



MSEd IN TESOL STUDENT HANDBOOK

TEMPLE UNIVERSITY, JAPAN CAMPUS

EFFECTIVE FALL 2024



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◆ INTRODUCTION

Welcome to the Graduate College of Education at Temple University, Japan Campus (TUJ Grad Ed). 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 (MSEd), 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 Grad Ed 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.

TUJ Grad Ed Program Office:

1-14-29 Taishido, Setagaya-ku, Tokyo 154-0004

Office Hours: M-F 10:00-18:30

Tel: 03-5441-9842 Fax: 03-3452-3084

PROGRAM E-MAIL ADDRESS:

tujtesol@tuj.temple.edu

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◆ PROGRAM REQUIREMENTS

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

1. 18 credit hours of required courses (six 3-credit courses),
2. 12 credit hours of elective courses,
3. 1 credit EDUC 9993 Comprehensive Examination course,
4. Successful completion of the MEd Comprehensive Examination, and
5. 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

MEd students can complete their studies (i) in-person at our campus in Tokyo, (ii) online from anywhere in Japan or globally, or (iii) through a combination of both options.

Six 3-credit courses are required in the MEd Program. These courses are offered year-round in person, online synchronous, or online asynchronously, depending on the semester schedule.

- 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:

Course No.	Fall	Spring	Summer
5611	IP	OL	
5612		IP	OL
5613	OL(MC)		IP
5614	OL(MC)	IP	
5616	IP	OL (MC)	
5618	IP	OL	

Note: IP = In-person; OL = online; OL(MC) = Main Campus asynchronous online

COURSE COMPLETION CHECKLIST

As you progress through the MEd 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	_____
<hr/>			
<input type="checkbox"/>	Total credits:	31	

HOW TO TAKE COURSES

There is no specifically recommended sequence of courses in the MEd Program. However, it is generally best to begin with one of the following 6 courses; 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, TESL 5613: Multilingual Students’ Literacy Development, TESL 5614: Current Approaches to Teaching English Language Learners, or TESL 5616: Designing Assessment and Curriculum for Multilingual Students. The six 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 six 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. It is best for the students start taking seminar courses after completing at least one or two courses in the program.

APA STYLE REQUIREMENT

All MEd 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* (7th ed.) (ISBN- 10: 143383216X; ISBN-13: 978-1433832161) or the *Concise guide to APA style: The official APA style guide for students*. (7th ed.) (ISBN-10: 1433832739; ISBN-13: 978-1433832734).

Two other useful APA books are *Presenting your findings: A practical guide for creating tables* (6th ed.) (ISBN-10: 143380705X; ISBN-13: 978-1433807053) and *Displaying your findings: A practical guide for creating figures, posters, and presentations* (6th ed.) (ISBN-10: 1433807076; ISBN-13: 978-1433807077).

BUILDING YOUR CV WHILE AT TEMPLE UNIVERSITY

While in the MEd 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 Grad Ed sponsors an Applied Linguistics Colloquium every February. The Colloquium is an excellent opportunity to present academic work you have done inside or outside the MEd 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 projects in which students have gathered qualitative or quantitative data, that is, we do not publish literature reviews or other course papers that do not involve data gathering. Drs. Beglar and Nemoto serve as editors for the publications; however, students are also welcome to serve as editors. Serving as an editor allows you to get two entries on your list of publications on your CV— one as an editor and one for your paper that appears in the same volume. If you are interested in serving as an editor for a *TUJ Studies in Applied Linguistics* volume, contact either Dr. Nemoto or Dr. Beglar.

◆ 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 9 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.
- 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 GRE. The GRE 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 institution code for GRE is 2906 (TU).

MINIMUM ENGLISH LANGUAGE REQUIREMENTS

If you are not a native speaker of English, at least 90 on the TOEFL iBT[®], 575 on the TOEFL ITP[®], or 7.0 on the IELTS is required for matriculation. The TOEFL ITP[®] is offered at the TUJ Test Center. See below for more information about the TOEFL ITP[®].

<https://www.tuj.ac.jp/toefl/>.

