

Application for Grade-Amendment
Wenzao Ursuline University of Languages

Date: ____yy ____mm ____dd

Dept./Center		Name of Teacher		Name of Course						
College/Year/Class		Required/Elective	☐ Required ☐ Elective	Category of Grade	____academic ____ semester year ☐ periodic exams ☐ mid-term exams ☐ final exams ☐ final grade					
Reason of Amendment										
Related Certificate/Information		☐ exam. paper ☐ record of original grade ☐ submission of wrong grade ☐ other assessment _____								
Amended Status	Student No.	Name	Wrong grade				Amended grade			
			periodic exams	mid-term exams	final exams	final grade	periodic exams	mid-term exams	final exams	final grade
Process	Signature of instructor					Dept. Chair Center Director				
	Dean					Registration Section Office of Academic Affairs Academic Affairs Section				
	Dean of Academic Affairs Director of Continuing Education					Academic Affairs Decision				
Note		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. If grades from many students have to be amended, more application forms or an enlarged form can be used.								