

Wenzao Ursuline University of Languages

Guidelines for Addressing Student Grade Reviews and Appeals

Approved at the Academic Affairs Committee meeting on April 17, 2007

Ratified by the University President on May 8, 2007

Amended at the Academic Affairs Committee meeting on July 29, 2013

Ratified by the University President on August 30, 2013

Amended at the Academic Affairs Committee meeting on December 22, 2020

Ratified by the University President on January 15, 2021

- 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 Academic Affairs Section of the Division of Continuing Education) between the day they receive grade reports and the first week of the semester.
- 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 Academic Affairs Section of the Division of Continuing 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 Academic Affairs Section of the Division of Continuing 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 Academic Affairs Section of the Division of Continuing 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 Academic Affairs Section of the Division of Continuing Education).

Article VIII. These Guidelines become effective after approval by the Academic Affairs Committee and ratification by the University President.