

AY2024 Graduation Thesis Schedule

for 4th-year Students

2024	April	Early	Determining the graduation thesis-related schedule	College Education Conference
	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
2025	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
		21st (Tue)	Graduation thesis submission Classifying the received graduation theses based on faculty, and sending "Graduation Thesis B Evaluation" using an electronic file	Department of School Affairs
	28th (Tue)	Notifying the receipt of graduation theses	Chair→Each instructor	
	29st (Wed)	Graduation thesis presentations Determining the graduation thesis-related schedule	All faculty	
	February	5th (Wed)	Deadline for reporting results of "Graduation Thesis in Policy and Planning Sciences B"	Each instructor→Chair
Mid		Preparing and posting "Graduation Thesis in Policy and Planning Sciences B" (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 19, 2024.

Process of Determining Graduation Thesis Topics and Supervisors in AY2025

for 3rd-year Students

2024	April	Early	Determining the graduation thesis supervisor-related schedule	College Education Conference
	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	6th (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
2025	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

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Approved by the Curriculum Committee on March 19, 2024.

Major Assignment Schedule in AY2024

for 2nd-year students

2024	April	Early	Determining the major assignment-related schedule	College Education Conference
			Posting a notification on major assignment guidance	Department of School Affairs
	July	Mid 26th (Fri)	Holding an orientation to provide major assignment guidance	Curriculum Committee
			Creating, posting, and distributing "Major Assignment Application Form"	Department of School Affairs
			Deadline for the submission of "Major Assignment Application Form"	Department of School Affairs
	August		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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