　Grade Inquiry Sheet

Date: (Month) (Day) (Year)

**■For student (Only inquiries from the student him/herself will be accepted)**

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| --- | --- | --- | --- | --- |
| Affiliation/ Year | School  Graduate School | Year | Name (Signature) | Seal |
| Student ID |  | | Contact  (Cell no. etc.) |  |

Details of Inquiry

|  |  |  |  |
| --- | --- | --- | --- |
| Class Timetable Code | ※No entry required if there is no class timetable code for graduate courses | Offered at | □Institute of Liberal Arts and Sciences  □School ( )  □Graduate School ( ) |
| Course Name |  | Day/Period |  |
| Grade |  | Instructor name |  |
| Details of Inquiry (Please write concrete details and reason for inquiry below.) | | | |

Notes:

・Please submit this sheet along with your Student ID within 3 days, in principle, of the announcement of the grade (including the day grades are announced) to the appropriate office as follows: 1) the Office of the Institute of Liberal Arts and Sciences for Liberal Arts and Sciences grades as well as Graduate School Common Courses grades, or 2) the Student Affairs office of each School for grades for Courses in Specialized Fields.

・This Sheet cannot be used to request corrections to grades.

・Please carefully confirm the course evaluation methods in the syllabus when making an inquiry.

**■For administrative staff**

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| Date of Receipt | Receipt Seal |  | Date of Response | Total |
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**■Instructor's reply (Please submit to appropriate office after filling in this box)**

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| Responder:　 　 　　　　　Seal |

Student Affairs Committee Member Confirmation (Signature)　　　　　 　 Seal　  
Student Confirmation (Signature) 　　　 　　 　Seal

　　 　For courses with no grade recorded, please inquire directly at the appropriate office