

Agreement Concerning Filing Grading Complaints at
the University of the Ryukyus Graduate School

January 23, 2007
University Committee

Article 1 This Agreement shall define necessary particulars concerning filing grading complaints at the University of the Ryukyus Graduate School.

Article 2 Any student who wishes to question a grade received during an academic term (in either the first or second half of the term) may submit a Grading Confirmation Request Form (Form 1) to the relevant Graduate School Administrative Affairs Unit (hereinafter referred to as the Administrative Affairs Unit). As a general rule, this form must be submitted within ten (10) days of the day on which the grade was disclosed (not including weekends or holidays).

2 The Administrative Affairs Unit, upon receiving a Grading Confirmation Request Form, shall promptly send the form to the class instructors.

Article 3 Class instructors shall provide their response regarding student inquiries on grading, or Grading Confirmation Request Forms, to the Administrative Affairs Unit within five (5) days after they are received by the Administrative Affairs Unit (weekends and holidays are excluded).

2 The Administrative Affairs Unit shall promptly notify the class instructor's response on grading to the student after confirming the content of the response with the Dean of the Graduate School.

Article 4 If the student is unsatisfied with the class instructor's response, the student may submit a Grading Complaint Form (Form 2) to the Dean of the Graduate School within five (5) days after receiving the response (weekends and holidays are excluded).

Article 5 Upon receiving a Grading Complaint Form from a student, the Dean of the Graduate School will promptly examine the case in a meeting of the Graduate School Committee (or, in the case of the Graduate School of Medicine, the Faculty Council, hereinafter encompassing the "Graduate School Committee or other relevant body") or a meeting of a Review Committee or any other group established within the Graduate School Committee or other relevant body. The results of this examination will be communicated to the student and class instructors connected to the case, and will constitute the final decision on the case.

Article 6 Grades shall be disclosed on the day defined on the academic calendar. However, the Graduate School Committee shall define separately the date of grade disclosure and the grading complaint filing period for those completing their program in September and March, respectively.

Article 7 In addition to the provisions defined in this Agreement, the Graduate School Committee may define separately other necessary items regarding the implementation of grading complaint filing.

Article 8 This Agreement shall be revised or abolished by the President of the University upon approval by the University Committee.

Supplementary Provisions

- 1 This Agreement shall be enforced on January 23, 2017.
- 2 Notwithstanding the provisions in Article 2, If students are not content with their grading for the academic term of 2016, such students may notify the class instructor by April 10, 2017.

Supplementary Provision (January 5, 2018)

This Agreement shall be enforced on April 1, 2018.

Supplementary Provision (August 4, 2021)

This Agreement shall be enforced on August 4, 2021 and come into effect from April 1, 2021.

Supplementary Provision (November 25, 2022)

This Agreement shall be enforced on April 1, 2023.

In the event of discrepancy between the English version and the Japanese version of the Agreement, the Japanese-language version shall prevail.

Grading Confirmation Request Form

TO: Dean of Graduate School

Graduate School: _____

Major: _____

Year: _____

Student ID#: _____

Name: _____

I hereby request that my following grade for [semester], [year], be reviewed and confirmed.

Class Number: _____

Class Name: _____

Class Lot: _____

Class Instructor: _____

Reason: _____

*Student will submit this form to the Administrative Affairs Department of the Graduate School.

Response by Instructor

Date: _____

Name of Instructor: _____ Seal

(Circle one)

1. The current grade is true and correct.

2. The current grade shall be corrected to: Grade: () Rating: ()

Reason: _____

*Instructor will provide his/her response here and submit this form to the Administrative Affairs Department.

Grading Complaint Form

TO: Dean of Graduate School

Graduate School: _____

Major: _____

Year: _____

Student ID#: _____

Name: _____

The instructor's response to the Grading Confirmation Request Form I submitted, for my grade for [semester], [year], is not satisfactory for the following reason, and I hereby file a complaint.

Class Number: _____

Class Name: _____

Class Lot: _____

Class Instructor: _____

Grade: _____

Grounds for Complaint (be specific regarding your grade and the instructor's response): _____

*Student will submit this form to the Administrative Affairs Department of the Graduate School.