

# Application form for Handling Semester Grade Disputes or Appeals

## Filed by Student

Applicant's name		Date of Application	
Student ID No.		Dept./Class/Inst.	
Lecturer's Name		Course Offering Unit	
Course Name			
First Stage	Contact the lecturer		
Process (Please state your requests, communication dates, details, the result, and attach relative supporting documents.)			
Second Stage	<p>Apply for a grade review to the course-offering unit (department, graduate institute, office, or center)</p> <p>(If students are dissatisfied with the results of the first step, they may apply for a grade review to the course-offering unit and may request the course-offering unit to explain how the semester grade for the course in question was calculated and provide a breakdown of the student's semester grade for the said course.)</p>		
Process (Please state the communication dates, details, the result, and attach relative supporting documents.)			
Third Stage	<p>Ask the Vice President for Academic Affairs to make a ruling</p> <p>(If students are dissatisfied with the results of the second step, they may file an appeal within one week with the following documents to the Vice President for Academic Affairs who shall make a ruling.)</p>		
Documents to be attached	<ol style="list-style-type: none"> <li>1. The reason why the grading or grade calculation is clearly unfair.</li> <li>2. The evidence of violating relative regulations in the grade (appeal) review process due to procedural inadequacies on the part of the course-offering unit.</li> </ol>		

Division of Registration		Course Offering Unit (Please attach the statement to describe the handling situation for reference. )	
Vice President for Academic Affairs			

Notes: If students have questions about the semester grades, they should follow "Procedures for Handling Semester Grade Disputes or Appeals Filed by Students". **This form is for students who are still dissatisfied with the results of the first and second stages. The form can be expanded but the items cannot be changed.**