



College of Education
TEMPLE UNIVERSITY®

**M.S.ED. IN TESOL
STUDENT HANDBOOK**

TEMPLE UNIVERSITY, JAPAN CAMPUS

EFFECTIVE FALL 2018

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◆ INTRODUCTION

Welcome to the Graduate College of Education at Temple University, Japan Campus. We are delighted that you have joined us and look forward to working with you throughout your graduate career.

We hope that this student handbook helps you navigate the programs, policies, and requirements for the college and university and answer many of the questions that you might have about a number of aspects of the program. Note, however, that this handbook is not meant to be the final or sole word on the requirements and policies of the Master of Science in Education (M.S.Ed.), Concentration in TESOL Program or Temple University, Japan Campus; the purpose is to inform you of the most important policies as well as issues that many students ask about. For further information about the graduate policies of Temple University, speak with us.

The administrators and staff of TUJ's Graduate College of Education are here to assist you in whatever way we can. Feel free to call, e-mail, or visit our office if you have questions, problems or concerns.

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Azabu Hall
2-8-12 Minami Azabu
Minato-ku, Tokyo 106-0047
Office Hours: M-F 10-18:30
Tel: 03-5441-9842
Fax: 03-3452-3084

Osaka Center
Osaka Ekimae Bldg. 3, 21F
1-1-3-2100 Umeda, Kita-ku
Osaka 530-0001
Office Hours: M-F 13-20:00, Sat by appointment
Tel: 06-6343-0005
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◆ PROGRAM REQUIREMENTS

Requirements for completion of the master's degree in TESOL are:

- 18 credit hours of required courses (six 3-credit courses);
- 12 credit hours of elective courses;
- 1 credit EDUC 9993 Comprehensive Examination course;
- Successful completion of the M.S.Ed. Comprehensive Examination;
- An overall B average (3.0 or better on a 4.0 scale) for all courses.

Note: Three 1-credit weekend seminars equal one 3-credit elective course.

REQUIRED COURSES

Six 3-credit courses are required in the M.S.Ed. Program. These courses are offered twice a year at the Tokyo Center and once a year at the Osaka Center.

TESL 5611: Applied Language Study I: Phonology and the Lexicon
TESL 5612: Applied Language Study II: Grammar, Morphology and Classroom Discourse
TESL 5613: Multilingual Students' Literacy Development
TESL 5614: Current Approaches to Teaching English Language Learners
TESL 5616: Designing Assessment and Curriculum for Multilingual Students
TESL 5618: Second Language Development

Required courses are offered based on the schedule below:

Tokyo Center

- Spring Semester – TESL 5611, TESL 5616, and TESL 5618
- Summer Session I – TESL 5612, TESL 5613, and TESL 5614
- Summer Session II – TESL 5611, and TESL 5616
- Fall Semester – TESL 5612, TESL 5613, TESL 5614, and TESL 5618

Osaka Center

- Spring Semester – TESL 5611, TESL 5616 and TESL 5618
- Summer Session I – No required courses are offered
- Summer Session II – No required courses are offered
- Fall Semester – TESL 5612, TESL 5613 and TESL 5614

COURSE COMPLETION CHECKLIST

As you progress through the M.S.Ed. Program, you can keep track of your progress with the following checklist.

Course	Credits	Semester
<input type="checkbox"/> TESL 5611	3	_____
<input type="checkbox"/> TESL 5612	3	_____
<input type="checkbox"/> TESL 5613	3	_____
<input type="checkbox"/> TESL 5614	3	_____
<input type="checkbox"/> TESL 5616	3	_____
<input type="checkbox"/> TESL 5618	3	_____
<input type="checkbox"/> Elective courses: (Regular elective courses and/or Weekend Seminar courses)	12	_____
<input type="checkbox"/> Comprehensive Examination Course	1	_____
<input type="checkbox"/> Total credits:	31	_____

RECOMMENDED SEQUENCE OF COURSES

There is no specifically recommended sequence of courses in the M.S.Ed. Program. However, it is generally best to begin with FLED 5470: Introduction to the Study of TESOL (elective course), TESL 5611: Applied Language Study I: Phonology and the Lexicon, TESL 5612: Applied Language Study II: Grammar, Morphology and Classroom Discourse or TESL 5614: Current Approaches to Teaching English Language Learners, as these four courses address most of the foundational issues in the TESOL field. If you are a new student and you are unable to take one of those four courses to start with, consult with the office for advice on selecting an elective course. TESL 5618: Second Language Development is more appropriate for students who are further along in the graduate program.

We recommend that you earn at least 3 of your elective credits by taking three of the Distinguished Lecturer Series seminars, as this allows you to study a wider variety of topics while in the graduate program, come into contact with a wider variety of ideas and views of the fields of TESOL and second language acquisition, and meet leading scholars from around the world.

APA STYLE REQUIREMENT

All M.S.Ed. students should use APA style in their course papers, and as such, should have a copy of the *Publication manual of the American psychological association* (6th ed.) (ISBN-10: 1-4338-0561-8 ISBN-13: 978-1-4338-0561-5) or the *Concise rules of APA style (Concise rules of the American psychological association (APA) style)* (6th ed.) (ISBN-10: 1-4338-0560-X ISBN-13: 978-1-4338-0560-8).

Two other APA books that are useful are *Presenting your findings: A practical guide for creating tables* (6th ed.) (ISBN-10: 1-4338-0705-X ISBN-13: 978-1-4338-0705-3) and *Displaying your findings: A practical guide for creating figures, posters, and presentations* (6th ed.) (ISBN-10: 1-4338-0707-6 ISBN-13: 978-1-4338-0707-7).

