

NATIONAL TSING HUA UNIVERSITY

Procedures for Handling Semester Grade Disputes or Appeals Filed by Students

Approved by the 5th Academic Affairs Meeting for 1995 academic year

Approved by President dated April 4 1996

Amendment to Articles 9, 10 by the 1st Academic Affairs Meeting for 2023 academic year dated October 26 2023

Approved by President dated November 16 2023

Amendment to Article 9 by the 5th Academic Affairs Meeting for 2023 academic year dated June 6 2024

Approved by President dated June 17 2024

- Article 1 A student who has questions regarding their semester grade shall first attempt to resolve their dispute with their instructor for the course in question. If no acceptable explanation is received, the student may apply for a grade review to the course-offering unit (department, graduate institute, office, or center) within the allowed time period for student grade revision as stipulated in the *Academic Regulations*. The grade review application needs to be submitted with the student's reasoning and semester grade report (original copy or photocopy).
- Article 2 A student applying for a grade review 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.
- Article 3 A student applying for a grade review may request to see the grades they received for any exams, assignments, reports, or other graded documents for which the original copies have not been returned to the student. However, the student may not request to see the exam papers, assignments, and reports of other students.
- Article 4 If a student wishes to appeal the grading of exams or other coursework, or the calculation of their semester grade, the head of the course-offering unit or the professor designated by the said unit shall be responsible for handling the student's appeal. If necessary, meetings may be held by a curriculum committee or an equivalent body to discuss the appeal. However, no further appeals are allowed for students who fail to file an appeal within a set period of time after the return of the student's exam paper, assignments, or reports, as stipulated by the instructor of the course in question. (If not stipulated, the period in question is one week.)
- Article 5 When handling student grade appeals, course-offering units shall respect the grading decisions made by instructors unless there is a clear case of unfair treatment in the grading of courses and the calculation of semester grades.
- Article 6 After the filing of an appeal and the review of the grade(s) in question, if a grade revision is deemed necessary, a motion will be made by the head of the course-offering unit in a department / graduate institute / office / center meeting. The motion is passed if three quarters or more of the members in attendance are in favor, upon which a written request for grade revision will be submitted to the Office of Academic Affairs. The course-offering unit shall then notify the grade (appeal) review result to the appealing student and the instructor of the course in question.

Article 7 If a student is unsatisfied with the grade (appeal) review result passed, they may file a second appeal within one week after receipt of the result by stating the reason why they believe the grading or grade calculation is clearly unfair or why they believe their rights have been violated in the grade (appeal) review process due to procedural inadequacies on the part of the course-offering unit. The second appeal will be forwarded to the Vice President for Academic Affairs, who shall make a ruling.

Article 8 The Vice President for Academic Affairs shall review the reasons and facts presented by the appealing student and request explanations from the course-offering unit before making the ruling. Scholars relevant to the case may also be consulted if deemed necessary.

Article 9 If the determination concludes that there are concerns or disputes regarding the grading or the method of grade calculation, the case shall be referred to the Academic Affairs Council Grade Review Committee (hereinafter referred to as the Grade Review Committee) for deliberation.

The Grade Review Committee shall consist of the Vice President for Academic Affairs, one academic unit head nominated by each college, the Director of the Center for Teacher Education, and student representatives. The Vice President for Academic Affairs shall serve as the convener and chairperson of the Committee. The student representatives shall include at least one undergraduate student representative and one graduate student representative. They shall be nominated by the student self-governing organizations from among the student members of the Academic Affairs Council for the relevant academic year. Student representatives shall constitute one-fifth of the total membership of the Grade Review Committee. Where the calculation results in a fraction, the number shall be rounded up to the next whole number.

At least one Committee member shall have a legal background. If necessary, the Vice President for Academic Affairs may appoint one additional faculty representative from among the faculty members of the Academic Affairs Council to satisfy this requirement. The term of office for Committee members shall be one year in principle. Prior to the first Academic Affairs Meeting of each academic year, the Division of Registration shall submit the proposed appointments to the Vice President for Academic Affairs for approval. The term of appointment shall commence on the date of the Vice President for Academic Affairs' approval and continue until the next Grade Review Committee is constituted. If a Committee member is unable to complete the term of office for any reason, the original nominating unit shall nominate a replacement to serve the remainder of the term.

Any decision to amend a grade or determine the disposition of a grade dispute shall require the approval of at least two-thirds of the Committee members present at a duly convened meeting of the Grade Review Committee.

Article 10 The Office of Academic Affairs will notify the student, the instructor of the course and the head of the course-offering unit of the ruling made or the decision made by the

Grade Review Committee.

Article 11 These procedures shall be passed by the Academic Affairs Meeting, submitted to the University's President for approval, and then implemented.