

# Academic Achievements Second Review and Objection Regulations of Hsuan Chuang University (M20M0216-060628E1)

Approved at the 21<sup>st</sup> Academic Affairs Committee Meeting on June 28, 2006

- Article 1 These Regulations are established to provide opportunities for the students to apply for a grade review and make objections regarding doubtful academic achievements to protect the right to learn of the students.
- Article 2 Students who have any doubts about their academic achievements in a semester shall apply to the teacher for review. If there are still doubts, the students may apply to the course offering unit for a grade review within two weeks after receiving the transcript.
- Article 3 Students who apply to the course offering unit for a grade review shall give reasons by letter and attach the transcript of the semester and other supporting documents. (Examination papers, homework, papers and other original documents for determination of the academic achievements must be submitted for the second review if they have been given out by the teacher to the students.)
- Article 4 After the course offering unit receives the application, the head of the unit shall gather 3 to 5 related teachers (excluding the teacher giving the lesson concerned) to form the “Academic Achievements Review Committee” for professional academic judgment, and inform the applicant of the review result within two weeks. The result shall contain the information about the scoring of the academic achievements, calculation method of the score and process of the review.
- Article 5 If the result of the review made by the “Academic Achievements Review Committee” is contested by the students, the applicant may make an objection to the Office of Academic Affairs with related documents within two weeks. The objection shall be made only once.
- Article 6 The Dean of Academic Affairs shall gather 7 to 9 representatives of teachers from the Center for General Education and different colleges and to form the “Academic Achievements Objection Arbitration Board” make a decision on the reasons and facts that the applicant raises.
- Article 7 If the result of the decision shows significant inappropriateness in the scoring of the academic achievement or the calculation method of the score, the “Academic Achievements Review Committee” or “Academic Achievements Objection Arbitration Board” shall submit it to the Grade Review Meeting for approval. The score can be corrected only after the correction is approved at the meeting.
- Article 8 The applicant is not allowed to look up the examination papers, homework or papers of other students for their scores.
- Article 9 When dealing with the case of the grade review, the decision of the teacher shall be respected unless significant inappropriateness is identified in the scoring of the academic achievement or the calculation method of the score.
- Article 10 These Regulations are approved at the Academic Affairs Committee Meeting and enforced upon approval of the President. The same is applicable to the amendment of these Regulations.