BUILDING YOUR CV WHILE AT TEMPLE UNIVERSITY

While in the M.S.Ed. Program, it is a good idea to build your professional qualifications by making professional presentations and publishing. In addition to the numerous opportunities outside of Temple to engage in these two professional activities, you have chances to present and publish inside the TUJ community.

The TUJ Graduate College of Education sponsors an Applied Linguistics Colloquium every February. The Colloquium is an excellent opportunity to present academic work you have done inside or outside the M.S.Ed. Program. If you feel hesitant to present by yourself, you should consider co-presenting with another student or colleague from your workplace. If you present at the Colloquium, you are qualified to then publish your presentation in the annual Colloquium Proceedings.

We also regularly publish volumes of *TUJ Studies in Applied Linguistics*. These volumes are compilations of course papers that are edited by M.S.Ed. student editors. You do not need to wait for the course instructor to suggest producing a publication; you can initiate the idea of making a publication to the instructor, but you should be willing to serve as an editor if you do so. Serving as an editor allows you to get two entries on your list of publications in your CV—one as an editor and one for your published paper that appears in the same volume. The course professor, however, should also be willing to edit student papers, and you should contact the Academic Coordinator or the Assistant Academic Coordinator before beginning the project.

◆ ADMISSION REQUIREMENTS AND MATRICULATION

A four-year baccalaureate degree or its equivalent, as recognized by Temple University, from an accredited post-secondary institution is required for admission. The minimum admission standard for all graduate students is an undergraduate grade-point average of B or 3.0 on a 4.0 scale, or the functional equivalent for students who have attended universities outside of the United States.

If you do not have a 3.0 undergraduate grade-point average, the Graduate School considers exceptions to the admissions requirement if you meet one of the following criteria:

- You achieved a 3.25 cumulative grade-point average in at least 6 credits of graduate work at an accredited university in the United States or equivalent academic performance in a university outside the United States.
- You scored above the 65th percentile on the Verbal Reasoning section of the GRE or on the MAT.
- You earned a 3.5 grade-point average during your final two years of undergraduate work.

MINIMUM STANDARDS FOR INTERNATIONAL GRADUATE STUDY

Temple University assesses foreign degrees based on the characteristics of the national educational system, the type of institution attended, and the level of studies completed. The minimum level of study required for graduate admissions consideration varies depending on the country where your degree was granted. If you have a non-US or non-Japanese degree, you must send your transcript to World Education Services (WES). For further information, check the website: <http://www.wes.org/>.

EXAMINATION REQUIREMENTS FOR ADMISSION

The College also requires that native speakers of English take an examination such as the Graduate Record Examination (GRE) or the Miller Analogies Test (MAT). The GRE and MAT must have been taken within the past 5 years or appear on your official Temple University record if you have been previously enrolled at Temple University.

For further information about the GRE, check the website: http://ac.prometric-jp.com/common_contents/academic_reg_en.html. The GRE is offered at various locations in Japan.

The MAT exam is not offered at the Test Center at TUJ Tokyo. For further information about the MAT, check the website: http://www.pearsonassessments.com/postsecondaryeducation/graduate_admissions/mat.html.

The institution code for GRE is 2906 (TU) and for MAT is 2542 (TUI).

MINIMUM ENGLISH LANGUAGE REQUIREMENTS

If you are not a native speaker of English, on the Test of English as a Foreign Language (TOEFL) you must achieve a minimum score of 575 on the paper-based (ITP), or 90 on the Internet-based (iBT) version. The paper-based Institutional TOEFL exam (ITP) is offered at both the Tokyo and Osaka Centers. For further information, check the website: <http://www.tuj.ac.jp/newsite/main/undergrad/admissions/procedures/itp.html>.

At the Tokyo Center, the TOEFL iBT is also offered by the Test Center. You can register at <https://www.prometric.com/>.

The iBT is available at various locations in Osaka, Kyoto, and Hyogo as well. Details concerning the testing dates and centers in the Kansai region can be found at the following website: <http://ac.prometric-jp.com/toefl/jp/reserve/index.html>.

The institution code for TOEFL is 9698 (TUJ).

NON-MATRICULATED STUDENTS

Non-matriculated students are those who have not yet been formally admitted to a degree program. They are usually students who are new to a graduate program and who have not yet decided officially to pursue an advanced degree. The non-matriculated status allows a new student to become familiar with the university—the faculty, the other students, and the curriculum—before deciding to pursue a degree.

You can take a maximum of nine (9) semester hours of courses for credit without officially enrolling in the M.S.Ed. Program (i.e., when you are a non-matriculated student). However, if you try to register for any further courses (i.e., either a fourth course or your 10th graduate credit) as a non-matriculated student, your registration will be blocked. For this reason, it is important that you begin the matriculation process *before* taking your third course, as this will ensure that you are not blocked from taking a course that you hope to enroll in.

Courses taken prior to matriculation can generally be counted towards your degree if they have been taken within the previous three years.

MATRICULATED STUDENTS

At Temple, as at most North American universities, matriculated students are those who have submitted formal applications for admission, who have satisfied all the requirements for admission to the Graduate School, and who have received notice that they have been admitted to a degree program in the Graduate School. Note that once you have matriculated, you are required to be continuously enrolled by taking at least a 1-credit course in spring and fall semesters until you graduate.

MATRICULATION REQUIREMENTS

You must meet all of the following requirements to matriculate.

1. You have earned a four-year bachelor's degree from an accredited American or Japanese college or university or you have earned a U.S.-equivalent four-year degree from an accredited institution in another country. You should submit official transcripts, in English, from every college and university you have attended. Those documents must be mailed directly from the Registrar's Office of each of your previous universities to the Grad Ed Office at TUJ. Students with non-U.S. or Japanese transcripts require a formal evaluation before an admission decision can be made. To expedite this process, you are required to use the WES evaluation service (www.wes.org). E-transcripts should be sent directly to tujtesol@tuj.temple.edu.
2. You have earned a strong academic average in your university studies. Either you have earned a B average (3.0 GPA on a 4.0 scale) or better in an undergraduate degree program in English, English Education, or Linguistics, or you have taken two or three Temple Graduate College of Education courses and earned a 3.25 GPA or better.
3. You have submitted the Application Form.

