

## Japanese Language Program and Keio Japanese Courses Grade Inquiry Form

To make a grade inquiry, please fill in the top section of the form and submit it to the Japanese Language Program Office. Inquiries that have been submitted after the designated period written on the website are not acceptable for any reason.

### Important

- This form will be forwarded to your instructor and your instructor will make all reasonable efforts to respond to your inquiry. Once we have received a response, we will forward it to you by email. This form is for querying your results. You cannot use it to resubmit assignments to receive a higher mark.
- For the instructor to reassess your grade, please provide detailed information on the number of classes you attended, the number of reports you submitted, your attendance at examinations, your performance in reports and exams, etc.

### 【Student section】

<b>Student No.</b>	
<b>Name</b>	
<b>E-mail</b>	

<b>Course Title</b>		<b>Your</b>	
<b>Instructor's name</b>		<b>Grade</b>	
Reason for your inquiry			

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### 【Instructor section】

※Please respond to the student's inquiry.

<b>Grade change</b>	Yes / No (select one) (For student: If yes, please refer to the attached document.)		
<b>Signature</b>		<b>Date</b>	