

National Taiwan University

Grade Change Request Form

Course Title		Course number & Class number		Year this course was taken: Semester:
Department/ Institute/ Program	Student ID	Name	Original Grade	New Grade
Department/ Institute/ Program	Student ID	Name	Original grade	New grade
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<p>Note: If you need to enter more than three entries, please attach another piece of paper listing the information required above for the remaining entries.</p>				
Please check the reason for grade change	<input type="checkbox"/> 1. To correct procedural error; the original copies of exam papers are attached as proof of evidence. <input type="checkbox"/> 2. To correct clerical error; the original copies of exam papers and grade records and other relevant documents are attached as proof of evidence. <input type="checkbox"/> 3. Other reasons, please specify: <div style="text-align: right;">(Please attach additional paper if you need more room)</div>			
Calculation of final grade	(Please specify the percentages of quizzes, exams, assignments, presentation and other coursework)			
Attachments	<input type="checkbox"/> Exam paper <input type="checkbox"/> Assignment <input type="checkbox"/> Presentation <input type="checkbox"/> Original grading records (i.e. participation records) Others:			
Signature of course instructor and date of signature	Date of signature:	Phone number	(O) (H) (Mobile)	

Department/ institute; program; Physical	<input type="checkbox"/> Correction of clerical or procedural errors does not require further deliberations. <input type="checkbox"/> Grade change approved by _____ (department, institute, program, office) in the following meeting: Name of meeting: _____ Date of meeting: _____ Grade change approved
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education office; Student Safety Division	Signature of Director of _____(department, institute, program, office) offering the course Date of signature:						
Student Activity Division	Grade change approved Signature of Director: Date of signature:						
Academic Affairs unit	<input type="checkbox"/> This request complies with the University's Guidelines for Grade Reporting and Grade Change, grade change request approved. <input type="checkbox"/> This request complies with the University's Guidelines for Grade Reporting and Grade Change, grade change request approved, but class ranking of the students' academic record will not be readjusted. <input type="checkbox"/> Other comments:					Dean of Academic Affairs	
	Section Chief		Director		Secretary		