

# NOTICE

To All Students in GSST

Kumamoto University is committed to treating students strictly and fairly in the grading process. To make the decision acceptable for all students, we conduct students to discuss their concerns and questions over the grade assigned. Furthermore, if the matter is not thereby resolved, then the student may submit a formal grade appeal to the committee.

## **【Inquiries about the Assigned Grade】**

Students can discuss with the instructor having any concerns and questions over the grade assigned.

1. Period:

- For those who are expected to complete the master's/doctoral course in March :  
Jan. 20, 2020 ~ Feb. 14, 2020
- Other than above : Jan. 20, 2020 ~ Feb. 28, 2020

2. Place:

At the instructor's office (The meeting schedule should be arranged in advance)

3. Process:

Discuss with the instructor of the course.

## **【Filing a Grade Appeal to the Committee】**

A student who wishes to appeal a grade must submit a written notice to the committee.

1. Period:

- For those who are expected to complete the master's/doctoral course in March :  
Feb. 17, 2020 ~ Feb. 19, 2020
- Other than above : Mar. 2, 2020 ~ Mar. 4, 2020

2. Place/Committee:

Contact Office	Committee	Note
Academic Affairs Section of GSST	Academic Affairs Committee of GSST	An interview with the student may be necessary.

※Academic Affairs Section of GSST opens from 08:30~17:15.  
(Except for weekends and National Holidays)

3. Process:

Submit a written appeal statement form

## **【Change of Grade, Adding/Dropping of Classes】**

- ① Once a grade is changed after the appeal, students need to reconfirm the new grade through SOSEKI.
- ② Students need to consult with the Academic Affairs Section of GSST when they need to add or drop some other classes after the grade change.

Dean of GSST  
(1/14/2020)