

To all undergraduate students,
To all graduate students,

Tokyo University of Foreign Studies
MIYAKE Takayuki, Dean, School of Language and Culture Studies
CHIBA Toshiyuki, Dean, School of International and Area Studies
IJUIN Ikuko, Dean, School of Japan Studies
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Grade Inquiries and Grade Objections for 2026 Spring and Summer Quarters (Excluding Students Expecting to Graduate in September)

TUFS institutes a Grade Inquiry system and a Grade Objection system to ensure accurate and fair grade evaluations.

If you have questions regarding your grades, please follow the procedure below.

(A) Grade Inquiries

1. Eligible Subjects	Subjects offered in the School of Language and Culture Studies, School of International and Area Studies, School of Japan Studies, and Master's Programs, except for subjects taken at other universities through the Credit Exchange Program.
2. Eligible Students	Students who are enrolled in the School of Language and Culture Studies, School of International and Area Studies, School of Japan Studies, or Graduate School of Global Studies, and have questions regarding the notified individual academic evaluations. This excludes non-degree students and those expecting to graduate in September.
3. Application	Please fill out and submit the designated form by email or in person to the Educational Affairs Division (Kyoumu-ka) during the specified period. <ul style="list-style-type: none"> • Subject of the Email : 【Grade Inquiry】 Student Number○○ Name○○ • Address : Undergraduate - kiroku@tufs.ac.jp Graduate - kyoumu-daigakuin@tufs.ac.jp Please download and use the Word document for the designated form.
4. Deadline	<Spring Quarter Subjects> Aug 31st (Mon) ~ Sept 4th (Fri) 16:30 <Summer Quarter Subjects> Sept 28th (Mon) ~ Oct 2nd (Fri) 16:30
5. Notes	<ul style="list-style-type: none"> • The Grade Inquiry system is to provide opportunities for students requesting confirmation of the accuracy of the given grades and <u>should not be used to raise objections or request reconsideration.</u> • We cannot accept any inquiries that deviate from the purpose of this system, such as requesting alternative measures for grades, seeking advice from the instructor, or making complaints against instructors. • Please provide detailed and objective explanations as to why you are inquiring.

(B) Grade Objections

1. Eligible Subjects	Subjects in which (A) Grade Inquiries have been submitted
2. Eligible Students	Students who have completed (A) Grade Inquiries procedures
3. Application	<p>Please fill out and submit the designated form by email or in person to the Educational Affairs Division (Kyoumu-ka) during the specified period.</p> <ul style="list-style-type: none">• Subject of the Email : 【Grade Objection】 Student Number○○ Name○○• Address : Undergraduate - kiroku@tufs.ac.jp Graduate - kyoumu-daigakuin@tufs.ac.jp <p>Please download and use the Word document for the designated form.</p>
4. Deadline	<p><u>Within one week from the day the response to (A) Grade Inquiries is issued.</u></p> <p>(e.g.) If the inquiry was responded to on Sept 4th (Fri), the deadline is Sept 11th (Fri) 16:30</p>
5. Notes	<ul style="list-style-type: none">• Grade Objections are used only when students are not satisfied with the response to Grade Inquiries from the instructor. It should not be used to request reconsideration of your grade.• Please provide detailed and objective explanations as to why you make the objections.• We cannot accept any objections that deviate from the purpose of this system, such as requesting alternative measures for grades, seeking advice from the instructor, or making complaints against instructors.

