Grade Confirmation Request (AY 2014)

If you have received the grades "F", "Fail" or "Absent" and believe there is an obvious error in the evaluation, you can request a confirmation of grade evaluation.
Please submit "Grade Confirmation Request" during the periods designated below.

Grade Confirmation Requests for End-of-semester Exams *(Gakkimatsu-shiken)* should be registered on **UTask-Web ("Grades" → "Request Grade Confirmation")**. Requests for Make-up Exams should be submitted to **the Academic Affairs Division counter.**
(refer to the list below)

If you wish to request a grade confirmation, you need a concrete reason. Your grades will be corrected if the course instructor reviews the reason and admits that there is an error in the evaluation.

The results of the grade confirmation for End-of-semester Exams *(Gakkimatsu-shiken)* will be **reflected on UTask-Web one by one** after the response has been made by the instructor. The results for Make-up Exams will be **announced from Academic Affairs Division**. The corrected grades will be reflected on your grade reports after being processed by the Academic Affairs Division.

Registration Period and Place of Grade Confirmation Request

Second-Year Students

Summer End-of-semester Exam Grades	Aug. 20-21, 2014	UTask-Web
Fourth-Semester Make-up Exam Grades	Sep. 11-12, 2014	PEAK/GPEAK Section counter

* The registration time on UTask-Web is from 10:00 A.M. on the first day through 4:30 P.M. on the last day unless otherwise indicated.

* Registration at the Academic Affairs Division counter is from 9:00 A.M. to 4:30 P.M.

* The periods above are subject to change.

Also for the grades "A", "B", "C", and "Pass(P)", you can request a grade confirmation if you believe the evaluation was given in an obvious error (e.g. when you have received the grade "A" even though you were absent from an exam). In such a case, please pick up a request form and submit it to the PEAK/GPEAK Section counter, Academic Affairs Division (the request period is the same as listed above).

Academic Affairs Division