

## Grades Question Form (for classes taken the first semester of 2025 only)

### ■ Before filling out the form:

- Only questions concerning the first semester of 2025 will be accepted. You cannot ask about grades from prior years.
- If you have taken a course but have not received a grade, please check whether you have registered to take the course on the academic affairs system (CampusPlan). **If you have not registered to take a course on the academic affairs system (CampusPlan), you will not be graded.**

### ■ Submission period and response method:

- Submission period: Submit to Educational Affairs Section from October 1 (Wednesday) to October 7 (Tuesday), 2025 by email.

Submission email address: senju.kyomu@ml.geidai.ac.jp

- \* If you have supporting evidence for your question, please submit it as well.

### ■ Flow to answer

- After the Educational Affairs Section received your request, we will inquire with the teacher in charge of the class and other relevant teachers.
- We will get back to you at a later date.

| Student number                  | Area of specialization | Name | Contact address                      |
|---------------------------------|------------------------|------|--------------------------------------|
|                                 |                        |      | (Tel)                                |
|                                 |                        |      | (E-mail)                             |
| Subject name (Enter accurately) |                        |      | Instructor's name (Enter accurately) |
|                                 |                        |      |                                      |

Your question (Select as appropriate.)

- ☐ I did not register for the course on the academic affairs system (CampusPlan) but I was still graded.
- ☐ I registered for the course on the academic affairs system (CampusPlan) but I was not graded.
- ☐ There are clearly mistakes made by teachers, such as incorrectly entering grades.
- ☐ Other (Please provide details.)