4. You have submitted a personal statement of your professional plans and goals (1-2 single-spaced typed pages).
5. You are currently teaching English or another language, or you intend to make a career of such teaching.
6. You have submitted scores from the necessary standardized tests. Native speakers of English must submit a GRE (The Graduation Record Examination) or MAT (The Miller Analogies Test) score that is no more than five years old. Non-native speakers of English must submit a TOEFL (Test of English as a Foreign Language) score that is no more than two years old.
7. You have a letter of recommendation from one member of the graduate faculty at TUJ from whom you have taken a course, or letters of recommendation from three persons outside of Temple University.
8. You have paid the Matriculation Fee of 31,000 yen.

APPLICATION DEADLINES FOR MATRICULATION

There are strict deadlines for matriculation and failure to meet a deadline means that you will be unable to take courses the following semester if you have already taken 9 credits as a non-matriculated student. The deadlines are as follows:

For the summer sessions: February 15

For the fall semester: June 15

For the spring semester: October 15

MATRICULATION CHECKLIST

You can use the following checklist to be sure that you have completed all necessary steps in the matriculation process.

- Transcripts from all previously attended universities
- Application Form
- Personal Statement
- Standardized test score (TOEFL for non-native speakers of English and GRE or MAT for native speakers of English)
- Letter(s) of recommendation (If you apply for matriculation in your first semester, you need to submit three letters and if your letters are from TUJ faculty, two letters should be sufficient. If you have completed any courses in TUJ Graduate College of Education, you only need to submit one letter from TUJ faculty)
- Paid the matriculation fee of 31,000 yen.*

* In order to apply for matriculation, you are required to pay the matriculation fee first by accessing the weblink provided by the office. An Application Form will be sent to your TUmail account after your application to pay the matriculation fee is confirmed. Fill out the form and submit it to the office. The fee can be paid by credit card or via bank transfer to the following account:

Mizuho Bank
Azabu Branch
Saving 8014704
TUJGRADED.TEMPLE

Note that once you have matriculated, you must be continuously enrolled and properly registered each fall and spring semester. Enrolling in the summer sessions is optional. If you

are matriculated for the summer session, however, you need to register for at least a 1-credit course for the summer.

◆ STUDENT IDENTIFICATION CARD

All students in the M.S.Ed. Program must have a student identification card, so you need to obtain a TUJ student ID card immediately upon registering for your first course in the graduate program. A student ID card is needed for library privileges, computer printing, course registration, and other university services. Student identification cards are produced at the Tokyo Campus by the Grad Ed Office. There is no fee for the first card, but if you lose your card, subsequent cards cost 1,080 yen.

You need to update your ID card by getting a current semester sticker every semester, but you can only do so if you are taking at least a 1-credit course and completing tuition payment for the semester. If you do not take any courses in a particular semester, you temporarily lose privileges such as use of the library. In order to get a current sticker, bring your card to the TUJ Grad Ed Office.

◆ REGISTERING, DROPPING, AND WITHDRAWING FROM COURSES

REGISTERING FOR COURSES

TUJ's Graduate College of Education has four academic terms: fall semester (September to December), spring semester (January to April), summer session I (May to the end of June), and summer session II (the end of June to August). Course schedules are published on the TUJ Graduate College of Education website and in the printed course schedule before the beginning of the registration period for each semester.

All continuing students are required to register during the registration period (check the Academic Calendar on the website for the schedule of the registration period for each semester). The registration period lasts three weeks.

To remain in Academic Good Standing, you must maintain continuous enrollment (i.e., 1 or more semester hours each fall and spring; also in the summer for those students graduating in summer) from the term of matriculation through the term of graduation. The only exception for continuous enrollment is to take a Leave of Absence. To complete the Leave of Absence (LOA) application, you have to submit Leave of Absence (LOA) Request Form and pay a 3,000 yen LOA Fee.

If you are not continuously enrolled for two consecutive terms—whether as a result of not returning from an approved Leave of Absence term or because a Leave of Absence was never requested—you are considered inactive, so you must apply for readmission and be accepted to the program in order to continue. Readmitted graduate students do not retain their original program and must follow the most current requirements for the graduate degree program.

If you miss the semester tuition payment deadline, your registration will be cancelled. If you wish to re-register for the classes, you will be allowed to do so during the Add/Drop period. However, you will have to pay a 5,400 yen Reinstatement Fee for re-registering. The Bursar's Office has an easy payment plan available that allows you to pay half the tuition by the initial payment deadline and the rest in the middle of the semester. For more details, refer to the Payment Options section on page 19 and the TUJ website.

You can add and drop courses you registered for during the Add/Drop period. The Add/Drop period is during the first week of each semester and lasts for one week. The Add/Drop period

is for those who registered for the classes during the registration period. The Late Registration Fee of 5,400 yen will be charged if you do not register for any course during the official registration period and register for the course(s) during the Add/Drop period or on the seminar day(s). The Add/Drop Form will be available online during the Add/Drop period. Print the form, sign, and return it to the office by e-mail/fax or by handing it in at the front desk in person.

MAXIMUM ENROLLMENT

Maximum enrollment is set for quality control by University. The maximum enrollment for the Graduate College of Education courses is 25 students per regular course. You will be placed on a waiting list for the courses already reached to the maximum enrollment.

REGISTERING FOR WEEKEND SEMINAR COURSES

If you register for one or more weekend seminar courses during the semester registration period, you can add/drop the seminar(s) during the official Add/Drop period or until 17:00 of the first day of each seminar, and no late fees will be incurred.

