

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"> 1. The reason why the grading or grade calculation is clearly unfair. 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. 		

Division of Registration (preliminary review)	Inform Course Offering Unit to provide the dealing process and result before _____ (yyyy/mm/dd) to the Vice President for Academic Affairs to making a ruling.			
	Staff		Registrar	
Course Offering Unit (Please state the process, the result, and attach the statement to describe the handling situation for reference)				
	Staff		Chair of the Dept. /Class/Inst.	
Division of Registration (final review)				
	Staff		Registrar	
Vice President for Academic Affairs				
	Signature			
	Date of making ruling		/ / (yyyy/mm/dd)	

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 only 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.**