

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

### ●Instructions for grade inquiries

Grade inquiries are for assignments or examinations that have already been submitted. We will NOT accept any queries from students who wish to be re-examined or who wish to submit supplementary work for marking. Students must use this grade inquiry system to query your grade.

**DO NOT contact the instructors directly by email or other methods.**

### ●Eligible students and subjects

- Full-time JLP students: All registered subjects
- Other than full-time JLP students: KJC courses \*KIP students must follow International Center Grade Inquiry

### ●Submission Period (Academic year 2024)

**※All deadlines are Japan Standard Time. We do not accept any late inquiries for whatever reason.**

Eligible subjects		Submission Period	
		Full-time JLP students	Other than full-time JLP students
1st half of Spring 2024(quarter system)	JLP subjects and KJC courses	2024/6/20~2024/6/21 4:45pm	<b>【KIP Students】</b> 2024/6/20~2024/6/21 4:45pm  <b>【Non-KIP students】</b> 2024/8/23~2024/9/30 4:45pm
	International Center Courses, Undergraduate and Graduate Program Subjects	2024/6/20~2024/6/21 4:45pm	Follow the rules of Undergraduate faculty/Graduate school you belong to
2nd half of Spring 2024(quarter system) and Spring subjects that has been graded in Spring semester 2024	JLP subjects and KJC courses	2024/8/23~2024/9/9 4:45pm	2024/8/23~2024/9/30 4:45pm
	International Center Courses, Undergraduate and Graduate Program Subjects	2024/9/5~2024/9/9 4:45pm	Follow the rules of Undergraduate faculty/Graduate school you belong to
1st half of Fall 2024(quarter system)	International Center Courses, Undergraduate and Graduate Program Subjects	2024/12/11~2024/12/12 4:45pm	Follow the rules of Undergraduate faculty/Graduate school you belong to
2nd half of Fall 2024 (quarter system) and Fall subjects that has been graded in Fall semester 2024	JLP subjects and KJC courses	2025/3/10~2025/3/12 4:45pm	2025/3/10~2025/3/31 4:45pm
	International Center Courses, Undergraduate and Graduate Program Subjects	2025/3/10~2025/3/12 4:45pm	Follow the rules of Undergraduate faculty/Graduate school you belong to

### ●Flow of grade inquiry

1. Submit the following items via email by the deadline.
  - a. Grade Inquiry Form (English)
  - b. Copy of ID (e.g. Student ID card, passport, etc.)

2. Your inquiry will be checked by JLP Office and forwarded to the instructor providing that it meets the requirements. 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.

**●Where to submit the documents**

Email Address : [jlp-inquiry@adst.keio.ac.jp](mailto:jlp-inquiry@adst.keio.ac.jp)

※Please email us again if you don't receive any reply from us within 2 business days after you submit the form.

**●Notes**

-Please explain your reasons for querying your grade politely and logically. Inquiries made with unnecessary information and using emotive phrases will not be accepted.

-For the instructor to reassess your grade, please provide detailed information on the number of classes you attended, the number of assignments you submitted, your performance in assignments and exams, etc.

-Your application will not be accepted if you fail to follow the above instructions.

If you have any questions, please feel free to contact the Japanese Language Program Office.