If you register for a weekend seminar course on the seminar day and it is your initial registration for the semester, you need to pay a Late Registration Fee of 5,400 yen. This Late Registration Fee policy does not apply to new students (first semester students).

If you registered for one or more weekend seminar courses during the semester registration period but that registration was cancelled because you missed the tuition payment deadline, you can re-register for the weekend seminar course during the regular Add/Drop period or on the first day of each seminar until 17:00, but you must pay a Reinstatement Fee of 5,400 yen.

Note: Three 1-credit weekend seminars equal one 3-credit elective course.

REGISTRATION PROCEDURE

Visit the TUJ website: www.tuj.ac.jp/tesol/.

Select campus that you are attending: “Tokyo” or “Osaka.”

Go to “Course Schedule” and decide which course(s) you would like to take.

Go to “Course Registration” and find “Registration Form” during the registration period, fill out your personal information, and select the course(s) you wish to take.

Note that your online paper registration record will be reflected on Self-Service Banner (SSB) in approximately one week. Within 10 days after you register online, check and make sure that your online registration record and your SSB record match. If you find any errors, contact the TUJ Grad Ed Office by e-mail (tujtesol@tuj.temple.edu) at your earliest convenience.

DROPPING A COURSE

You can drop a course during the Add/Drop period without that course appearing on your transcript and with no drop fee. If you have already paid for the course, your tuition for that course will be refunded.

To drop a course, obtain the Add/Drop Form, which is available online during the Add/Drop period. Print out, sign, and return the form to the Grad Ed Office by e-mail/fax or by handing it in at the front desk in person. Note that the Grad Ed Office must receive the Add/Drop Form by the Add/Drop deadline.

WITHDRAWING FROM A COURSE

You can withdraw from a course; however, the course will remain on your transcript as a W and you will remain financially liable for it. After the withdrawal deadline, your grade will be based on the course assignments you have completed at that point. If you stop attending the class and fail to drop or withdraw from it, you will receive a grade of F and will still be required to pay tuition for it. Retroactive adjustments will not be made. Refer to the Academic Calendar for deadlines for withdrawal from a course.

As you can see from the above information, *drop* and *withdraw* have very specific and very different meanings at Temple University. Do not confuse them, and ask for clarification if you are in doubt about their meaning.

Note: The withdrawal option is not available for the weekend seminar courses.

◆ ACADEMIC POLICIES

CONTINUOUS ENROLLMENT

In order to remain in good standing, and to avoid registration blocks, you must be continuously enrolled each spring and fall semester from the semester you matriculate until graduation. Enrolling in the summer sessions is optional. However, if you are matriculated for the summer session, you need to register for at least a 1-credit course. In addition, if you are graduating in summer, you are required to enroll in your graduating summer session. At least one semester hour is required to maintain continuous enrollment, so you are considered continuously enrolled even if you only take a 1-credit weekend seminar. If you cannot enroll for a course in spring or fall semester for any reason, you must take an official leave of absence (see “Leave of Absence” below).

If you are not continuously enrolled for two consecutive terms—whether as a result of not returning from an approved Leave of Absence term or because a Leave of Absence was never requested—are considered inactive, must apply for readmission, and must be accepted to the program in order to continue. Readmitted graduate students do not retain their original Bulletin year and must follow the most current requirements for the graduate degree program.

LEAVE OF ABSENCE

If you are unable to register for a course in spring or fall semester after matriculating, you must officially request a leave of absence. You can do this by taking the following steps:

- Pay a 3,000 yen fee for each semester of non-enrollment by credit card or bank transfer
- Fill out Leave of Absence (LOA) Request Form
- Submit the form to the Grad Ed Office before the end of the add/drop period of the semester

To pay the fee, you must access the link provided by the office. The LOA Form will be sent to your TU mail account after your payment application is confirmed. Upon your receipt of the form, fill it out and submit it to the office to complete your application.

There is a possibility that you will not be granted a leave of absence for more than two semesters. In addition, a leave of absence does not extend the degree completion clock (see “Time Limits for the M.S.Ed. Degree” below). The Dean of the Graduate School in Philadelphia will almost certainly approve a request for a one-semester or a one-year leave of

absence; a leave that is longer than one year, or multiple leaves of absence, might be granted, but they require special consideration.

While on a leave of absence, you cannot use any University facility or receive academic guidance except related to your petition for continuing the leave or for advising related to progress toward completion of the degree.

TIME LIMITS FOR THE M.S.ED. DEGREE

While we enjoy having you as a Temple student, we want you to successfully complete the program and move onward and upward in your career in an efficient manner. For this reason, the university has set a specific time frame for the completion of the M.S.Ed. Degree at four years. Time starts from the semester that you matriculate and concludes with the semester in which the degree is earned. Taking leaves of absence does not stop the clock.

If you fail to complete the M.S.Ed. Program within the four-year period, you can request a time extension. Be advised that time extensions are typically granted only to students who are making steady progress toward their degree and who experience extenuating circumstances. Time extensions of more than one-year will rarely be approved. As your time in the program extends past the four-year limit, you might be required to retake some coursework or examinations if program faculties deem it necessary.

FULL-TIME STATUS

To be considered full-time, you must be enrolled in at least 9 semester hours of coursework for spring and fall semesters and 6 semester hours of coursework for summer session until all coursework is completed.

GRADING AND STANDARDS OF SCHOLARSHIP

Graduate courses at Temple University are graded from A to F. Because the standards of scholarship are greater for graduate students than undergraduate students, no grade below a C- can be used to fulfill any graduate requirement. A minimum cumulative GPA of 3.0 is required in order to graduate. In calculating GPA, only letter grades A to F are used. Courses graded P (Pass) are not used in that calculation.

