

For: **Japanese Academic Courses (JACs)**

げんごぶんかきそかもく にほんご
言語文化基礎科目・日本語

「Japanese Academic Courses (JACs)／言語文化基礎科目・日本語」の受講者は、身分、専攻、学年を問わず、以下の5つの規定に従ってください。これらはクラスの成績や単位取得に関わるものです。受講者はすべての規定を理解し、それに従わなければなりません。

1. 各コース(例 I-3, W-5, K-2 など)は週に2回、1クォーター(7.5週間)で全15回開講される。受講者はすべてのクラスに出席しなければならない。

2. 1クォーターで欠席が3回以下(3回目を含む)の場合、各クラスの定める成績算出基準に従って、クォーターごとにA, B, C, D, F(2020年度以前の入学者)、またはS, A, B, C, F(2021年度以降の入学者)で成績評価が行われる。

→ 2-1. 成績がD以上の場合は、1クォーターで1単位が付与される。

→ 2-2. 成績がFの場合は、単位は付与されない。

3. 1クォーターで4回以上(4回目を含む)欠席した場合、成績評価は一律に「F(不合格)」となる。

→ 3-1. ただし、1クォーターで欠席が4回または5回の場合、そのクォーターの残りのクラスへの出席は認められる。クォーター終了時のクラスの成績はFになるが、クォーター終了時まで欠席が5回以上にならない場合は、クラスの受講資格は維持される。

→ 3-2. 1クォーターで欠席が6回に達した時点で、それ以後のクラスへの出席ができなくなる。この場合、クォーター終了時の成績はFになり、クラスへの登録が取り消される。つまり、欠席が6回に達した日からクラスの受講資格が失われる。

注: 遅刻や早退を3回すると欠席1回の扱いになります。

4. インターネットの接続不良により、やむをえず授業に参加できない場合

- ・ 授業開始30分以内にメール等で担当教員に連絡することで、出席扱いとする。30分を過ぎてからの連絡は欠席扱いとなる。
- ・ 次の授業についていけるよう、欠席した授業の学習範囲を自分で学習しなければならない。

5. 成績はクォーターごとに算出される。ただし、成績通知は第2クォーター(夏学期)終了時と第4クォーター(冬学期)終了時にのみ、「JACsの公式ウェブサイト」または「学生ポータルシステム」を通じて行われる。

6. すべての授業において聴講は認められない。

7. 下記の「公認欠席」に当てはまる場合は、欠席扱いとはせずに出席率が計算される。なお、「公認欠席」の代替措置については、クラス担当教員の指示に従わなければならない。

公認欠席 (こうにんけっせき)

(1) インフルエンザなどの感染症

学校保健安全法施行規則第18条に規定する感染症(インフルエンザ、新型コロナウイルス感染症、麻疹、百日咳など)にかかった場合、出校停止となる。病院で診断書をもらい、担当教員に提出する。

(2) 忌引き

2親等以内の親族が死亡した場合、会葬礼状など、死亡を証明する書類を担当教員に提出する。

いずれの場合も「公認欠席」の受付・対応は以下の流れで行う。

(1) 事後速やかに(事前でも可)、学生が担当教員に診断書や証明書を提出する。

(2) 担当教員から学生に代替措置が取られる。

以上。

For: **Japanese Academic Courses (JACs)**
Fundamental Subjects for Language and Culture, Japanese

All students enrolled in the Japanese language programs named above – regardless of their student status, major or year of study – are required to fully comply with the following five sets of policies pertaining to class attendance, which also determine your course grade and/or credit acquisition. It is your responsibility to familiarize yourself with all the policies and comply with them:

1. Per quarter, each course (e.g., I-3, W-5, K-2) lasts for seven and a half (7.5) weeks, runs 15 class sessions during the course period, and meets twice a week. **You are required to attend all the sessions.**
2. If you don't miss class sessions more than **three times** over the course of a quarter, your class performance (e.g., test results) will be subject to formal grading (in other words, you may miss class sessions up to three times in this regard). Every quarter, your performance will be evaluated on a letter grade scale of A, B, C, D, or F (for students enrolled before AY 2020) or S, A, B, C, or F (for students enrolled after AY 2021), based on the criteria set by the course in which you enroll.
 - 2-1. If earning a final grade of **D or higher**, then you will be awarded **one credit**.
 - 2-2. If you receive a final grade of **F**, then **no credit** will be awarded.

Note: Coming to the class late or leaving it early three times will be counted as one absence.
3. Once having missed a total of **four class sessions** over the course of a quarter, regardless of your class performance you **will immediately fail** your course for the quarter by rule (then you will receive a grade of F).
 - 3-1. Nonetheless, you will still be permitted to continue attending class sessions for the remainder of the quarter so long as the number of your class absence does not exceed five. While determined to receive a grade of F at the end of the quarter, you may still maintain an enrollment status for the course by keeping the number of your class absences at no more than five through the end of the quarter.
 - 3-2. Once having missed a total of six class sessions, you will no longer be allowed to continue attending class sessions for the remainder of the quarter. In this case, in addition to receiving a final grade of F, you will be required to withdraw from the course: you will lose your enrollment status for the course from the day the number of your class absences adds up to six.
4. In the case that you cannot attend the class due to a poor internet connection,
 - You should inform your instructor about your condition within 30 minutes after the class starts. It will be regarded as an absence if you contact to your class instructor more than 30 minutes after the class starts.

-
- You should learn the learning contents on the day you were absent by yourself in order to catch up with the next class.

5. While your class performance will be graded every quarter, your grades will be notified only at the end of Quarter 2 (Summer Quarter) and at the end of Quarter 4 (Winter Quarter). Your grades will be notified through JACs' official webpage or the Student Portal System.

6. Auditing any classes/courses is not permitted.

7. Your class absence may be excused under any of the circumstances defined in **EXCUSED CLASS ABSENCE** as noted below. If excused, your absence will not be counted against the attendance policy. Your instructor(s) will then decide how to make up your class absence based on his/her discretion, and you are required to comply with the instructor's decision.

EXCUSED CLASS ABSENCE:

- (1) **Illness** – Your absence may be excused if you are officially diagnosed with any of the infectious diseases listed in the Kyushu University's School Health and Safety Act, Enforcement Regulation, Article 18, including influenza, COVID-19, the measles, and pertussis, among others. In this case, you are required to obtain an official doctor's note from a clinic or hospital and to turn it in to your instructor(s) at your earliest convenience.
- (2) **Bereavement** – Your absence may be excused in the event of bereavement over the loss of a close relative (the first or second degree). In this case, you are required to provide your instructor(s) with evidence of funeral attendance or other reasonable form of grief response entailing absence from class.

Should you experience any of these circumstances, you will be required to take the following steps:

- (1) First, in a timely manner, inform the instructor(s) of the course from which you will be or have already been absent of the circumstance, and submit to the instructor appropriate documentation for your circumstance as indicated above; and
- (2) Then, follow the requirement(s) that your instructor(s) decides at his/her discretion as to how to make up your class absence.

End of Class Attendance Policy.