The TOEFL iBT[®] is also offered at the TUJ Test Center.

You can register at <https://www.ets.org/toefl/test-takers>.

The TOEFL iBT® is available at various places in Japan. For more information, visit the following website.

https://www.prometric-jp.com/examinee/test_list/archives/60

<https://www.ets.org/toefl.html>

The institution code for TOEFL is 9698 (TUI).

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 semester hours of courses for credit without officially enrolling in the MEd 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 an 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 TUJ Grad Ed Program Office. Foreign transcripts require a formal evaluation before an admission decision can be made. To expedite this process, you are strongly recommended to use the WES evaluation service (www.wes.org). E-transcripts should be sent to 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 in an undergraduate degree program in English, English Education, or Linguistics, or you have taken two or three Temple Grad Ed courses and earned a 3.25 GPA or better.

3. You are currently teaching English or another language, or you intend to make a career of such teaching.
4. You have submitted scores from the necessary standardized tests. Native speakers of English must submit a GRE score that is no more than five years old. Non-native speakers of English must submit a TOEFL score, or the IELTS score no more than two years old. Refer to the "Test Requirements" section for more information.
5. You have submitted a letter of recommendation from a member of the graduate faculty at TUJ, or letters of recommendation from three people outside of Temple University.
6. You have submitted the Application Form, including a personal statement of your professional plans and goals.
7. You have submitted the curriculum vitae (CV). *
*This requirement is effective Spring 2025 matriculation application.
8. You have paid the matriculation fee of 31,500 yen (a one-time, non-refundable).

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 semester: 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 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 Grad Ed, you only need to submit one letter from TUJ faculty)
- Curriculum vitae (CV)
- Paid the matriculation fee of 31,500 yen* (a one-time, non-refundable).

* 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 TUmial 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

Note that once you have matriculated, you must be continuously enrolled and registered each fall and spring semester. Enrolling in the summer semester is optional. If you matriculate during the summer semester, you must be registered for at least a 1-credit course.

◆ **STUDENT IDENTIFICATION CARD**

Students in the MEd 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 by the TUJ Grad Ed Program Office. There is no fee for the first card, but if you lose your card, subsequent cards cost 1,100 yen.

You need to update your ID card by renewing the 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 Program Office.

◆ **PERSONAL INFORMATION CHANGE**

If you need to change your registered personal information with Temple University, follow the procedures indicated on SSB – Personal Information Update Manual (<https://www.tuj.ac.jp/sites/japan/files/ssb-personal-info-update-manual.pdf>)

◆ **NAME CHANGES**

Contact the Grad Ed Program Office and get a Request to Change Name on Record form. Submit the form to the Registrar's Office along with your passport and one of items indicated on the form.

◆ **REGISTERING, DROPPING, AND WITHDRAWING FROM COURSES**

REGISTERING FOR COURSES

The TUJ Grad Ed has three academic terms: fall semester (September to December), spring semester (January to April), summer semester (May to August). Course schedules are published on the TUJ Grad Ed 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 TUJ Grad Ed 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 a Leave of Absence (LOA) Request Form.

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 5,500 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 21 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 5,500 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 the University. The maximum enrollment for the TUJ Grad Ed courses is 25 students per regular course. You will be placed on a waiting list for any courses that have reached maximum enrollment.

REGISTERING FOR WEEKEND SEMINAR COURSES

If you register for one or more weekend seminar courses during the registration period, you can add or drop the seminar(s) during the Add/Drop period or until the designated deadline on 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 5,500 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 Add/Drop period or until the designated deadline on the first day of each seminar, but you must pay a Reinstatement Fee of 5,500 yen.

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

REGISTRATION PROCEDURE

The registration procedure is as follows:

1. Go to the TUJ website: <https://www.tuj.ac.jp/grad-ed>
2. Click “Course Schedules and Registration” on the top banner and decide which course(s) you would like to take.
3. 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 registration form will be reflected on Self-Service Banner (SSB) in approximately one or two weeks. Within 14 days after you register online, make sure that your online registration record and your SSB record match. If you find any errors, contact the Grad Ed Program Office by e-mail (tujtesol@tuj.temple.edu) at your earliest convenience.

