

第2学期終了時の本人の届出による留年について

Repeating First Year of Study by Submitting a Notice at the Completion of The Second Semester

平成 25 年 9 月 24 日
September 24, 2013.

第2学期終了時に本人の学修計画上の理由により自主的に留年を希望する方は、9月の定められた日までに「留年届」を提出することにより、留年することができます。ただし提出期限後の留年は一切認められません。

At the end of their second semester of study, if a student decides that he/she would like to voluntarily repeat the first year of study for a reason related to their study plans, the student may repeat the first year of study by submitting a Voluntary Repeat Year Notification by the stipulated March deadline. Please note that, after the deadline, no student will be permitted to repeat a year.

留年を希望する方は、下記の期間に「留年届」を提出してください。

Students who would like to repeat a year must submit a Voluntary Repeat Year Notification by the deadline below.

1. 対象者 Eligibility Requirements

1 年次から 2 年次へ進級するための条件を満たしている者（平成 25 年度に 2 年次へ進級が確定している者）で 1 年次に留年を希望する者。（平成 25 年度が最終在学年限となる者については、この届出をすることはできない。）
Students who meet the requirements for advancement from the first year to the second year (those who are certain to advance to the second year in the AY 2013) and would like to repeat a year. (Students for whom the AY2013 is the final year of their maximum period of enrollment may not use the Voluntary Repeat Year Notification.)

2. 「留年届」用紙配付及び届出期間 Deadline for Submission

9 月 12 日（木）～9 月 27 日（金）（提出期限後の本人の届出による留年は認められない。）
Voluntary Repeat Year Notification is available from Sept. 12 (Thu.) to Sept. 27 (Fri.). Completed forms may be submitted during that period (Saturdays, Sundays, and Holidays not excluded), and the deadline for submission is Sept. 27 (Fri.). (After the deadline, no repeat years will be granted through the submission of this form by students.)

3. 配布・提出場所 Where to Pick up and Submit Forms 教務課国際化推進係窓口

Forms can be picked up and submitted at the PEAK/GPEAK Section Counter of the Academic Affairs Division.

なお、新学期を迎えるにあたり、学修計画の相談を受けますので希望者は教務課窓口へ相談に来てください。
The Academic Affairs Division offers consultations regarding study plans. All students are welcome to come for consultations as they prepare for the new semester.

教 養 学 部 教 務 課
Academic Affairs Division
College of Arts and Sciences