

Chaoyang University of Technology

Application Form for Student Semester Grade Correction

Semester of Academic Year _____					
Student Name		Student ID		Dept. /Grade	
Course Title				Course Code	
The original grade was registered as(points)				The grade shall be corrected to (points)	
Reason for the Correction					
<input type="checkbox"/> Test paper missed results and calculation error <input type="checkbox"/> Grade registration error <input type="checkbox"/> Subject scores (including experiments) scores are counted incorrectly <input type="checkbox"/> Other _____					
* Please attach Original of the proofs for grade calculation:(Please detailed description)					
<input type="checkbox"/> Original test papers, reports <input type="checkbox"/> Original documents Grade registration <input type="checkbox"/> Original documents Semester grade calculation <input type="checkbox"/> Other _____					
Please provide detailed description :					
Instructor's Signature:			Date of Application: (Y/M/D)		
Department (center) meeting resolution:					
Department (center) director Signature:					
College (center) meeting resolution:					
College Dean (Director of the Center) Signature:					
Staff-in-charge		Director of Admissions Section/ Teaching and Learning Section(Evening Division)		Dean of Academic Affairs	

Note: The form is only for Once the course grades ar'd been submitted, you cannot change them online. If a grade has to be changed, please submit the teacher corrects the student's semester grade application form to Admissions Section/Teaching and Learning Section (Evening Division). According to the form, Admissions Section/Teaching and Learning Section (Evening Division) will make grade corrections. If it is a major chang, such as pass or fail, the teacher must explain to student.