

## AY2022 Graduation Thesis Schedule

for 4th-year Students

2022	April	1st (Fri)	Determining the graduation thesis-related schedule	College Operations Committee
	November	Mid	Ordering graduation thesis files Arranging to secure classrooms for graduation thesis presentations	The Chair Instructor in charge of the fourth-year class
	December	Mid	Preparing and posting "Graduation Thesis Submission and Presentation" (for students/faculty) Distributing graduation thesis files/graduation thesis reception tables (original/copy)	Department of School Affairs Department of School Affairs
2023	January	Mid	Requesting the submission of a draft graduation thesis presentation schedule	Chair→Instructor in charge of the fourth-year class
		Late	Adjusting the draft and creating the final graduation thesis presentation schedule Posting "Graduation Thesis Presentation Schedule"	Instructor in charge of the fourth-year class/Chair Department of School Affairs
	19th (Thu)	Graduation thesis submission Classifying the received graduation theses based on faculty, and sending "Graduation Thesis B Evaluation" using an electronic file Notifying the receipt of graduation theses	Department of School Affairs Chair→Each instructor	
	24th (Tue)	Graduation thesis presentations		
	25th (Wed)	Determining the graduation thesis-related schedule	All faculty	
	February	1nd (Wed)	Ordering graduation thesis files Arranging to secure classrooms for graduation thesis presentations	Each instructor→Chair
	Mid	Preparing and posting "Graduation Thesis Submission and Presentation" (for students/faculty)	Department of School Affairs	

Note: A more detailed schedule will be posted on the CCPS bulletin board as soon as it is fixed.

Approved by the Curriculum Committee on March 22, 2022.

## Process of Determining Graduation Thesis Topics and Supervisors in AY2023

for 3rd-year Students

2022	April	1st (Fri)	Determining the graduation thesis supervisor-related schedule	College Operations Committee
	October	Mid	Preparing and reporting "Graduation Thesis Supervision Schedule"  Distributing "Graduation Thesis Supervision Schedule" to faculty and posting it  Preparing and distributing "Graduation Thesis Application Form"  Period for interviews and coordination with faculty	Chair/Curriculum Committee members/Faculty  Chair/Department of School Affairs  Department of School Affairs
	December	9th (Fri)	Deadline for the submission of "Graduation Thesis Application Form" (Each supervisor's stamp of approval is required = determination of graduation thesis supervisors)	Department of School Affairs
2023	March	Early	Creating a list of graduation thesis supervisors in each major / holding a decision-making meeting	Chair/Curriculum Committee
	April	Early	Determining and notifying the laboratory assigned to each student for graduation thesis	College Operations Committee

Note: A more detailed schedule will be posted on the CCPS bulletin board as soon as it is fixed.

Approved by the Curriculum Committee on March 22, 2022.

## Major Assignment Schedule in AY2022

for 2nd-year students

2022	April	1st (Fri)	Determining the major assignment-related schedule	College Operations Committee
			Posting a notification on major assignment guidance	Department of School Affairs
			Holding an orientation to provide major assignment guidance Creating, posting, and distributing "Major Assignment Application Form"	Curriculum Committee Department of School Affairs
	July	29th (Fri)	Deadline for the submission of "Major Assignment Application Form"	Department of School Affairs
			Tabulating the submitted application forms and creating a summary sheet	Department of School Affairs
			Reporting the status of application for major assignment	College Operations Committee
			Confirming the status of fulfilling the major assignment requirements (such as the number of credits earned) (Entering the contents of grading reports in students' report cards)	Department of School Affairs
	September	Early	Determining major assignment (preparing documents to specify the courses/credits each unsuccessful applicant lacked)	Curriculum Committee
			Notifying (posting) major assignment results after the Curriculum Committee meeting	Department of School Affairs
			Determining and notifying (posting) the major assigned to each student	College Operations Committee/Department of School Affairs

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Approved by the Curriculum Committee on March 22, 2022.