

GLA Grade Appeal Policy

The *GLA Grade Appeal Policy* applies to all students within the College of Global Liberal Arts. All student information will be handled in a manner that protects student privacy and confidentiality in accordance with *The Ritsumeikan Trust Personal Information Protection Basic Policy*.

1. Students may appeal a final grade for any course. A *Grade Appeal Form* (Form 1) should be submitted to the instructor of the course by email by a due date designated by the GLA Office (usually 6 days after grade announcement). All emails must be sent using the student's official Ritsumeikan email address. An appeal submitted beyond the due date should be considered only if extenuating circumstances obtain.
2. The instructor should respond to the appeal by emailing a *Grade Appeal – Instructor's Response Form* (Form 2) by a due date designated by the GLA Office (usually within 5 days of the due date of the Form 1).
3. In reviewing an appealed grade the instructor may decide to raise the grade, lower the grade, or not change the grade.
4. If the instructor decides not to change the grade or to lower the grade, then the student may appeal this decision by submitting a *Secondary Appeal Form* (Form 3) to the Associate Dean of Academic Affairs via the GLA Office (glapost@st.ritsumeiki.ac.jp). Such an appeal may also be made in the case that the instructor raises the assignment grade but the student believes it remains unfair. If the Associate Dean of Academic Affairs is the instructor concerned then the Assistant Dean of Students will fulfill the role of the Associate Dean for the sake of this policy.
5. A *Secondary Appeal Form* (Form 3) must be submitted by the student by a due date designated by the GLA Office (usually within 3 days of receiving the instructor's decision regarding the initial grade appeal). The Secondary Appeal must include:
 - i. copy of the grade appeal submitted to the instructor (Form 1, including all written support);
 - ii. copy of course syllabus and any other documentation pertaining to course evaluation or assessment;
 - iii. copies of all student work submitted in response to all relevant assignments, and all relevant instructor feedback;
 - iv. copy of the response from the instructor explaining their response to the appeal (Form 2);
 - v. copies of all relevant assignments or assignment questions in the course; and
 - vi. other documentation or information the student believes is relevant to the appeal, with explanation for its inclusion.

If an appeal is lacking any of the documentation above and the student cannot provide good reason for not providing it, then the appeal shall not be accepted by the Associate Dean.

6. On receiving a *Secondary Appeal Form*, the Associate Dean should make a final decision by reviewing all documentation stated in Article 6 and consulting with the course instructor. The Associate Dean should submit the final decision by filling a *Secondary Appeal – Associate Dean of Academic Affairs' Response Form* (Form 4) to the GLA Office by a due date designated by the GLA Office (usually within 6 days of receiving Form 3 and attached documents)
7. The GLA Office will notify the student and the course instructor by email of the appeal result (usually within 5 days of receiving Form 4).
8. This decision by the Associate Dean is final and cannot be appealed.
9. All due dates and deadlines pertinent to this procedure as laid out in the above articles may be found in manaba+R.