Grades of A, A-, B+, B and B- are considered acceptable grades in the M.S.Ed. Program. The numerical equivalents are as follows:

A = 4.00	C- = 1.67
A- = 3.67	D+ = 1.33
B+ = 3.33	D = 1.00
B = 3.00	D- = 0.67
B- = 2.67	F = 0.00
C+ = 2.33	I = Incomplete
C = 2.00	

MAINTAINING ACADEMIC GOOD STANDING

To remain in Academic Good Standing, whether matriculated or non-matriculated, you must maintain at least a 3.0 GPA for each semester and a cumulative GPA of at least 3.0 for all work completed at Temple University. If your grade-point average falls below 3.0, you should consult the Administrative Director immediately. You must have at least a 3.0 grade-point average before you can take the M.S.Ed. Comprehensive Examination and before you can graduate. A course carrying the grade of C- or better counts toward graduation. No grade below a C- can be used to fulfill any graduate requirement.

If you receive more than two grades below B- or more than one grade of F are dismissed for failure to maintain satisfactory grades.

ADMINISTRATIVE AND ACADEMIC DISMISSALS

There are two types of dismissals from the University: administrative and academic. The Graduate School has authority over reinstatement after either form of dismissal. An administrative dismissal can occur for reasons such as exceeding the time limit and failure to maintain continuous enrollment. Academic dismissals are more serious and can occur for the following reasons:

- Failing the comprehensive or preliminary examinations in whole or in part twice
- Failure to maintain satisfactory grades
- Failure to make academic progress as defined by the College
- Academic misconduct

READMISSION

If you have withdrawn, been dismissed for failure to maintain continuous enrollment, or have exceeded the four-year time limit and are therefore ineligible to register, you might be required to file a new application for admission. If accepted, you are considered newly matriculated at the time of readmission and will be required to complete all current program requirements. Your time to degree clock will be restarted as of the new admission. The readmission fee is 31,000 yen.

OBTAINING OFFICIAL TRANSCRIPTS

Official academic records for all divisions of the university are kept only in the Office of the Registrar at Temple University in Philadelphia. If you want a copy of your official Temple University transcript, you can request one from the Office of the University Registrar at <http://www.temple.edu/registrar/alumnifamily/verification/transcripts/>.

ACCESSING YOUR ACADEMIC RECORDS

You can check your academic records (e.g., grades and credits earned) at any time by accessing Self-Service Banner (SSB) through TUportal:

1. Log in to TUportal.
2. Under “TUApplications” click “Self-Service Banner.”
3. On the next page, click the “Student Information” tab.
4. Click “Student Academic Record.”
5. Click “Academic History” to see your registration and grades.

When a semester ends, you should allow approximately three weeks for your grades to be shown on SSB.

POLICY ON INCOMPLETES

You can contract for an Incomplete (I) with the permission from the instructor if you do not complete the work of a course on time. University policy states “An instructor will file an I (Incomplete) only if the student has completed the majority of the work of the course at a passing level, and only for reasons beyond the student’s control.” Reasons such as serious illness and death in the immediate family are acceptable, while reasons such as “I’m too busy” are not. You are also required to complete at least 80% of your coursework at the time you request an I grade. In addition to talking with your instructor, you should contact the Administrative Director if you wish to get an Incomplete for a course. An Incomplete will be

changed to a letter grade if you complete the coursework by the deadline you have set with your professor. Work must be completed, graded, and recorded with the Office of Academic Records by the deadline you have set with your professor and the deadline cannot be later than one year from when the course began. An exception to the above rule concerns weekend seminars. All work for 1-credit seminars must be completed on time; an I grade is not an option.

You and the instructor must agree to and sign an Agreement for Issuing an Incomplete Grade Form that specifies what work is still outstanding and must be completed as well as the deadline for completion. The form can be obtained from the Administrative Director. As part of the contract, the instructor must assign a default grade (i.e., the grade you will receive if you submit no further work). In the event the work is not completed on time, you will receive the default grade. The contract is filed in your permanent file. If you receive a Permanent Incomplete and wishes to receive credit for that course are required to re-register, pay tuition, and retake the course to receive a grade.

RETAKING A COURSE

You can retake a course once in order to improve the grade with the permission of the Administrative Director. The higher grade will be used to calculate your GPA, but the course can only be counted once toward graduation requirements (unlike the situation explained below in which course content changes and additional credit can be awarded). You have to pay full tuition for the course the second time you take it.

REPEATING A COURSE FOR ADDITIONAL CREDIT

You can repeat a course for additional credit if the course's content changes semester to semester (while the course number remains the same). Consult with the Administrative Director on further information about retaking a course for additional credit.

TRANSFER OF GRADUATE CREDIT

You can take courses outside of Temple University and request graduate credit by completing the Transfer of Graduate Credit Request Form (available at the Grad Ed Office), providing an official transcript, and obtaining the required signatures. It is in your best interest to obtain this approval prior to taking the course to make absolutely sure that graduate credit can be awarded. Many courses, including those from accredited universities, departments of education or state sponsored workshops might not be eligible for credit. To ensure that you do not spend time, money, and resources needlessly, obtain approval before you commit to the course. You can transfer up to six semester hours of courses. There are five main considerations to remember when considering transfer of graduate credit:

- The school you attended must be an accredited college or university;
- Your grade must be B or better;
- The course(s) must be graduate level;
- The credits must have been earned within three years of your first Temple graduate course;
- The credits must not have been counted toward any degree you have already earned. In other words, they must be credits you have taken after you earned your most recent degree. For instance, if you are pursuing a second graduate degree at Temple University or another university, none of the credits applied to that degree can be transferred to your M.S.Ed. Degree.

Courses taken prior to matriculation can be counted toward a degree only if they meet the program's criteria for currency. Generally, courses taken within the past five years are considered current.

