

# Ming Chuan University Procedures for Students' Grades Correction

Passed at the Academic Affairs Committee Meeting on December 23, 2010

- Article 1 These procedures were established in accordance with Article 35 of General Provisions of Study in dealing with correction of students' grades.
- Article 2 The students' grades referred to in these procedures are the midterm, final examinations, daily grades, and make-up examination or semester academic grades.
- Article 3 If students have questions about the grade given by a faculty member (examination paper corrected by a faculty member) or grade assigned by a scoring unit (unified scoring representative), students should apply for grade rescoring within two weeks after the grades are posted.
- Article 4 In the case of students' examination papers being corrected and grades given by their instructor, the faculty member should apply for the grade correction. The procedures for faculty members applying for grade correction are as follows:
1. If the semester academic grades have not yet been posted, the faculty member should file a Score Review Application Form with relevant proof, that is initially examined by department/graduate programs' director and the School dean, then sent to the Academic Affairs Division for reexamination. The grade will be amended after being reported to and approved by the president.
  2. Once the semester academic grades are posted, the faculty member should provide relevant proof and the case must be passed by the Department/ Graduate Program Affairs Committee, School Affairs Committee, and Academic Affairs Committee. The grade will be amended after being reported to and approved by the president.
- Article 5 When students' grades are given by a unified scoring representative, students should apply for grade rescoring prior any corrections. After students apply for the grade rescoring, the unified scoring representative will agree upon any grade correction and send relevant documents to the Academic Affairs

Division for reexamination. The grade will be corrected after being reported to and approved by the president.

Article 6 Upon being passed at the Academic Affairs Committee Meeting and approved by the president, these regulations were announced and implemented.