

I-SHOU UNIVERSITY

Application Form for Semester Grade Correction

Semester of Academic Year _____

Date of Application: _____ (YYYY/MM/DD)

Name		Dept./Grade		Student No.	
Course Title		Dept. and Grade of the Course Offered		Course Code	
The original grade was registered as _____ points			The grade shall be corrected to _____ points		
Grade Calculation Formula (Please specify the percentage of the scores for tests, assignments, reports and the scores with adjustment)					
Reason for the Correction (Please provide detailed description)					
<p>* Please attach photocopies of the proofs for grade calculation:</p> <p><input type="checkbox"/> General assessment record and grade record of the whole class</p> <p><input type="checkbox"/> Other relevant records or documents (e.g. test papers, reports or assignments)</p>					
Instructor's Signature:			Ratification and comment of the head of the Department/Institute:		
Contact Number:					
<p>Related information: (Filled out by the Registration Section)</p> <p>1. Is the student likely to be expelled from the University? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>2. <input type="checkbox"/> If the alteration of a failure score to a passing score is related to a student's registration status of being withdrawn from the University, relevant data shall be submitted and reviewed by the University Academic Council.</p>					
Staff-in-charge	Chief of the Registration Section	Deputy Dean of Academic Affairs	Dean of Academic Affairs		

*According to the regulations regarding grade alteration, faculty members shall file an application for grade correction within 20 days after the deadline for grade submission, and the application shall be filed only once.