AUDITING A COURSE

You can audit a course with the written permission of the instructor at the time of registration. For this purpose, an Auditor's Approval Form must be signed by the instructor and submitted along with a registration Form. You must register for the course as an auditor and pay the regular per-credit fee.

The registration for any course cannot be changed from audit to credit or vice versa after the add/drop period ends for each semester. Audited courses do not fulfill graduation requirements and you will not receive any grade or credit.

M.S.ED. COMPREHENSIVE EXAMINATION

The Comprehensive Examination—a five-hour test—is required of all students who are finishing the M.S.Ed. Program. The examination is not a final examination covering details of the courses you have taken in the M.S.Ed. Program; rather, the examination asks you to take a broad, comprehensive view of the entire TESOL profession, and to discuss global aspects of the TESOL field as you have come to understand them. This means that in writing the Comprehensive Examination you will draw on your experiences as a language teacher and language learner, as well as what you have learned in Temple University courses, in your independent reading, and in your contacts with others in the profession. You can take the Comprehensive Examination by meeting the requirements below:

1. You have completed at least 24 credit hours
2. You have a 3.0 GPA or better
3. You have registered for the 1-credit EDUC 9993 Comprehensive Examination Course in the semester you take the exam (i.e., you are required to register for the course in the spring semester if you are taking the January Comprehensive Exam and in the summer session I if you are taking the May Comprehensive Exam).

In addition to the requirements above, it is recommended that you have completed all the core courses required for the M.S.Ed. Degree before taking the exam.

If you have concerns meeting all the requirements above for applying to take the Comprehensive Examination, you should consult with the Administrative Director.

If you are earning your 24th credit in the semester before the Comprehensive Examination (e.g., You wish to take the May examination and you are completing your 24th credit in spring semester of the same year), you can apply to take the examination, but doing so is contingent upon your timely completion of the course(s) you are taking.

You must register for EDUC 9993 Comprehensive Examination course in the semester you take the exam. If you are taking the January Comprehensive Exam, you must register for this course in the spring semester. If you are taking the May Comprehensive Exam, you must register for this course in the summer session I.

The Comprehensive Examination is offered twice every year, usually on a Saturday or a Sunday in early January and on a Saturday or a Sunday in early May. A Comprehensive Examination packet is available at the Grad Ed Office in Tokyo and Osaka approximately three months before the examination is given.

If you are eligible to apply for the Comprehensive Examination, you should pay the 6,000 yen Comprehensive Examination Application Fee by accessing the link provided by the office. The Application Form will be sent to your TUmial account upon confirmation of your application

to pay the fee, complete the payment, fill out the form, and submit it to the office to complete your application. The fee can be paid via bank transfer or credit card.

You can take the M.S.Ed. Comprehensive Examination, in whole or in part, no more than twice. If you fail all or part of the preliminary examination twice you will be dismissed from the M.S.Ed. Program. Note that taking January Comprehensive Examination will not allow you to graduate in fall and taking the May Comprehensive Examination will not allow you to graduate in Spring Semester. For example, if you wish to graduate in Fall Semester, you must take the May Comprehensive Examination offered in the same year and if you wish to graduate in Spring Semester, you should take the January Comprehensive Examination offered in the same year.

M.S.ED. COMPREHENSIVE EXAMINATION CHECKLIST

You can use the following checklist to be sure that you are eligible to take the M.S.Ed. Comprehensive Examination.

- Completed at least 24 hours of coursework (3.0 GPA or better)
- Submitted the M.S.Ed. Comprehensive Examination Registration Form
- Registered the EDUC 9993 Comprehensive Examination course
- Paid the Examination Fee of 6,000 yen

◆ GRADUATION AND EXIT POLICIES

Graduation is not automatic upon completion of degree requirements. Just as you applied to get into Temple University, the semester that you are taking your final course or courses, you must apply for graduation and pay the associated fees by the deadline listed in the Academic Calendar, as this is the only means by which a diploma will be produced and an awarded degree transcribed.

The University confers degrees three times per year: fall, spring, and summer. There are deadlines you must meet to be placed on the graduation list and to receive your diploma. These vary slightly from year to year, so check the Academic Calendar posted on the Program's website or contact the Grad Ed Office for details.

APPLYING FOR GRADUATION

You can apply for graduations the semester you are scheduled to complete your 31st credit of course work provided that you have successfully passed the M.S.Ed. Comprehensive Examination. Completing the on-line SSB *Application for Graduation* form and paying the 22,000 yen Graduation Fee by the deadline listed in the Academic Calendar ensure that your name will be on the graduation list, that your degree will appear on your transcript, and that a diploma will be generated. In order to graduate, all financial obligations to the university must be met; all incomplete and unreported grades must be changed, degree requirements (including the M.S.Ed. Comprehensive Examination) must be finalized, and graduation applications and fees filed and paid.

If for some reason you are not able to complete any of these requirements in time for graduation after you filed the graduation application, you must immediately notify the TUJ Grad Ed Office. When you are ready to graduate, you must submit a new application for graduation, but you do not have to pay the fees again (but you would have to pay the difference if there is a fee increase). Note that you are responsible for keeping your AccessNet/TUportal account active until you graduate because you have to access Self-Service Banner to process the on-line application for graduation.

APPLICATION DEADLINES FOR GRADUATION

There are strict deadlines for graduation application and failure to meet a deadline means that you will be unable to graduate on time. The deadlines are as follows:

For Fall Graduation: October 1

For Spring Graduation: February 1

For Summer Graduation: May 18

ENROLLMENT REQUIREMENT FOR THE GRADUATING SEMESTER

Students are required to register for at least 1 credit in their graduating semester. For example, if you are applying for the spring graduation, you must be enrolled in the spring semester of the same year.

