＜For Students Expecting to Graduate in September＞

（A）Grade Inquiries

　Date:　　 / /　　 .

School / Program：　　　　　　　 　 Year：

Student　Number：

Name：

※The inquiry will be answered via the GAKUMU Education Information System, so please ensure that the information provided is accurate.

１．Subject of Inquiry

Class Code：　　　　　　　　　　 Subject Name：

Class Time：Mon/Tue/Wed/Thu/Fri 　Period Instructor’s Name：

２．Inquiry（Continue on additional paper if necessary.）

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（※）This inquiry is specifically for requesting confirmation of the grade and should not be used to raise objections or request reconsideration.

Any actions that deviate from the purpose of this inquiry, such as requesting alternative measures for grades, seeking advice from the instructor, or displaying any form of abusive behavior towards instructors, will not be accepted. When completing the form, please provide detailed and objective explanations as to why you believe the inquiry is necessary. Also, please refer to the syllabus to ensure that the required attendance and assignment criteria are being met.

This form will be forwarded to the instructor. Please write in a language that the instructor can understand.

* The information obtained from this document will be used solely for administrative procedures and communication regarding Grade Inquiries.

**【Deadline】＜****Spring Quarter Subjects＞ Aug 7th （Wed）～ Aug 8th （Thurs）16:30**

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３．Response from the instructor（Continue on additional paper if necessary.）

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| Date：　　 　/ /  (Instructor’s) Name： |

＜For Students Expecting to Graduate in September＞

**(This form is specifically for Grade Objections. Students who have not completed（A）Grade Inquiries procedures are not permitted to submit this form.)**

（B）Grade Objections

　　Date:　　 / /　　 .

School / Program：　　　　　　　 　 Year：

Student　Number：

Name：

※The inquiry will be answered via the GAKUMU Education Information System, so please ensure that the information provided is accurate.

１．Subject of Objection

Class Code：　　　　　　　　　　 Subject Name：

Class Time：Mon/Tue/Wed/Thu/Fri 　Period Instructor’s Name：

２．Objection（Continue on additional paper if necessary.）

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（※）Grade Objections are filed only when students are not satisfied with the response from the instructor. Any actions that deviate from the purpose of this inquiry, such as requesting alternative measures for grades, seeking advice from the instructor, or displaying any form of abusive behavior towards instructors, will not be accepted.

This form will be forwarded to the instructor. Please write in a language that the instructor can understand.

* The information obtained from this document will be used solely for administrative procedures and communication regarding Grade Objections.

**【Deadline】＜Spring Quarter Subjects＞Aug 19th （Mon） ～ Aug 20th（Tue）16:30**

**＜Summer Quarter Subjects＞Aug 19th （Mon） ～ Aug 20th （Tue）16:30**

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３．Response from the instructor（Continue on additional paper if necessary.）

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| Date　：　　　 / /  (Instructor’s) Name： |