Application for Grade-Amendment

Wenzao Ursuline University of Languages

Date:\_\_\_\_yy\_\_\_\_mm\_\_\_\_dd

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| --- | --- | --- | --- | --- | --- |
| Dept./Center |  | Name of Teacher  |  | Name of Course |  |
| College/Year/Class  |  | Required/Elective | * Required
* Elective
 | Category of Grade | \_\_\_\_\_academic year \_\_\_\_semester□ 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 |
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| Process | Signature of instructor |  | Dept. Chair Center Director |  |
| Dean |  | Registration Section Office of Academic AffairsAcademic Affairs Section |  |
| Dean of Academic AffairsDirector of Continuing Education |  | Academic AffairsDecision |  |
| 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.
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