

# Grade Inquiry Form

Confirmed by the office

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The Institute for the Liberal Arts

Date:        /        /        (yyyy/mm/dd)

Student ID										Name
E-Mail:										Phone/Mobile:
Course Name:										
Instructor' s Name:										
Examination/evaluation format (circle one): Exam / Report submission / None        Other form of evaluation (        )										
Evaluation Criteria (Check on Syllabus) Assignment:    %   Report:    %   Attendance:    %   Presentation:    %   Exam:    %   Other:    %										
Specific Details of the claim (Give us as much detail as possible) <input type="checkbox"/> Questionable grade (A, B, C, D, F, Other[        ]) <input type="checkbox"/> Other (        )										

## 【For Office Use Only】

調査経過				
処 置				
事務室受付印	教務主任連絡	科目担当者連絡	学生連絡日	担 当 者

## Notes for Grade Inquiry Form

The Grade Inquiry Form can be submitted only if you would like to make inquiries or objections regarding your grades within one week from the Grade Notification. This system should not be used for the purpose of pleading for a grade change. Please read the following checklist thoroughly.

Please check the contents you wrote on the front page with the checklists below before submitting this form. Place a check mark ( • ) in the check column once confirmed.

Checklist	Place ✓
1. The Grade Inquiry Form can be submitted only if you would like to make inquiries or objections regarding your grades. This system should not be used for the purpose of pleading for a grade change.	
2. This form will be forwarded to the instructor as is. Is your contents clearly written with a pen and easy to read? A pencil and a ballpoint pen with erasable ink cannot be used.	
3. Did you confirm the Syllabus and the Course Review before filling out this form? Did you include all the evaluation criteria in the “Specific Details” section? Syllabus: <a href="https://syllabus.doshisha.ac.jp/">https://syllabus.doshisha.ac.jp/</a> Course Review: <a href="https://duet.doshisha.ac.jp/kokai/html/fi/fi040/FI0400IG.html">https://duet.doshisha.ac.jp/kokai/html/fi/fi040/FI0400IG.html</a> <small>(The Syllabus and the Course Review banner can also be found by clicking “+Read More” on the center of the Current Students page)</small>	
4. Did you write course name, class code, instructor’s name, your student ID, E-mail address, and your mobile number correctly?	
5. Is the mobile number you wrote easy to connect to?	
6. Did you state specific reasons and points that you would like to have addressed by including your answers of the exam in detail, class attendance, exam questions, etc. based on objective facts?	
7. There is no content impertinent to the Grade Inquiry (such as pleading, comparison with other students, comparison with grading criteria of the previous year) written in the “Specific Details” section. Please see the following impertinent examples that we do not accept.	

An application for a Grade Inquiry will be rejected when one or more of the following contents apply:

We will ask you to rewrite the form if your statement lacks concreteness.

- Statements with no grounds such as “I attended all classes, submitted reports, and my answers in the essay test should be 70–80% correct in line with the intention of the instructor” .  
It is not sufficient merely to state that your answers are correct. You should explain with specific reasons by including your answers of the exam content concretely.
- Inappropriate sentences such as “I would be in trouble if I lose credits” , “Please re-grade” , or “I am not content with the given grade so please consider a grade change” .
- Subjective contents such as “I did my best” , comparison with other students such as “Student A barely attended classes, how come he got a better grade than I?” , irrelevant contents to the Grade Inquiry such as your thoughts or opinions to the class content or a pleading to the instructor.