

National Sun Yat-Sen University

Appealing Procedure for Review of the Semester Grades

Approved at the 89th meeting of academic affairs, October 05, 2001

- Article 1 A student who is doubtful about his/her semester grades can apply for review to the teacher. If the result of the review is still doubtful, the student may apply for another review to the unit that gave the course within two weeks after receiving the transcript.
- Article 2 The student who applies for review to the unit giving the courses must attach a written description of the reason, the transcript of the semester and related evidence. (If the teacher has distributed the original grading data to the student regarding his/her test paper, homework or paper, they must be attached to the application for the review.)
- Article 3 After the course-giving unit receives the application, the head of the unit convenes 3 to 5 teachers (excluding the teacher of the course concerned) to form a “Grade Review Team” to make professional judgment academically and gives result of the review to the applicant within one week. The result must provide the information on the grading of each subject, the calculation method of the semester grades and the process of the review. If any grade must be changed according to the result of the review, it shall be changed according to the “Guidelines for the Teacher to Submit and Change Grade Records” of the university.
- Article 4 If the result of the review made by the course-giving unit is doubtful, the student may, with related data, appeal to the Office of Academic Affairs within one week after receiving the result. The student is allowed to make the appeal only once.
- Article 5 For carrying out the appeal procedure, the dean shall convene 7 ~ 9 representatives of the colleges and common course teachers to form a “Grade Appeal Review Team” for final decision on the reasons and facts that the student alleges.
- Article 6 If the Team finds that the grading of the course or the calculation method of the grade is inappropriate, the “Grade Review Team” or “Grade Appeal Review Team” shall submit the appeal to the meeting of academic affairs, and the grade shall not be changed without the final resolution of the meeting.
- Article 7 The student who applies for review of his/her grade is not allowed to view the grade of other students regarding their test paper, homework or paper.
- Article 8 The teacher shall be respected with regard to the grading of the course and the calculation method of the grade unless they are inappropriate obviously.
- Article 9 The Procedure is passed at the meeting of academic affairs and implemented after approved by the president.

(These guidelines are enacted in Chinese, which shall prevail in case of any discrepancy between the English translation and the Chinese original.)