

# **Regulations for Applying for Grade Review by Students and Grade Corrections by Faculty Members at I-Shou University**

Adopted on March 27, 1995 at the third meeting of the University Academic Council in the second semester of the academic year 1994

Adopted on August 17, 2001 at the first meeting of the University Academic Council in the first semester of the academic year 2001

Adopted on March 5, 2003 at the first meeting of the University Academic Council in the second semester of the academic year 2002

Adopted on March 18, 2009 at the first meeting of the University Academic Council in the second semester of the academic year 2008

Adopted on March 8, 2013 at the first meeting of the University Academic Council in the second semester of the academic year 2012

Amendments to the Regulations promulgated by the President on May 16, 2013

- Article 1 To conduct applications for grade review by students and the grade amendments by faculty members, I-Shou University (hereinafter referred to as the “University”) hereby establishes the Regulations for Applying for Grade Review by Students and Grade Corrections by Faculty Members at I-Shou University (hereinafter referred to as the “Regulations”) pursuant to Article 31 of the Academic Rules of I-Shou University.
- Article 2 Grades submitted to the Registration Section of Office of Academic Affairs (hereinafter referred to as the “Registration Section;” and the grades of students at the Division of Continuing Education shall be submitted to the Academic Affairs Section of the Division of Continuing Education) shall not be modified unless an error in grade calculation or grade registration is found after the grade review application is filed.
- Article 3 Students may receive the Application Form for Reviewing the Semester Grade at the Registration Section (or Academic Affairs Section of the Division of Continuing Education) when they consider a review of the exam papers or grade calculation

necessary.

- Article 4 Faculty members who apply for grade corrections shall fill out the application form with relevant documents attached, and the grade shall be corrected pursuant to required administrative procedures and with the approval of the Dean of Academic Affairs. If the alteration of a failure score to a passing score is related to student's registration status of being withdrawn from the University, relevant data shall be submitted and reviewed by the University Academic Council.
- Article 5 Students applying for grade review shall file the application within 10 days after the semester grade is announced on the Information System of the University. The application shall be filed only once, and late applications shall not be accepted.
- Article 6 Faculty members applying for grade correction shall file an application within 20 days after the deadline for the grade submission, and the application shall be filed only once. Faculty members may file a special application to the President for ratification if they are unable to file the application within prescribed deadline.
- Article 7 The Regulations become effective on the third day of promulgation after being adopted at the University Academic Council and the University Administration Council and promulgated by the President. The same procedure applies to any amendments to the Regulations.

*Note: In the event of any dispute or misunderstanding as to the interpretation of the language or terms of the Regulations, the Chinese language version shall prevail.*