

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  
KAWAMURA Futoshi, Dean, School of Japan Studies  
SUZUKI Yoshikazu, Dean, Graduate School of Global Studies

## **Grade Inquiries and Grade Objections for 2024 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"> <li>• Subject of the Email : 【Grade Inquiry】 Student Number○○ Name○○</li> <li>• Address : Undergraduate - kiroku@tufs.ac.jp Graduate - kyoumu-daigakuin@tufs.ac.jp</li> </ul> Please download and use the Word document for the designated form.
4. Deadline	<b>&lt;Spring Quarter Subjects&gt; Sept 2<sup>nd</sup> (Mon) ~ Sept 6<sup>th</sup> (Fri) 16:30</b> <b>&lt;Summer Quarter Subjects&gt; Sept 30<sup>th</sup> (Mon) ~ Oct 4<sup>th</sup> (Fri) 16:30</b>
5. Notes	<ul style="list-style-type: none"> <li>• The Grade Inquiry system is to provide opportunities for students requesting confirmation of the accuracy of the given grades and <b><u>should not be used to raise objections or request reconsideration.</u></b></li> <li>• We cannot accept any inquiries that deviate from the purpose of this system, <b>such as requesting alternative measures for grades, seeking advice from the instructor, or making complaints against instructors.</b></li> <li>• Please provide detailed and objective explanations as to why you are inquiring.</li> </ul>

## (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	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"><li>• Subject of the Email : 【Grade Objection】 Student Number○○ Name○○</li><li>• Address : Undergraduate - kiroku@tufs.ac.jp Graduate - kyoumu-daigakuin@tufs.ac.jp</li></ul> Please download and use the Word document for the designated form.
4. Deadline	<b><u>Within one week from the day the response to (A) Grade Inquiries is issued.</u></b> (e.g.) If the inquiry was responded to on Sept 6 <sup>th</sup> (Fri), the deadline is Sept 13 <sup>th</sup> (Fri) 16:30
5. Notes	<ul style="list-style-type: none"><li>• 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.</li><li>• Please provide detailed and objective explanations as to why you make the objections.</li><li>• We cannot accept any objections that deviate from the purpose of this system, <b>such as requesting alternative measures for grades, seeking advice from the instructor, or making complaints against instructors.</b></li></ul>

# (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> Sept 2<sup>nd</sup> (Mon) ~ Sept 6<sup>th</sup> (Fri) 16:30**

**<Summer Quarter Subjects> Sept 30<sup>th</sup> (Mon) ~ Oct 4<sup>th</sup> (Fri) 16:30**

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

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(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.)

Large rectangular box with horizontal dashed lines for writing an objection.

(※) 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.**

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

Large rectangular box with horizontal dashed lines for the instructor's response, including fields for Date and (Instructor's) Name.