

Nitobe College Honors Program: Graduate Curriculum **Academic Assessment Appeals Policy and Procedures**

1. All Nitobe Program students are entitled to appeal against an assessment decision or grade in the following cases.

(1) The assessment was not carried out in accordance with the assessment plan clarified in the syllabus or given by the course instructor during the class sessions. The student must be able to prove it with supporting evidence of facts.

(2) Obvious errors can be found in marking or data entry. The student must be able to prove it with supporting evidence of facts.

2. When and how to make an application:

(1) Application Periods

(Fall and Winter Terms)

From 10 a.m. on Friday, February 14 to 5 p.m. on Tuesday, February 18

Both deadlines should be strictly observed. Academic Assessment Appeals can only be accepted in the above time periods.

(2) Application procedure

Download the *Academic Assessment Appeal* form from the below Nitobe College webpage. Fill in and submit to Nitobe College Section within the allotted periods of time as above.

URL:

<https://nitobe-college.academic.hokudai.ac.jp/en/gs-curriculum/for-nitobe-college-students>

Where to submit:

[By e-mail] nitobe-school-office@academic.hokudai.ac.jp

3. When an Academic Assessment Appeal is made, we will refer the matter to the concerned course supervisor. Separate interviews with the student and with the course instructor (assessor) may be arranged as appropriate. Once all these steps are completed, we finalize the decision over the review of the academic assessment and deliver it to the student.

*Administrative inquiries regarding Academic Assessment Appeals should be directed to Nitobe College Section.