

平成29年5月

May 2017

工学部・工学研究科 学生各位

School of Engineering/Graduate School of Engineering Students:

工学部・工学研究科 教務課

School of Engineering/Graduate School of Engineering Educational Affairs Division

休学・退学の申請手続きについて

Application Process for Withdrawal or Leave of Absence

休学は原則、各学期始め(4月1日、10月1日)から半年もしくは1年の期間で申請することができます(※病気・怪我等の止むを得ない場合は応相談)。

In principle, it is possible to apply for a leave of absence from the beginning of each semester (April 1st or October 1st) for a period of six months or one year. (*Negotiable if due to extenuating circumstances such as illness and injury.)

退学は原則、各学期末(3月31日、9月30日)付の退学日で申請することができます。(※止むを得ない場合は応相談)。

Similarly, application for withdrawal is generally possible on the withdrawal date at the end of each semester (March 31 or September 30). (*Negotiable if due to extenuating circumstances)

休学、退学を希望する場合は、休学開始予定日、もしくは退学予定日の1ヶ月前(2月末もしくは8月末)までに必ず教務課学生支援係(IB館2階)に願い出を提出してください。

Students who desire to withdraw or request a leave of absence must submit their request to the Student Support Section of the Educational Affairs Division (IB Building, 2nd floor) one month prior to the expected start date

of the leave of absence or date of withdrawal (the end of February or August).

申請書類も教務課学生支援係で配付しています。申請手続きには数日かかる場合もありますので、早めに受け取りにお越してください。

※学科(専攻)によっては、教室会議にて審議を行う場合もあります。

Application documents are distributed by the Student Support Section of the Educational Affairs Division. As the application process can take several days to complete, please come to the office as early as possible for the documents.

*Depending on your department (major), your application may also be deliberated in a Department Council.

なお、1年間以上の休学を行う場合は、1年ごとに延長手続きが必要です。休学期間の上限は、

In the event your leave of absence will exceed one year, an extension application process is required for each successive year. The maximum length of a leave of absence is as follows:

【学部生:4年間】

Undergraduate: 4 years

【博士課程前期課程(修士):2年間】

Graduate (MA): 2 years

【博士課程後期課程(博士):3年間】です。

Graduate (PhD): 3 years

※休学・退学等の学籍異動は承認後に取り消すことができません。必ず家族、指導教員(学年担任)に相談し、熟考したうえで申請を行ってください。

*Once approved, a change of your registered status (withdrawal, leave of absence, etc.) cannot be undone. Please be sure to first discuss the matter with your family and academic advisor, and to apply only after careful consideration.

問い合わせ先

Contact for Additional Information:

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