

○ Administration of Scholastic Performance Evaluations

April 1, 2006

Approved by the Vice President (Education/Research)

I. Evaluating the Scholastic Performance of School Students

1. Performance assessment and evaluation of attainment level in class subjects

(1) Performance assessment in class subjects

Performance assessment shall be implemented with one of the following or a combination thereof.

[1] The 5 levels of excellent, superior, good, fair, and poor shall be utilized.

In cases where an assessment of “poor” is given due to insufficient attendance, non-completion of the final examination, etc., a student may be given notice of nonattendance.

When the 5 levels of evaluation criteria are marked using a maximum score of 100 points, 90 points and above shall be “excellent,” 80–89 points “superior,” 70–79 points “good,” 60–69 points “fair,” and less than 60 points “poor” (a failing grade).

[2] The evaluation shall be scored from 0 to 100 points.

Less than 60 points shall be a failing grade.

[3] In case, however, it is difficult to assess the performance in 5 levels due to special reasons\*, a pass/fail evaluation shall be used.

(2) Evaluation of attainment level

Based on the evaluation items and evaluation criteria for learning outcomes that the education program prescribes in the specifications, evaluation of the attainment level shall utilize the 3 levels of “extraordinarily outstanding,” “outstanding,” and “good.”

2. Grade Point Average (GPA)

The following method shall be utilized to calculate the GPA at this university.

Calculation Formula:

$$\text{GPA} = \frac{\text{No. of "excellent" credits} \times 4 + \text{No. of "superior" credits} \times 3 + \text{No. of "good" credits} \times 2 + \text{No. of "fair" credits} \times 1}{\text{Total No. of registered credits} \times 4} \times 100$$

(1) The GPA shall be truncated after the third decimal place.

(2) Calculations shall be made for each semester (preceding semester) and for the year

(from admission through the preceding semester)

(3) Class subjects marked with the 5 evaluation levels shall be subject to calculation.

## II. Evaluating the Scholastic Performance of Graduate School Students and Advanced Course Students

Performance assessment in class subjects shall be carried out and the evaluation shall be conducted in accordance with one of the following.

1. The 5 levels of excellent, superior, good, fair, and poor shall be utilized. In cases where an assessment of “poor” is given due to insufficient attendance, non-completion of the final examination, etc., a student may be given notice of nonattendance. When the 5 levels of evaluation criteria are marked using a maximum score of 100 points, 90 points and above shall be “excellent,” 80–89 points “superior,” 70–79 points “good,” 60–69 points “fair,” and less than 60 points “poor” (a failing grade).
2. However, in cases where utilization of the 5 levels of evaluation is difficult due to special reasons\*, a pass/fail assessment shall be used.

\*Special reasons are considered by the Faculty Council responsible for the Program.

## III. Approved Courses

1. When learning or credits acquired at other universities, etc. prior to admission (including cases of foreign language certification examinations, etc. and transfer admission) are regarded as completion of class subjects at this university and credits are approved, a performance assessment shall not be included.
2. When learning or credits acquired at other universities, etc. after admission (including cases of foreign language certification examinations, etc.) are regarded as completion of class subjects at this university and credits are approved, as a rule, a performance assessment shall not be included. However, only in cases where there is a commensurate basis that includes performance assessment through agreement, etc., a performance assessment may be included in accordance with the

decision of a school, etc.

3. When credits acquired at this university prior to admission (including credits acquired as a credited auditor) are approved, a performance assessment may be included in accordance with the decision of a school, etc.
4. The evaluation column for class subjects for which a performance assessment is not included shall be marked as approved.

#### IV. Application

1. This administration of scholastic performance evaluations shall be applied to students admitted from FY2015.
2. Provisions then in force regarding the administration of scholastic performance evaluations for students admitted in or before FY2014 shall remain applicable, notwithstanding the stipulations herein.

Note: (March 16, 2010 Partial Revision)

This revision shall be applied from April 1, 2010.

Note: (March 10, 2011 Partial Revision)

This revision shall be applied from April 1, 2011.

Note: (January 7, 2015 Partial Revision)

This revision shall be applied from April 1, 2015.

Note: (May 26, 2020 Partial Revision)

This revision shall be enforced from May 26, 2020, and applied to the scholastic performance evaluations from April 1, 2020.