

# How to Make a Grade Inquiry

Grade inquiries are not a way for you to appeal to your course instructor for higher grades.

They may only be submitted in the following cases:

- ① Grade on Grade Report is incorrect
- ② Grade received for a course you did not take
- ③ Did not receive a grade for a course you did take
- ④ Other error in Grade Report on Campusmate

# 1. Grade Inquiry Process

- ① Grades Announced, Grade Comments Published  
↓
- ② Submit “Grade Inquiry Form” to Academic Office  
↓
- ③ Inquiry form is checked for errors or other issues  
↓
- ④ Accepted Inquiry forms are sent to course instructor for review  
✘ If application not accepted, the Office notifies student via Email (APU Email)  
↓
- ⑤ Course instructor responds to Academic Office  
↓
- ⑥ Academic Office notifies each student individually of results

All grade inquiry results will be sent from the Academic Office to students.

**✘ Do not contact your instructors directly.**

**✘ We will not accept any inquiries regarding the results of grade inquiries.**

After submitting your application via the Microsoft Forms Grade Inquiry Form, the Academic Office will send an email stating whether your application was accepted or rejected **to your APU email address.**

## 2. What to Prepare for your Grade Inquiry

**Please apply via the Microsoft Forms online form.**

**Please prepare the following before starting your application.**

### **1. Grade Report Screen from Campusmate**

✂ Contains information you will need such as your own grade, subject name, subject code, class name, etc.

### **2. Course Syllabus**

✂ The syllabus contains grade criteria which you will need for your self-evaluation points, and you will have to write self-evaluation essay of 270 – 500 words (600 – 1200 characters in Japanese).

# 3. Grade Inquiry Application

The link to the application form can be found on the page below.

The screenshot shows the Academic Office website navigation menu. The header includes the APU logo and the text 'Ritsumeikan Asia Pacific University Academic Office'. The main navigation area features the title 'Academic Office' and a grid of 12 menu items, each with a plus sign icon. The 'Examinations / Grades' item is highlighted with a red border. The grid is as follows:

Common Education Subjects (Language/first-year subjects)	+	College of Asia Pacific Studies	+	College of International Management	+	College of Sustainability and Tourism	+
Basic Academic Information	+	Course Registration	+	Course Information and Absences	+	<b>Examinations / Grades</b>	+
Consultation for classes and Course registration	+	IT Support	+	Other (External Examinations / Institutions / Programs)	+	Degree Conferral Ceremony	+

# 3. Grade Inquiry Application

The link to the application form can be found on the page below.

The screenshot shows the top navigation bar of the Academic Office website. The header includes the APU logo and the text 'Shape your world Ritsumeikan Asia Pacific University Academic Office'. On the right side of the header are icons for a star, text size adjustment (AA), search (Q), and a globe. Below the header is a horizontal menu with four items: 'Basic Academic Information', 'Course Registration', 'Course Information and Absences', and 'Examinations / Grades'. The 'Examinations / Grades' item is expanded, showing a list of sub-items: 'Final Exams', 'Make-up Exams', 'Final Reports', 'Plagiarism Policy', 'Release of Grades / Grade Evaluation Comments', 'Grades and GPA', 'Graduation Assessment', and 'Grade Inquiries'. The 'Grade Inquiries' item is highlighted with a red rectangular border.

# 3. Grade Inquiry Application



[HOME](#) | [Examinations / Grades](#) | [Grade Inquiries](#)

[Examinations / Grades](#) |

## Grade Inquiries

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### How to Apply

※ From AY2021 Spring Semester, the application method for grade inquiries have changed. Please submit

Be sure to read carefully the manual before submitting your inquiry.

[Grade Inquiry Manual \(PDF\)](#) 

Please apply within the application period through the corresponding grade inquiry form.

[① Inquiry Form for Graduating Students](#) 

\* Graduating students are those in their 8th semester or above and students registered in accelerated completion program who applied to graduate in September 2023.

\* Graduating master students are those in their 4th semester or above and students registered in accelerated completion program who applied to graduate in September 2023.

[② Inquiry Form for Current \(Non-Graduating\)](#) 

Click whichever applies.

■ You must follow all instructions when filling out the form. (Screen for students whose grade is incorrect).

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Student ID Number \*

Ex: 1120111 (8 digits, half-width characters)

11211112

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Subject Code (6 digit number) ※If you do not enter this correctly your inquiry will be rejected.

※Please enter the 6 digit code.

The subject code can be found on the grade report screen of Campusmate.