Attention: Ensure that you carefully review the course format you have selected (in-person, online synchronous, or online asynchronous) when submitting your registration. After receiving your registration confirmation email, if you notice any mistakes, resubmit your registration. We will proceed with the latest submission and discard any previous ones.

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, sign, and return the form to the Graduate College of Education Program Office by e-mail/fax or by handing it to a TUJ Grad Ed staff member in person. Note that the TUJ Grad Ed Program 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 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 semester is optional. However, if you are matriculated for the summer semester, 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 semester. 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” on page 13).

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 using the following steps (Effective Spring 2025):

1. If you plan to take a leave of absence (LOA), notify the TUJ Grad Ed Program Office by emailing tujtesol@tuj.temple.edu during the initial registration period.
2. Going to Student Record Services channel on the Student Tools tab in TUportal.
3. Follow the prompts to complete the Leave of Absence request.
4. Upon successful submission, you will receive an email confirmation.
5. After completing the submission, you MUST notify the TUJ Grad Ed Program Office of your LOA by sending an email to tujtesol@tuj.temple.edu.

A Leave of Absence MUST be filed on or before October 1 for a fall semester or March 1 for a spring semester.

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 MEd Degree” below). A leave that is longer than one year, or multiple leaves of absence 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.

A graduate student who is 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 — is considered inactive, must apply for readmission, and must be accepted to the graduate program in order to continue. Readmitted graduate students must follow the most current requirements for the graduate degree program.

TIME LIMITS FOR THE MEd 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 MEd Degree at four years. Time starts from the semester 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 MEd 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 faculty 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 semester until all coursework is completed. If you have a TUJ-sponsored Student Visa have restrictions on registering for online courses. You must consult with the Executive Director before enrolling in any online courses.

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 the GPA, only letter grades A to F are used. Courses graded P (Pass) are not used in that calculation.

A, A-, B+, B and B- are acceptable grades in the MEd Program. The numerical equivalents are as follows:

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

MAINTAINING ACADEMIC GOOD STANDING

To remain in Academic Good Standing at Temple University, a non-matriculated or matriculated graduate student must achieve a term GPA of at least 3.0 for each term and maintain a cumulative GPA of at least 3.0 for all work completed at Temple University. If your GPA falls below 3.0, you should consult the Executive Director immediately. You must have at least a 3.0 GPA before you can take the MEd 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, you will be 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 from the MEd program, been dismissed for failure to maintain academic good standing or 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 31,500 yen. (a one-time, non-refundable fee).

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/>.

OBTAINING OTHER DOCUMENTS

There is no fee for these request forms. To obtain any of the following documents for the TUJ Grad Ed programs, send a completed request form to the TUJ Registrar's Office at tujregistrar@tuj.temple.edu.

- [Unofficial Transcript Request Form \(PDF\)](#)
- [Graduation Confirmation Letter Request Form \(PDF\)](#)
- [Enrollment Confirmation Letter Request Form \(PDF\)](#)

To obtain an English Enrollment Confirmation Letter request, follow the instructions on the Main Campus website below.

[Verifications- Enrollment and Degrees — Main Campus Website](#)

Unofficial documents will usually be issued within 3-5 business days. Should you have any questions (e.g. you do not remember your TUID, you would like these documents with specific information or additional notes, etc.) contact the Registrar's Office at tujregistrar@tuj.temple.edu.

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, 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 Executive Director if you wish to receive 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 Executive 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 wish to receive credit for that course, you are required to re-register, pay tuition, and retake the course to receive a grade.

RETAKE A COURSE

You can retake a course once in order to improve the grade with the permission of the Executive 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 Executive Director on further information about retaking a course for additional credit.

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 each semester. Audited courses do not fulfill graduation requirements and you will not receive any grade or credit.

MSEd COMPREHENSIVE EXAMINATION

A Comprehensive Examination—a take-home examination that is delivered via Canvas—is required of all students who are finishing the MSEd program. The examination is not a final examination covering details of the courses you have taken in the MSEd 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 as follows:

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 summer semester if you are taking the May Comprehensive Exam).

