

Administrative Notice July 21, 2016

To all Students of Subjects Offered by the Graduate School of Human Health Sciences

Dean, Graduate School of Human Health Sciences

**The System of Grade Inquiries for subjects offered
by the Graduate School of Human Health Sciences**

We have introduced a system of “grade inquiries” for subjects offered by the Graduate School, as part of our measures to ensure the accuracy of our assessments. Please apply as explained below if you make inquiries in connection with this system.

1. Subjects eligible for grade inquiries

Subjects offered by the Graduate School of Human Health Sciences

2. Students eligible to make grade inquiries

Students enrolled at a Tokyo Metropolitan University Graduate School who are studying subjects offered by the Graduate School of Human Health Sciences

Guest auditors who are studying subjects offered by the Graduate School of Human Health Sciences

3. Flow of procedures

(i) Student: Fills in the relevant form, and submits to the Educational Affairs Subsection of the Graduate School of Human Health Sciences in his or her own campus, in principle within two weeks after the date of grade announcement.

(ii) Educational Affairs Subsection: Sends the form received from the student to the subject tutor.

(iii) Subject tutor: Prepares a reply and submits it to the Educational Affairs Subsection (about 2-4 weeks).

(iv) Educational Affairs Subsection: Issues the reply received from the subject tutor to the student at the reception counter.

4. Important note

Please note that the purpose of this system is to **enable students to request confirmation of grades, not to raise objections or request reconsideration.**

[Where to submit]

<Departments of Nursing Sciences, Physical Therapy, Occupational Therapy, Radiological Sciences and Frontier Health Sciences>

Academic Affairs, Administrative
Affairs Division, Arakawa Campus

Tel: 03-3819-1211 Ext. 221

<Department of Health Promotion Sciences>

Sciences Academic Affairs Section, Minami Osawa Campus Tel: 042-677-1111 Ext. 3028