

Acceptance of Questions and Confirmations about Grading

1. If you believe that any of the following reasons apply to a course assigned by Yamaguchi University, the Joint Graduate School of Veterinary Medicine and you have questions or would like to confirm in the grade evaluation you received after the grade disclosure, please contact the said faculty in charge of the course first.

(1) When it is clearly the fault of the faculty members, such as a mistake in the entry of grades, etc.

(2) When the evaluation clearly deviates from the grading method announced in the syllabus or in class, etc.

However, students may not appeal against the "grading policies (assessment criteria)" set by the faculty in charge of the course, nor may they appeal against their grades in order to avoid postponement of completion on the grounds of an offer of employment.

* If the contact details of the faculty in charge of the course are unknown, or if it is difficult to inquire the faculty member, consult the Graduate School Affairs Section of the Joint Faculty of Veterinary Medicine, Yamaguchi University.

2. If you are not satisfied with the faculty's response or have not received a response by the sixth day after the date of grade disclosure, you can appeal to the Dean of the Joint Graduate School of Veterinary Medicine, Yamaguchi University in accordance with the "Guidelines for Grade Evaluation Appeals in the joint Graduate School of Veterinary Medicine, Yamaguchi University".

Please submit the "Written Appeal to the Grade Evaluation" form to the Graduate School Affairs Section of the Yamaguchi University Joint Faculty of Veterinary Medicine, in principle, within seven days of the date of the grade disclosure (if the seventh day is a holiday, no later than the immediately next weekday.) It is also possible to submit the appeal form by e-mail.

- Guidelines for Grade Evaluation Appeals at the Joint Graduate School of Veterinary Medicine, Yamaguchi University (PDF)

- Flowchart for Handling Grade Evaluation Appeals and Re-appeals at the Joint Graduate School of Veterinary Medicine (PDF)

3. If you are not satisfied with the answer to your appeal, you can re-appeal to the Dean of the Yamaguchi University, Joint Graduate School of Veterinary Medicine in accordance with the "Guidelines for Grade Evaluation Objections in the joint Graduate School of Veterinary Medicine, Yamaguchi University"

Please submit "Written Re-appeal to the Grade Evaluation" form to the Graduate School Affairs Section of the Yamaguchi University Joint Faculty of Veterinary Medicine, in principle, within seven days from the date of receipt of the response to the appeal. (if the seventh day is a holiday, no later than the immediately next weekday.) It is also possible to submit the re-appeal form by e-mail.

Guidelines for Grade Evaluation Appeals in the joint Graduate School of Veterinary Medicine, Yamaguchi University

(Objective)

Article 1 These guidelines establish necessary matters regarding the procedures to be followed when students of the Joint Graduate School of Veterinary Medicine, Yamaguchi University (hereinafter referred to as “JVY”) (including students and non-degree students of Kagoshima University who have taken subjects provided by faculty members of the JVY) (hereinafter referred to as “students”) appeal against their grade evaluation for courses they have taken at the JVY. However, for courses that Kagoshima University is in charge of, requests for grade disclosure and appeals shall be made in accordance with the 'Rules on Requests for Disclosure of Student Grades and Appeals at the Kagoshima University the Joint Graduate School of Veterinary Medicine'.

(Grounds for objection)

Article 2 Students may appeal with specific reasons if any of the following items applies to the grade evaluation of a course taken in the semester. However, appeals concerning the grading policies (assessment criteria) are not permitted.

- (1) When it is clearly the fault of the faculty members, such as a mistake in the entry of grades, etc.
- (2) When the evaluation clearly deviates from the grading method announced in the syllabus or in class, etc.

(Procedures for making an appeal)

Article 3 Students who intend to make an appeal must submit a Written Appeal to the Grade Evaluation (Appended Form; hereinafter referred to as “Written Appeal”) to the Dean of the Joint Graduate School of Veterinary Medicine, Yamaguchi University (hereinafter referred to as “Dean”), in principle, within seven days of the date of the grade disclosure (if the seventh day is a holiday, no later than the immediately next weekday). Submission is also acceptable by e-mail and should be addressed to the Graduate School Affairs Section of Joint Faculty of Veterinary Medicine, Yamaguchi University.

- 2 Students who are dissatisfied with the answer to their appeal may re-appeal.
- 3 Students who intend to make a re-appeal must submit a Written Re-appeal to the Grade Evaluation to the Dean, in principle, within seven days of the date of the receipt of the response to the appeal (if the seventh day is a holiday, no later than the immediately next weekday). Submission is also acceptable by e-mail and should be addressed to the Graduate School Affairs Section, Yamaguchi University Joint Faculty of Veterinary Medicine.
- 4 Upon receipt of an appeal or re-appeal, the Dean shall discuss the policy for dealing with the appeal or re-appeal with the Vice Dean, the Educational Affairs Committee and its members, etc., and then discuss the response with the faculty in charge of the course. However, the Dean may hear the opinion of the student concerned when deemed necessary. In addition, the response shall be made in cooperation with the Educational Affairs Committee of the Joint Graduate School of Veterinary Medicine, Kagoshima University, if necessary.
- 5 The Dean shall decide on the response and notify the said student, in principle, within seven days after receipt of the Written Appeal / Re-appeal (if the seventh day is a holiday, no later than the immediately following weekday).

Supplementary Provisions

These guidelines shall come into effect as of April 1, 2018.

Supplementary Provisions

These guidelines shall come into effect as of April 1, 2021.

Written Appeal / Re-appeal to the Grade Evaluation

To the Dean of the Joint Graduate School of Veterinary Medicine

Academic year of enrollment:
Student ID Number:
Name:

I hereby appeal/ re-appeal against the grade evaluation as detailed below.

Details are as follows:

1. Name of the course, the faculty in charge and details of the response from him/her

Course		Faculty in charge	
Response			

* If any response could not be obtained from the faculty in charge, indicate this in the Response box.

2. Grounds and the specific reasons for the appeal/ re-appeal

Grounds	Circle one of them. 1. It is clearly the fault of the faculty members, such as a mistake in the entry of grades, etc. 2. The evaluation clearly deviates from the grading method announced in the syllabus or in class, etc.
Specific Reasons (Or complaint of a response to an appeal)	

Note 1) Appeals concerning the grading policies (assessment criteria) are NOT accepted.

Note 2) An appeal to avoid postponement of completion on the grounds of an offer of employment is NOT accepted.

Flowchart for Handling Grade Evaluation Appeals and Re-appeals at the Joint Graduate School of Veterinary Medicine