GRADUATION CHECKLIST

Use the following checklist to be sure that you have completed all necessary steps in the graduation process:

- Completed 31 hours of coursework (3.0 GPA or better)
 1. Six 3-credit core courses
 2. 12 credits elective courses
 3. 1-credit EDUC 9993 Comprehensive Examination course (take in the semester you take the exam)
- Passed the M.S.Ed. Comprehensive Examination
- Submitted the online Application for Graduation Form
- Paid the non-refundable Graduation Fee of 22,000 yen by bank transfer or credit card

Pay the Graduation Fee by accessing the link provided by the office. The fee can be paid via bank transfer or credit card.

THE GRADUATION CEREMONY

The Temple University, Japan Campus commencement ceremony is a joyous affair that is well worth attending. It is held once a year, usually on a Sunday in early June, in central Tokyo. You will receive an invitation to attend the commencement ceremony if you are scheduled to receive a diploma in summer, fall, or spring of the academic year in which the ceremony is being held. For instance, if you are graduating in summer 2018, fall 2018, or spring 2019, you are qualified and will receive an invitation to attend the commencement ceremony in June 2019.

We recognize that due to extenuating circumstances, students who have not yet completed all degree requirements also wish to participate in the commencement ceremony. By meeting the requirements listed below you will receive permission and get an invitation to participate in commencement activities:

1. You must have either completed 27 hours of coursework (3.0 GPA or better) or taken and passed the M.S.Ed. Comprehensive Examination when you petition for permission to attend the commencement ceremony.
2. You must be scheduled to graduate in summer of the same year.
3. You must have a critical reason to petition for permission to attend the ceremony (e.g., you will be leaving Japan before the next commencement ceremony).
4. You must have submitted a petition form to the Grad Ed Office by the end of February of the academic year in which the ceremony is being held.

5. You must have paid the non-refundable Graduation Fee of 22,000 yen when you petition for permission. The Graduation Fee is charged once only.

The petition form is available at the Grad Ed Office. The petition form must be submitted by the deadline (by the end of February of the academic year in which the ceremony is being held) and late submissions are not acceptable.

RECEIVING YOUR DIPLOMA

Your diploma comes from main campus in Philadelphia and will arrive in your hands approximately 2-3 months after your graduation date. For instance, if you graduate in summer (i.e., the end of August), you will receive your diploma around the end of October. If you change your address, please let us know your new address at tujtesol@tuj.temple.edu.

◆ FINANCIAL POLICIES

BURSAR'S OFFICE

The Bursar's Office (not the Grad Ed Office and not the Registrar's Office) is responsible for collecting, controlling, and accounting for all student payments, including tuition and fees, and for monitoring delinquent tuition accounts. Thus, questions concerning any aspect of your tuition or other fees should be directed to the Bursar's Office (tujbursar@tuj.temple.edu).

TUITION PAYMENTS

You are considered enrolled when you pay for the courses you have registered for. Should you decide to drop a course(s), be sure to do so by the end of the Add/Drop period for each semester in order to avoid the tuition charges and administrative problems later on.

For information concerning current tuition and fees, refer to the "Tuition and Fees" section in the printed course schedule or on the TUJ Graduate College of Education website. Tuition payments can be made by credit card or bank transfer to the TUJ account before the payment deadline of each semester. Credit card payments can be made-through the link provided in the tuition statement you will be receiving in your TUMail account after the registration period ends each semester. When using bank transfer, pay the fee to the following account:

Mizuho Bank
Azabu Branch
Saving 8014704
TUJGRADED.TEMPLE

When transferring money using a bank transfer form, write your TUID number first, and then your name because (a) foreign names written in *katakana* are not always easily recognizable and (b) names are not always unique, but your TUID number is. You are responsible to pay bank transfer charges.

PAYMENT OPTIONS

In general, all tuition arrangements should be completed before the payment deadline ends. However, the Bursar's Office also has an Easy Payment Plan available that allows you to pay in two installments. You can apply for an easy payment plan through the link provided on your tuition statement. You must complete the application procedure by the initial payment deadline for each semester. If you have any questions, contact the Bursar's Office at tujbursar@tuj.temple.edu.

REFUND POLICY

TUJ will issue a tuition refund if you drop a course(s) before the Add/Drop period ends. If you do not process your drop request before the period ends, there will be no refunds for courses dropped. With the approval of your professor, you can withdraw from a graduate course at any time up until the withdrawal deadline, but your tuition will not be refunded.

FINANCIAL AID

Only citizens or permanent residents of the United States can apply for Federal Student Aid. TUJ students who are either United States citizens or permanent residents can complete a FAFSA (Free Application for Federal Student Aid) by visiting Student Financial Services (SFS) website of Temple University Main Campus at <http://www.temple.edu/sfs/>.

All applicants are encouraged to become familiar with the SFS website information. The Temple University School code for FAFSA application is 003371. For any inquiries regarding Federal Student Aid, contact the Financial Aid Coordinator, Keiko Suzuki, kesuzuki@tuj.temple.edu at TUJ. The SFS contact for TUJ students is sfstuj@temple.edu. Make sure to copy the Financial Aid Coordinator when sending an e-mail directly to SFS.

◆ ACADEMIC SUPPORT SERVICES

As a Temple student you are provided with access to all of Temple University Main Campus and Japan Campus resources while you are enrolled in courses. The primary resources are the Japan Campus library, TUportal, Canvas, and your Temple e-mail account.

LIBRARY

The TUJ library has over 50,000 books and 300 periodicals in English. It also provides Internet access to over 3 million books and other information media stored at the Main Campus library. TUJ students and faculty are given full access to the on-line resources of Temple University Main Campus.

