

# Wenzao Ursuline University of Languages

## Guidelines for Addressing Student Grade Reviews and Appeals

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- Article I. The Guidelines for Addressing Student Grade Reviews and Appeals (hereinafter referred to as “the Guidelines”) are formulated to protect students’ rights to learn and provide them with a channel for grade review if they have doubts about their semester grades.
- Article II. Students who have questions about their semester grades should ask instructors to review their grades. In cases of disagreements, students may submit a request to review their grades to the Registration Section of the Office of Academic Affairs (or the Division of Continuing Education Affairs, Office of Continuing and Extension Education) from the start of the grade-inquiry period until the end of the first week of the new semester, late submissions will not be accepted.
- Article III. Students who request a grade review must submit a written explanation, the semester grade report and relevant documentation. (When requesting grade reviews, students must also provide original graded materials such as exams, homework assignments, and reports returned to the students by the instructors.)
- Article IV. After receiving the requests, the Registration Section of the Office of Academic Affairs (or the Division of Continuing Education Affairs, Office of Continuing and Extension Education) forwards them to the instructors for consideration of relevant materials and a response. The head of the instructional unit also reviews the materials. If necessary, a departmental meeting is held to discuss the matter. Instructional units should complete grade reviews before second week of the semester. The Registration Section of the Office of Academic Affairs (or the Division of Continuing Education Affairs, Office of Continuing and Extension Education) will notify students of the results in writing. If grades need to be changed as result of grade reviews, Guidelines for Rectifying or Resubmitting Semester Grades should be followed.
- Article V. If exams need to be reviewed in the process, instructors may request that the Curriculum Section of the Office of Academic Affairs (or the Division of Continuing Education Affairs, Office of Continuing and Extension Education) retrieve them. Students may not request to view exams, homework assignments or reports submitted by other students.
- Article VI. In the process of reviewing students’ grades, instructors’ decisions should

be respected unless there are significant inadequacies in assigning grades or in calculation of semester grades.

Article VII. A student who still has doubts about the review results provided by the course-offering unit may file an appeal to the Student Appeal and Review Committee in accordance with the Regulations for Appeals and Reviews within 20 days following the date of receiving the review results from the Registration Section of the Office of Academic Affairs (or the Division of Continuing Education Affairs, Office of Continuing and Extension Education).

Article VIII. The Guidelines shall take effect from the date of promulgation following approval by the Academic Affairs Committee and ratification by the President. Any amendments shall be promulgated and take effect following the same procedure.