

文藻外語大學教師更改成績申請表

Wenzao Ursuline University of Languages
Application for Grade-Amendment

Date: ___yy___mm___dd

Dept./Center		Name of Teacher		Name of Course		
College/Year/Class		Required/Elective	<input type="checkbox"/> Required <input type="checkbox"/> Elective	Category of Grade	___academic year ___semester <input type="checkbox"/> periodic exams <input type="checkbox"/> mid-term exams <input type="checkbox"/> final exams <input type="checkbox"/> final grade	
Reason of Amendment						
Related Certificate/Information	<input type="checkbox"/> exam. paper <input type="checkbox"/> record of original grade <input type="checkbox"/> submission of wrong grade <input type="checkbox"/> other assessment_____					
Amended Status	Student No.	Name	Wrong grade	Amended grade	Original registered grade	Amended final grade
Process	Signature of instructor		Registration Section Academic Affairs Section			
	Dept. Chair Center Director		Dean			
	Dean of Academic Affairs Director of Continuing Education Division		Academic Affairs Decision			
Note	<ol style="list-style-type: none"> 1. When applying for grade amendment, both the wrong and amended information should be submitted to Registration Section Office, such as exam. paper, record of original grade, submission of wrong grade and other assessment etc. Student's name should be marked on the record of grade. 2. The application needs to be approved firstly by chairperson of dept./center and dean; it then has to be submitted to the Academic Affairs (Div. Continuing Education). An explanation has to be made by the instructor in the Academic Affairs Committee; after receiving the approval, Registration Section Office is allowed to amend student's grade. 3. 3. If grades from many students have to be amended, more application forms or an enlarged form can be used. 					