In order to borrow library books, you must have a TUJ ID card with a sticker for the current semester. You can obtain the TUJ ID card at the Grad Ed Office, and you can obtain a sticker at the Grad Ed Office in Tokyo or Osaka or from the Bursar's Office in Tokyo. In any semester that you do not register for at least 1 credit, you will be unable to obtain a sticker for your TUJ ID card for that semester and therefore unable to borrow books from the library.

When conducting general searches on TUportal, the following databases are generally the most valuable for the field of education: Academic Search Complete, Education Source, ERIC, and MLA International Bibliography. The following psychology databases are also valuable: PsychARTICLES, PsychINFO, and Psychology and Behavioral Sciences Collection. Finally, if you know the name of the journal where the article(s) you are searching for can be found, use the "Journal Finder" link. Consult with library staff for more detailed information about conducting searches and other issues pertaining to the library.

COMPUTER SERVICES

TOKYO CENTER: COMPUTER LABS AND HELP DESK

Windows computer labs are located in rooms 501, 502, and 505 in Azabu Hall (AH), and room 202 in Mita Hall. You are not allowed to store documents on the hard drives of these computers, so be sure to bring your own external storage to save your work. Note that Rooms 501, 504, 505, 506 and 507 in AH are also used as classrooms. Always check to ensure there is

no class taking place before attempting to use these labs. Check the daily schedule posted outside the classroom.

Macintosh labs are located in rooms 504 and 507 in AH. Room 506 in AH is a production studio and is only accessible for Communication Studies majors.

The staff at the Computer Services Help Desk, located in the main computer lab (AH 502), can assist you with various computing needs, including lending out laptops. The computer lab in AH 502 also has scanners, printers and copiers. You can pay for printing and copying with Pasmio or Suica cards.

OSAKA CENTER: COMPUTER SERVICES

Service hours at Osaka Center
Monday through Friday: 13:00 - 20:00
Saturday: 11:00 -17:30

A photocopier is also available for student use. Copies are 10 yen per page.

SOFTWARE FOR STATISTICS

Two statistical software programs, Winsteps and Facets, are available for College of Education students. You can install these programs onto your personal computer. Contact the College of Education staff for further information.

TUPORTAL

TUportal gives registered students a single sign-on gateway to Temple University's online services including the Canvas, Learning Management System, TUmial, and Philadelphia-based library databases. TUportal also contains:

- timely announcements from the university;
- a list of useful university-related links (TUlinks), and;
- a customizable section called My Portal that enables you to select from a list of predefined modules, such as a dictionary, thesaurus, and headlines from CNN and *The New York Times*.

TUportal is at <http://tuportal.temple.edu>. To log in, enter your AccessNet username and password.

SELF-SERVICE BANNER (SSB)

You can view all of your past course grades, current registration, financial aid information, and student loan information on SSB (Self-Service Banner). You can access SSB through TUportal at <http://tuportal.temple.edu/>.

CANVAS

Canvas is a Learning Management System (LMS). Canvas is a web-based platform for managing calendars, course material, and communications. It is used extensively throughout the program. Canvas offers many benefits including:

- Strong support for Temple's pedagogical requirements and educational outcomes
- A clean modern interface for easy navigation
- Tools to assist faculty in creating opportunities for student collaboration, while facilitating deeper learning and the ability to build communities beyond the classroom.

You have access to online Temple University Library databases, including Lexis-Nexis, Business Source Premier, and FIS (formerly Moody's). Many Temple University faculty use Canvas to distribute course materials and to conduct a variety of classroom activities. Through Canvas, you can retrieve and submit assignments, participate in discussion groups, take tests online, and use optional features such as the calendar and address book.

TEMPLE UNIVERSITY E-MAIL ACCOUNT

E-mail is used as an official means of communication within the Temple University community and the Graduate College of Education uses it exclusively as a way to communicate important information to our graduate students. Therefore, Temple University has the right to send official communications to students via e-mail and the right to expect that those communications will be received in a timely fashion. You are required to obtain an @temple.edu e-mail address upon their entrance to the university. All official university e-mail correspondence will be sent to this address. This address is listed as the official address for each student in the student's records. To view the policy in full, visit <http://www.temple.edu/cs/policies/>. If you do not plan to use this e-mail address, be sure to correctly forward mail that arrives in your Temple account to an e-mail account of your choosing.

◆ THE TEMPLE UNIVERSITY POLICY ON EQUAL OPPORTUNITY AND NON-DISCRIMINATION

Temple University is committed to a policy of equal opportunity for all in every aspect of its operations. The University has pledged not to discriminate on the basis of race, color, sex, age, religion, national origin, sexual orientation, marital status, or disability. This policy extends to all educational, service, and employment programs of the University.

◆ NEED ACCOMMODATIONS TO STUDY OR TO TAKE CLASS EXAMINATIONS

Temple University is committed to the inclusion of students with disabilities and provides accessible instruction, including accessible technology and instructional materials. The professor of the course you take will work with Disability Resources and Services (DRS) (<http://disabilityresources.temple.edu/>) to coordinate reasonable accommodations for you with documented disabilities. Any student who wishes to request access or accommodation based on the impact of a disability should: (1) contact the professor of the course privately to alert the professor of your desire for access or accommodations, (2) contact the Administrative Director at minlu@tj.temple.edu, as early as possible, before or at any point in the semester, to establish and document your disability and to determine reasonable accommodations for this course, and (3) present to the professor of the course a DRS accommodation letter that specifies the precise accommodations that have been determined to be appropriate. The process takes 1-2 months. Agreed accommodations will be applied only going forward, not retroactively to previous work in the course.

*Freedom to teach and freedom to learn are inseparable facets of academic freedom. The University has a policy on Student and Faculty and Academic Rights and Responsibilities (Policy #03.70.02) which can be accessed through the following link:
http://policies.temple.edu/getdoc.asp?policy_no=03.70.02.*