

**IE Level Change:  
General Scheme 2017  
April 2017**

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**(1) Promotion**

Students fill out a recommendation form before talking it to their **Core teacher**.

Before their first class, the Core section teachers of IE I and IE II for freshmen must pick up an envelope at Kyomuka (2nd floor, Building No. 17). Enclosed in the envelopes with a roll are some printouts of a recommendation form for moving students up levels. Students are supposed to provide this form if they wish to change classes to a higher level. However, if a student forgets the form, then teachers can use one of those enclosed in the envelope.

If the teacher agrees, s/he signs the form, and **the student -- NOT the teacher --** makes a photographic or scanned image and sends a picture of it to the IE Committee.

Upon receiving the file, the class sorter instructs Kyomuka to change the student's classes, also telling the student what do next.

**(2) Involuntary Demotion**

a. **With** an agreement  
from the student.

A teacher (not necessarily the Core teacher), after obtaining the student's agreement, sends an e-mail message to the class sorter's e-mail address <[tyokotani@aoyamagakuin.jp](mailto:tyokotani@aoyamagakuin.jp)> informing the class sorter that there is a student who s/he thinks should go down and s/he has the student's agreement.

The class sorter has Kyomuka to send a portal message or the sorter sends an e-mail message himself to confirm the student's agreement and, if s/he does agree, tell them what to do next.

b. **Without** an agreement  
from the student

A teacher -- not necessarily the Core teacher -- sends an e-mail message to an IE coordinator that there is a student who s/he thinks should go down but who refuses to comply. The coordinator asks the other two teachers for their opinion.

If one or both of the remaining two have the same opinion as the first teacher, the IE coordinator tells that to the class sorter, who contacts the student to urge him/her to go down.

If the student still refuses, the class sorter instructs the student to have an interview with an IE coordinator in the same way as students with disagreement, described below.

**(3) Unyielding Disagreement**

In general, if a student still does not agree with their teachers after reasonably amount of consultation, they must have an interview with an IE coordinator by contacting him in the way provided in the LCP handout.

**(4) Undecided**

Students who are not sure about moving to another level, consult their **Core teacher**.

**(5) Self-demotion**

(Students who want to go down)

They send an e-mail message to the IEC address, providing a good reason. The address and other details are given in a file titled "Level Change," which they can find on their Course Power account.

Upon receiving the message, the class sorter has Kyomuka change the student's classes, telling the student what do next.

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**Notes:**

- a) Of each movement the class sorter informs the coordinators, who let the teachers concerned about it.
- b) To be fair to everyone, level changes have to be done as specified in the LCP and in this LCGS unless there is a justified reason for the contrary.
- c) Teachers are requested to remind students that a level change process is not complete unless they hear from Kyomuka or the IE Committee as what to do next.
- d) **Please do not** give students the following.
  - (i) IE coordinators' e-mail addresses
  - (ii) the class sorter's name and his e-mail address

**Glossary**

- IE coordinator  
= Greg Strong and Joseph Dias
  - Class sorter = Teruo YOKOTANI
  - IEC = IE Program Committee
  - LCP =  
IE Level Change Procedures
  - LCGS =  
Level Change: General Scheme  
(this document)
- # The parts in the shade are those that are also in the LCP leaflet.