

**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

- Article I. 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 II. 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 III. 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 within one week. 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 IV. If exams need to be reviewed in the process, instructors may request that the Curriculum Section of the Office of Academic Affairs retrieve them. Students may not request to view exams, homework assignments or reports submitted by other students.
- Article V. 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 VI. Students who disagree with the results of grade reviews may request that their cases could be discussed at the Academic Affairs Committee meeting (or the Division of Continuing Education Affairs Committee meeting) within one week of receiving the notifications. The written request is submitted to the department (or college) and forwarded to the Office of Academic Affairs (or Division of Continuing Education). The request can only be made once. For a grade to be changed, two thirds of the meeting attendees must agree with the decision.

Article VII. The decisions reached by the Academic Affairs Committee (Division of Continuing Education Affairs Committee) are communicated in writing by the Office of Academic Affairs (Division of Continuing Education) to the student, instructional unit and instructor. Students who disagree with the results may appeal following regulations in the University's Guidelines for Student Appeals.

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