（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】＜Fall Quarter Subjects＞ Feb 4th （Tue） ～ Feb 10th （Mon）16:30**

**＜Winter Quarter Subjects＞ Feb 14th （Fri） ～ Feb 20th （Thu）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：　　　　　　　　　　　 |

**(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】Within one week from the day the response to (A) Grade Inquiries is issued.**

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

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