

# NATIONAL TSING HUA UNIVERSITY

## Procedures for Handling Semester Grade Disputes or Appeals Filed by Students

Passed by the 5th Academic Affair Meeting in the Academic Year of 1995

Approved by President on April 4, 1996

- Article 1 A student who has questions regarding their semester grade shall first attempt to resolve their dispute with their instructor for the course in question. If no acceptable explanation is received, the student may apply for a grade review to the course-offering unit (department, graduate institute, office, or center) within the allowed time period for student grade revision as stipulated in the *Academic Regulations*. The grade review application needs to be submitted with the student's reasoning and semester grade report (original copy or photocopy).
- Article 2 A student applying for a grade review may request the course-offering unit to explain how the semester grade for the course in question was calculated and provide a breakdown of the student's semester grade for the said course.
- Article 3 A student applying for a grade review may request to see the grades they received for any exams, assignments, reports, or other graded documents for which the original copies have not been returned to the student. However, the student may not request to see the exam papers, assignments, and reports of other students.
- Article 4 If a student wishes to appeal the grading of exams or other coursework, or the calculation of their semester grade, the head of the course-offering unit or the professor designated by the said unit shall be responsible for handling the student's appeal. If necessary, meetings may be held by a curriculum committee or an equivalent body to discuss the appeal. However, no further appeals are allowed for students who fail to file an appeal within a set period of time after the return of the student's exam paper, assignments, or reports, as stipulated by the instructor of the course in question. (If not stipulated, the period in question is one week.)
- Article 5 When handling student grade appeals, course-offering units shall respect the grading decisions made by instructors unless there is a clear case of unfair treatment in the grading of courses and the calculation of semester grades.
- Article 6 After the filing of an appeal and the review of the grade(s) in question, if a grade revision is deemed necessary, a motion will be made by the head of the course-offering unit in a department / graduate institute / office / center meeting. The motion is passed if three quarters or more of the members in attendance are in favor, upon which a written request for grade revision will be submitted to the Office of Academic Affairs. The course-offering unit shall then notify the grade (appeal) review result to the appealing student and the instructor of the course in question.
- Article 7 If a student is unsatisfied with the grade (appeal) review result passed, they may file a

second appeal within one week after receipt of the result by stating the reason why they believe the grading or grade calculation is clearly unfair or why they believe their rights have been violated in the grade (appeal) review process due to procedural inadequacies on the part of the course-offering unit. The second appeal will be forwarded to the Vice President for Academic Affairs, who shall make a ruling.

Article 8 The Vice President for Academic Affairs shall review the reasons and facts presented by the appealing student and request explanations from the course-offering unit before making the ruling. Scholars relevant to the case may also be consulted if deemed necessary.

Article 9 If a case is ruled to be a clear case of unfair treatment in the grading or grade calculation process, it will be further deliberated in an Academic Affairs Meeting. The meeting's decisions on how to proceed with grade revisions or the handling of appeals must be approved by over two-thirds of the members in attendance.

Article 10 The Office of Academic Affairs will notify the student and the head of the course-offering unit of the ruling made or the decision made by the Academic Affairs Meeting.

Article 11 These procedures shall be passed by the Academic Affairs Meeting, submitted to the University's President for approval, and then implemented.