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

If you have concerns about meeting the requirements for taking the Comprehensive Examination, consult with the Executive 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, the 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 summer semester.

The Comprehensive Examination is offered twice every year, usually in early January or in early May. A Comprehensive Examination packet will be available for those who have submitted the Comprehensive Examination application form and paid the fee.

If you are eligible to apply for the Comprehensive Examination, pay the 6,100 yen (non-refundable) Comprehensive Examination Application Fee by accessing the link provided by the office. The Application Form will be sent to your TEmail 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 MEd 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 MEd Program. Note that taking the 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, take the May Comprehensive Examination offered in the same year and if you wish to graduate in Spring Semester, take the January Comprehensive Examination offered in the same year.

MSEd COMPREHENSIVE EXAMINATION CHECKLIST

Use the following checklist to be sure that you are eligible to take the MEd Comprehensive Examination.

- Completed at least 24 hours of coursework (3.0 GPA or better).
- Submitted the MEd Comprehensive Examination Registration Form.
- Registered the EDUC 9993 Comprehensive Examination course.
- Paid the Examination Fee of 6,100 yen (non-refundable).

◆ 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 TUJ Grad Ed Program Office for details.

APPLYING FOR GRADUATION

You can apply for graduation the semester you are scheduled to complete your 31st credit of course work provided that you have successfully passed the MEd Comprehensive

Examination. Completing the online SSB *Application for Graduation* form and paying the 22,400 yen (a one-time non-refundable fee) 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 MEd 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 filing the graduation application, you must immediately notify the TUJ Grad Ed Program 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 online application for graduation.

APPLICATION DEADLINES FOR GRADUATION

There are strict deadlines for the 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).
 - Six 3-credit core courses
 - 12 credits elective courses
 - 1-credit EDUC 9993 Comprehensive Examination course (take in the semester you take the exam)
- Passed the MEd Comprehensive Examination.
- Submitted the online Application for Graduation Form.
- Paid the one-time non-refundable Graduation Fee of 22,400 yen (by 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 in May or June in 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 held.

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 MEd 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 TUJ Grad Ed Program 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 22,400 yen (a one-time non-refundable) when you petition for permission. The Graduation Fee is charged once only.

The petition form is available at the TUJ Grad Ed Program 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 digital diploma will be sent to your e-mail address within a few weeks from the end of your last semester. Check your TUMail account so you do not miss any information about your digital diploma. If you wish to receive a hard copy of the diploma, you can make a request through the digital diploma e-mail you receive and get one copy for free.

◆ FINANCIAL POLICIES

BURSAR'S OFFICE

The Bursar's Office (not the Grad Ed Program Office or 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

For information concerning current tuition and fees, refer to the "Tuition and Fees" section on the TUJ Grad Ed website.

METHODS

Tuition payments can be made by credit card or bank transfer to the following TUJ account before the payment deadline each semester. Credit card payments can be made through the link provided in the tuition statement you will receive in your TUMail account after the registration period ends each semester. When making a bank transfer, send your payment to the following account:

Mizuho Bank, Azabu Branch (531)
Account Name: TUJGRAD.EDTEMPLE
Account No: 8014704
Swift Code: MHCBJPJT

Note: The full Japanese version of the account name is sometimes required if the transfer is

being made at a bank counter in Japan.

口座名義：TUJGRAD.EDグチテンプルキョウイクサポート.サービス (ユ)

When making a bank transfer, be sure to include your TUID number in the notes or memo section of the transaction, as (1) foreign names written in katakana are not always easily recognizable and (2) names are not always unique, but your TUID number is. You are responsible for covering all bank transfer charges.

EASY PAYMENT PLAN (EPP)

Your statement includes information on the Easy Payment Plan (EPP) that allows you to pay in two 50% installments. You can apply for EPP via the link provided on your tuition statement. You must complete the application procedure by the initial payment deadline each semester.

The Bursar's Office (not the TUJ Grad Ed Program Office or 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 making payment for your tuition or fees should be directed to the Bursar's Office: tujbursar@tuj.temple.edu.