[English]

Grade Report [ Subject List ]

2020 Fall Evaluation Category APS-E-HT Cumulative GPA Semester GPA View Credit Completion Return

Subject Name	Class	Language	Grading	Instructor	Credits	Grade	Year	Lecture Duration
** Language Education Subjects **								
010081 Japanese Foundation Course I	ZZ				4		2020	FA
010091 Japanese Foundation Course II	CO				4		2020	FA
↑ Subject Code Japanese Foundation Course III	CO				4		2020	FA
** Common Liberal Arts Subjects **								
020091 Computer Literacy	EC	E			2		2020	FA2

011100

## ■ Fill out the grade evaluation criteria from the syllabus.

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Please enter the grade evaluation criteria shown in the syllabus (or in the grade comments, or announced in class) and the percentage for each grading criteria. **\*Be sure to write this in the language the course was taught in.\***

*(Ex: Final report 40%, Quizzes 20%, Group work 20%, Class Participation 20%)*

Quizzes 40% Class Participation 20% Final Exam 40%

**Fill in each criteria and grade % in the course's language (the language shown on the syllabus)**

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Please evaluate yourself on each of the grade evaluation criteria you entered above. **\*Please write this in the language the course was taught in.\***


*(Ex: Final report 35%, Quizzes 15%, Group work 15%, Class Participation 20%)*

Quizzes 25% Class Participation 20% Final Exam 38%

**Fill out your self evaluation for each grade criteria %**



## ■ Explain the reasons for your self-evaluation percentages, based on the sample essay.

Please explain the reasons for your self evaluation. 

### **[Example Response – 458 words (Class Participation 30%, Mid-term Test 30%, Final Exam 40%)]**

Class participation was worth 30% of the grade, and I believe I should have received 25%. I have two reasons for this. First, I attended 13 of the 14 classes and was not late even once. I submitted my attendance via respon, so there is a record of this. Second, I actively made comments in class. Of all 13 class meetings, I was silent in only 1 class, but in the remaining 12 classes I made comments. I actively participated in class as much as possible, and contributed to discussions by debating the pros and cons of other students' opinions. For this reason, I believe that I should have received 25% for this criteria.

Secondly, about the mid-term test. I planned to attend the mid-term test, but I had a fever on January 22 so I was not able to go to class. After that I submitted my health certificate to the instructor and explained the situation, and I was assigned a report instead of the mid-term test. The report topic was XX and I approached the topic from the perspective of XX and I came to the final conclusion of XX. I placed emphasis on XX which the instructor had outlined during class. My report was not returned to me, however, based on the content of my report, I believe that I had obtained around 20% out of 30% for the mid-term report.

Next, about the final exam. The final exam was composed of four questions. I believe that the first question was seeking information about XX which was a major focus of the lectures and the instructor gave it special attention during class. I believe I answered this question correctly. The second question was in regards to XX. I went back over my notes and textbooks after the exam and found that I answered this question correctly. The third question was on XX. I was unprepared and do not think that I answered that question correctly. The fourth question was on XX. I answered with XX. My answer was not 100% correct, however I do believe that I should have been awarded partial points as there were parts of my answer that were in line with the answer that the instructor was looking for. I believe that my performance on the final exam warrants at least half of the 40% for the final exam, or 20%.

Based on the above, the total of myself-evaluation percentages is  $25 + 20 + 20 = 65\%$ , which should be a C grade. It could be that my submitted mid-term report in place of the mid-term test has not been counted toward my grade.

In light of this, I would like to request that my current grade be reevaluated.

You will not have any other ways to explain the problem to the course instructor other than your answer to this question. You cannot contact them directly, add more information via email later, etc.

**Please explain the reasons for your grade evaluation here.**

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Please explain why you gave those percentages for your self-evaluation (English: between 270 and 500 words, Japanese: between 600 and 1200 characters). **\*Be sure to write this in the language the course was taught in.\***

Please write your explanation based on the example above. If your reasons are not detailed your inquiry may be rejected.

※The following types of unclear reasons **WILL NOT BE ACCEPTED.**

[Self-Evaluation not clearly explained]

"I did well on both the mid-term report and the final exam, so why did I get a C grade?"

"I haven't missed almost any classes, so I should have got 25 points for that."

[No specific reasons why grade should be changed]

"Please explain why I got a C grade."

"I worked hard so I should have got at least a 90%."

[Comparing self to other students]

"My friend got a B grade, so why did I get a C?"

**Japanese: 600 – 1200 characters  
English: 270 – 500 words**

Enter your answer

### 3. Submitting your Grade Inquiry

1. Even if you notice a problem in your grade inquiry, **you cannot resubmit it.** Please double-check all your information. Re-submissions will not be accepted.

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Only one inquiry is accepted per course. NO CORRECTIONS CAN BE MADE AFTER YOU SUBMIT THIS FORM. Please click the "back" button and double check all your answers before submitting this form. \*

I have checked all of the information I entered.

✘ Please use the [Back] button to check your answers one more time.

- 2 . This is the final screen of the Grade Inquiry Form.  
PLEASE BE SURE TO CHECK **BOTH** BOXES before submitting.

Please Confirm

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PLEASE CHECK THE "Send me a confirmation email with my answers" BOX BELOW before submitting your inquiry.

\*After receiving the information please save it as a PDF or print it. \*

Yes

Send me an email receipt of my responses

✘ This will send you proof you have submitted your grade inquiry, so be sure to check **BOTH** these boxes.

Back

Submit

### 3. Your form has been submitted.

Please print your responses on paper or as a PDF and save them.



Thank you for submitting your inquiry.

You will be contacted via email to let you know if your inquiry was accepted or rejected, so please be sure to check it.

Be sure to click "Print Answers as PDF or Download" and save a PDF copy of your own responses.

Print or get PDF of answers

[Submit another response](#)

✂ This is proof you have submitted your grade inquiry. Please print or save it.