

Chung Yuan Christian University

Application Form for Grade Correction

Date of Application: ___/___/___(YY/MM/DD)

Teacher's Name:	Personnel ID:	Contact No. (Please specify in detail) Tel. No.: Mobile: E-mail:	Given semester: ___ School year 1 st 2 nd Semester
Given class:	Subject Title and ID:		Course credits:
Student's Name:	Student ID:	Original scores:	To be corrected as:
Cause (Multiple options allowed) <input type="checkbox"/> Reminded by Office of Academic Affairs staff <input type="checkbox"/> Found by the teacher voluntarily <input type="checkbox"/> Questioned by the student <input type="checkbox"/> Strongly demanded by the student <input type="checkbox"/> Others:			
Cause of correction	Related documents to be submitted	Notes to related documents:	
1. <input type="checkbox"/> Aggregation calculated in error	①	① Curriculum plan (including students' score ratio and requirements)/original class book/original transcript or any other supporting documents ② Notes to exam questions or report/assignment ③ The relevant student's exam paper, assignment or report, together with the transcript of the classmate who wins the highest scores for the same subject in the class and three copies of the exam paper, assignment or report which win the scores close to the relevant student's. If the grades for assignment or report sent via email are missed, please attach the transmission log and file/information about the assignment or report ④ Authorized leave application form (if the grades are affected for being absent from class, the form shall be provided by the student)	
2. <input type="checkbox"/> Transcribed or registered in error	①		
3. <input type="checkbox"/> Percentage calculated in error	①		
4. <input type="checkbox"/> Omission of assignment scores	① ④		
5. <input type="checkbox"/> Omission of exam scores	① ② ③ ④		
6. <input type="checkbox"/> Omission of report scores	① ② ③		
7. <input type="checkbox"/> Others	① ②		
<input type="checkbox"/> Non-attributable to the teacher (please explain below and provide the documentary evidence)			
Teacher's notes (calculation of grades and reasons not attributable or others) <div style="text-align: right;"> <p>Said statement is held identical with the facts completely. The student's interest and right and principle of impartiality have been attended. No partial treatment is given to the student who makes the request.</p> <p>Signature:</p> </div>			
Comments by the given department <div style="text-align: right;"> <p>Chair (signature) :</p> </div>			

Note: The application form shall be submitted within two weeks prior to the meeting of academic affairs, or it will not be included into the agenda of the meeting.

(Expiry period: 3 years 20P025-011)

Reviewed and approved by Office of Academic Affairs

Notes to audit:

- Scoring Criteria** : Comply with the assessment items and assessment standards and proportions listed in the syllabus
- Documents** : With completely supporting documents to substantiate.
- Standard of evaluation** : The revised score is correct.
- Supplementary information** :

Preliminary_____

Review result:

- Suggest agreement to the correction and submit the same to the grade correction task force and meeting of academic affairs for ratification
- Submit the same to the grade correction task force for discussion.

Review_____Registrar_____Dean of Academic Affairs_____

Grade Correction Task Force:

Notes to review:

Review semester: _____ School year_____ Semester Grade Correction Task Force
(Date: _____year _____mouth _____date)

Review result:

1. **Agreement to the correction**
 - Submit the same to the meeting of academic affairs for ratification.
 - Submit the same to the meeting of academic affairs for discussion
- Disagreement to the correction**
 - Submit the same to the meeting of academic affairs for ratification.
 - Submit the same to the meeting of academic affairs for discussion
2. **Non-attributable to the teacher**
 - Submit the same to the meeting of academic affairs for ratification.
 - Submit the same to the meeting of academic affairs for discussion
- Attributable to the teacher**
 - Submit the same to the meeting of academic affairs for ratification.
 - Submit the same to the meeting of academic affairs for discussion

Meeting of Academic Affairs

Discussion result:

Review semester:: _____ School year_____ Semester Grade Correction Task Force
(Date: _____year _____mouth _____date)

Result:

1. Agreement to the correction Disagreement to the correction
2. Non-attributable to the teacher Attributable to the teacher