

## Grade Confirmation Request for Make-up Exam (2018 S Semester / S2 Term)

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.

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.

Requests for Make-up Exams should be submitted to the Academic Affairs Division counter. Please pick up a “Grade Confirmation Request” form at PEAK/GPEAK Section counter, and submit during the periods designated below.

The results of the grade confirmation will be **reflected on UTAS one by one** after the response has been made by the instructor. 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

- Registration/Submission period: From Oct. 25<sup>th</sup> (Thu) 9:00 a.m. to Oct. 26<sup>th</sup> (Fri) 4:50 p.m.
- Submission place: PEAK/GPEAK Section counter (counter No.2) at Administration Bldg.

\* The submission deadline to the Academic Affairs Division counter is 4:50 P.M. on the last day unless otherwise indicated.

\* The periods above are subject to change.

Also for the grades “A +”, “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