REFUND POLICY

DROP – Students that drop a course(s) before the Add/Drop period ends, can contact the TUJ Bursar's Office to request a refund. Students that do not drop by the deadline remain financially liable for all tuition and fees.

WITHDRAWAL – Students may withdraw from a graduate course after the Add/Drop deadline until the withdrawal deadline. However, tuition will not be refundable.

Note, if there were extenuating circumstances behind you not being able to drop or withdraw by the deadline, you can contact the TUJ Grad Ed Program Office to ask how a petition for *Excused Withdrawal* can be made.

Contact the TUJ Grad Ed Program Office if you have any questions about the Add/Drop or Withdrawal deadlines: tujtesol@tuj.temple.edu.

FINANCIAL AID

A student must be one of the following to be eligible to receive federal student aid: a U.S. citizen or national; a citizen of the Freely Associated States: the Federated States of Micronesia and the Republics of Palau and the Marshall Islands; or A U.S. permanent resident or other eligible noncitizen. TUJ students looking to request federal financial aid must complete the Free Application for Federal Student Aid (FAFSA) on studentaid.gov. The Temple University Japan School Code for the FAFSA application is the same as Temple University main campus: 003371. For any inquiries regarding Federal Student Aid, contact the Financial Aid Coordinator at tujfinaid@tuj.temple.edu. 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 online 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 TUJ Grad Ed Program Office, and you can obtain a sticker at the TUJ Grad Ed Program Office. 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: APA PsycArticles, APA PsycInfo, and Psychology and Behavioral Sciences Collection. You will probably want to first check the subject guide for "Education." 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 LABS AND HELP DESK

Windows computer labs are located in rooms 501B, 503, and 506. Macintosh labs are located in rooms 504, 505, and 507. You are not allowed to store documents on the hard drives of these computers, so bring your own external storage to save your work. Note that computer labs are also used as classrooms. Check the daily schedule posted outside the classroom to ensure that there is no class taking place before attempting to use the labs.

The staff at the Computer Services Help Desk, located in the main computer lab (501A), can assist you with various computing needs, including lending out laptops. You can also e-mail tujhelp@tuj.temple.edu or visit TUhelp via TUportal about your issues or inquiries. The main computer lab in room 501A also has scanners, printers and copiers. You can pay for printing and copying with Pasmo or Suica cards.

For issues with TUportal, TUmil, your computer and other troubleshooting, inquiries etc. e-mail tujhelp@tuj.temple.edu.

Location: Room 501A

Tel: 03-5441-9800, extension 5010

Zoom: <https://temple.zoom.us/my/tujsupport> (Available on Weekdays 9:00-17:30)

Office Hours: Monday-Friday 8:00-19:00 / Saturday 8:30-17:00

(Closed on Sunday and national holidays)

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

STATISTICAL SOFTWARE

Three statistical software programs--SPSS, Winsteps and Facets--are available for TUJ Grad Ed students. You can install these programs onto your personal computer. Contact the TUJ Grad Ed Program Office for further information.

TUPORTAL

TUportal gives registered students a single sign-on gateway to Temple University's online services including the Canvas, TUmil, 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.

The following guide provides basic instructions for using the most popular features of Canvas: Canvas Quick Reference Guide for Students (<https://its.temple.edu/canvas-quick-reference-guide-students>)

TEMPLE UNIVERSITY E-MAIL ACCOUNT

E-mail is used as an official means of communication within the Temple University community and the TUJ Grad Ed 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. **All students are required to obtain an @temple.edu e-mail address upon 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 <https://its.temple.edu/email-account>. If you do not plan to use this e-mail address, forward mail that arrives in your Temple account to an e-mail account of your choosing.

ACADEMIC CALENDAR

Visit the TUJ Grad Ed website for the most updated academic calendar. <https://www.tuj.ac.jp/grad-ed/msed/courses/academic-calendar>

◆ 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://dosabo:otyrespirces/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 Executive Director at minlu@tuj.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 the course, and (3) present to the professor of the course a DRS accommodation letter that specifies the precise accommodations that you have been granted 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.