release date of the semester of their intended graduation.

Conditions of the Accelerated Graduation

- Submission of the Graduation Selection Period Application at the beginning of the semester of intended graduation.
 - Completion of at least 124 credits in the requisite fields.
 - Cumulative GPA of 3.20 or higher.
 - Completion of at least 20 credits of lecture/seminar subjects held in the non-basis language (excluding J/E classes)
- ※ For Japanese-basis students: completion of at least 20 credits of lecture or seminar courses taught in English.
For English-basis students: completion of at least 20 credits of lecture or seminar courses taught in Japanese.

Interview

- An interview by a faculty member is required on the semester immediately preceding your graduation.

Scholarships

International students receiving a reduction in tuition fees who have become Accelerated Graduation Program students should review "The Guide to Scholarship" available on the Student Services website for information regarding the conditions of the reduction.

Semesters in which Specific Courses can be Registered by Accelerated Graduation Program Students

The list below only shows the courses which Accelerated Graduation Program students can register for earlier than regular students. It also includes courses from other colleges. Please see the Course List for information on the subject fields for each course.

- [APM](#) 
- [ST](#) 

2. College Transfer

"Transfer within the University" is a system whereby an APU student, scheduled to proceed to the 2nd or 3rd year level, transfers from the College in which they are currently studying to another College within the University. As a general rule, transfer from a college is only available when there are openings in the other College.

Schedule

| | Transfer From AY2025 Fall Semester | Transfer From AY2026 Spring Semester |
|----------------------------------------|------------------------------------|-----------------------------------------|
| Application Materials Available | Early June 2025 | Late November 2025 |
| Application Period | Mon. June 9 - Fri. June 13, 2025 | Mon. December 1 - Fri. December 5, 2025 |
| Interviews | Mon. June 23 - Fri. July 4, 2025 | Mon. January 12 - Fri. January 23, 2026 |
| Results Announced | Mon. September 8, 2025 | Tue. March 10, 2026 |
| Procedure Deadline | Middle of September 2025 | Late March 2026 |
| Effective Date of Transfer | Sun. September 21, 2025 | Wed. April 1, 2026 |

Application and Screening

Application Period

- When moving to 2nd year: Apply during 2nd semester
- When moving to 3rd year: Apply during 4th semester

Eligibility

- Transfers at the 2nd year level (2nd semester students): Students must obtain at least 30 credits by the end of their first year of study and maintain a cumulative GPA of at least 2.50.
- Transfers at the 3rd year level (4th semester students): Students must obtain at least 60 credits by the end of their second year of study and maintain a cumulative GPA of at least 2.50. In Addition, students must have completed all required language courses by the end of the 4th semester.

* Please note that Accelerated Program students cannot apply for transfer at the 3rd year level.

* Please note that students on Academic Leave cannot apply for transfer.

Screening Method

After completing document screening, there will be an interview held, and it will be determined whether or not to approve the transfer.

Credit Transfer

Credit received in your college prior to transfer will be evaluated by the Division of Academic Affairs and transferred. In the new college, the major subject credits from the previous college will be treated as "credits from another college" (with certain exceptions).

* Once the college transfer has been approved please complete the required procedures within the allowed time. If these procedures are not completed, you will be expelled from the university.

Application

Application Guidelines

[Information on "College Transfer Within the University", Spring Semester 2026 \(PDF\)](#) 

Application Materials

- [College Transfer Application \(DOC\)](#) 

- * [College Transfer Application sample \(PDF\)](#) 

- * Only signatures and seals of the actual "primary tuition provider" will be considered valid. The signature of the "primary tuition provider" (international students only) will be sufficient in the case that the "primary tuition provider" does not possess a seal (inkan).

- The "Application for College Transfer within the University" is able to be downloaded prior to the start of the application period. Please make sure that you have your "primary tuition provider" sign the documents so that you are able to submit them during the designated application period.

- [Statement of Purpose \(DOC\)](#) 

- College Transfer Fee of 10,000 JPY

How to Submit

Please submit through [Forms here](#)  .

Application Notes

- Once you submit your application, you cannot change or cancel it for whatever reason. Please consider your situation carefully before applying.
- The screening schedule cannot be changed at your request for any reason whatsoever.
- If your transfer is approved, you will be removed from the register of your current College on the final day of the semester in question.
- Please conduct the necessary procedures within the prescribed timeframe. If you do not complete procedures by the deadline, your permission for transfer will be revoked and you will be forced to withdraw from your current College at the end of the semester.

5. Pre-enrollment Credit Transfer

APU understands the significance of learning through a wide range of channels; therefore, the university will allow students to transfer credits obtained prior to enrollment under certain conditions. Credits will be transferred only upon application. To apply, students should submit a "Credit Transfer Application" to the Academic Office.

Credit Transfer for Studies Conducted at Other Institutions Prior to Enrollment

APU will transfer a maximum of 30 credits for studies conducted at other universities prior to enrollment at APU in the instances outlined below. APU will authorize:


- Credits obtained at another university or junior college before enrolling at APU.
- Credits obtained as a part-time APU student prior to enrollment.

A maximum of 60 credits in any form may be transferred after enrolling at APU.

* Credits transferred at the time of enrollment at APU do not count toward the 60 credit limit for 2nd or 3rd year transfer students ONLY.

Application Period

Applications are only accepted immediately after a student's enrollment at APU. Students must submit their application form to the Academic Office by 16:30 on Friday, May 8th, 2026. APU will not authorize credit transfers after this time under any circumstances.

- Application Information ([PDF](#) ) *1st Semester Students Only
- Credit Transfer Application Form ([Excel](#) )

Credit Transfer Procedures

- ① APU will authorize a credit transfer if a correlation can be made with an APU subject, and the contents of the subject taken at the former institution can be verified by an syllabus (outline).
- ② If a direct correlation cannot be made between the subject taken at the former institution and APU, the credits might be transferred into one of the subject fields, as appropriate.

Transfer of Grades

A grade of "T" (transfer) will be shown for all transferred subjects in the evaluation section of student's grade reports.

6. Certifications

GIS Analyst

What is a GIS Analyst?




A GIS Analyst is a professional who analyzes regions making use of geographic information systems. This profession is applicable to practices in a wide range of fields including city planning and marketing

*The Association of Japanese Geographer HP (<http://ajg-certi.jp/gis/becomes.html> )

Eligible Curriculum

- 2023 ST curriculum students
- 2017 APS curriculum students
- 2017 APM curriculum students

List of certified courses

- [\[23ST\] List of certified courses \(Categories A~D\)](#) 
- [\[17APS\] List of certified courses \(Categories A~D\)](#) 
- [\[17APM\] List of certified courses \(Categories A~D\)](#) 

Process for Acquiring Qualifications

1. Credits must be earned for courses corresponding to all of [A], [B], [C], and [D].
[Category A: at least 1 credit, Category B: at least 2 credits, Category C: at least 2 credits]
2. Credits will be received for Category D courses through writing a graduate thesis using GIS.
3. The Association of Japanese Geographers: Please fill out the required information in the application form prescribed by the Qualification Specialist Committee and apply to the Association of Japanese Geographers Qualification Specialist Committee together with the certification fee.

Important Points to Note

※Faculty members in charge of Category D subjects will vary depending on the academic year. Depending on the academic year, even when a faculty member is available, Category D subjects may not be offered. When aiming to obtain qualifications, please confirm whether graduation thesis writing making use of GIS is possible with the applicable faculty member when applying for the preferred class belonging to the major seminar.

Contact

apust@apu.ac.jp 