

How to make inquiries about failed courses at the End of AY 2024 (Undergraduates Only)

If you are awarded any fail grade (F, G, H or Q), you are allowed to inquire to the faculty member in charge of the subject via the Administrative Office of the Faculty of Letters, Arts and Sciences about the reason why a fail grade was given.

○ Method of inquiry

Please fill out a prescribed application form in MyWaseda. After completing the submission of the application, you will receive an email which informs the application has been duly done. The URL of the application form will be informed when grades for the fall semester will be announced.

○ Period for application

Eligible Students	Period for application
Undergraduate students (every year)	March 4 (Tue)9:00 – March 5 (Wed)17:00 (JST)

No Inquiries can be accepted outside the above application period, no matter what the reason.

- If you have any questions regarding this matter, make sure to contact the Administrative Office during the office hours of the above period.

○ Eligible Subjects

Fall-semester or full-year subjects offered by the School of Culture, Media and Society or School of Humanities and Social Sciences, for which you received a fail grade where you have sufficient grounds to make the case that you do not deserve such grade.

Inquiries are not accepted if a student clearly deserves a fail grade for missing the final exam, failing to submit a report, attending less than two-thirds of the class sessions, and so on.

Fail grades are expressed as follows:

Grade Report	criteria for evaluation
F	Awarded to students whose academic performance was poor but whose course attendance was sufficient
G	Awarded when the student's course attendance was insufficient(in principle, when the student did not attend two thirds of all the classes of the subject), irrespective of his/her examination score
H	Awarded when it is impossible to evaluate the performance of the student, for example he/she did not attend the subject's examination
Q	Fail grades for the subjects such as core lectures or core lectures to be restudied

- You are not allowed to inquire about subjects from other schools, such as those provided by the Global Education Center. You need to inquire the office of the school directly, but please note that not every school accept inquiries regarding fail grades.

- You are not allowed to inquire about any subject for which you received a pass grade.

○ Answer from the faculty member in charge of the subject

About a week to ten days after the above application period, you will receive an answer from the faculty member via email.

○ Unacceptable applications

●The Administrative Office shall not transfer to the relevant faculty member any inquiries that are deemed to be asking for a change of grade or pleading for special consideration (the need to graduate, etc.) in the reason section for the inquiry. Please fill in objectively and in detail a right reason showing that the subject should not be evaluated as a fail grade. If the inquiry is not accepted for the abovementioned reason, we will inform you of that fact after the application period. It is not possible to reapply. (The Administrative Office does not inform students if their application is unacceptable for the abovementioned reason, even during the application period.) If you wish to modify the reason for your application, file another application as applications can be filed as many times as you need during the application period.

Examples of pleading:

“My promotion or graduation is at stake.” “I already have a job offer or an informal job offer.”
“I will do any additional assignments.” “I could not attend class because of my job hunting, part-time job, student club activities, or extracurricular activities.”

○ Notes

- You are not allowed to inquire the relevant faculty member in person.
- Before inquiring, please check again an evaluation criteria shown in Web-Syllabus or explained by the faculty member.
- Inquiries about F grades require particularly detailed self-evaluation of one's performance on exams and reports (for example, you believe you do not deserve a failing grade because you were able to answer which questions to what extent and from what standpoint).

*Examples of inappropriate reasons
“My attendance was sufficient and I submitted my report by the deadline in the specified manner. I would like to ask why I received an F grade.”
⇒ In principle, F grades are given for poor academic performance. The above example is not adequate as a reason for the application because there is no self-evaluation of the student's performance on the exam or report.
- The entered reason for the application is directly forwarded to the faculty member. Be careful with your entry, depending on which the faculty member may not respond.

January 2025

Administrative Office, Faculty of Letters, Arts and Sciences