

China Medical University Semester Grade Correction Guidelines

Deliberations approved by the third Academic Affairs meeting of the second semester of the 2008 academic year on June 23, 2009

Promulgated in the Rong-Jiao-Zi No. 0980008392 Letter dated August 3, 2009

Article 1 In order to provide CMU instructors with guidelines for correcting semester grades and to ensure student rights and interests, CMU has formulated the China Medical University Semester Grade Correction Guidelines (hereinafter referred to as the Guidelines).

Article 2 Students' semester grades shall be reviewed and entered online by instructors before the grade registration deadline designated by the Office of Academic Affairs. No changes may be requested after registration. If indeed the grade calculation was wrong or if the grade was not registered by mistake, the instructor shall fill out the "CMU Semester Grade Correction Application Form" and submit the following information for processing:

1. If the cause was due to negligence in grading test sheets or papers or if it was a miscalculation of scores, relevant calculation data and the original copies of such test sheets shall be submitted with the number(s) of the neglected answer(s) marked.
2. If the grades for a course (including laboratory) were miscalculated, the original data for calculation of semester grades shall be submitted. If the grades were curved, the relevant adjustment regulations shall be submitted.
3. If the grades were erroneously registered, the original grade registration information shall be submitted.
4. Other relevant negligences by the instructor shall require relevant documents.

Article 3 The appeal for semester grade correction shall be conducted by written application within two weeks after the start of each semester at the latest. Late appeals shall not be accepted whatsoever.

Article 4 The instructor shall submit the application for correction of grades to the director of the department (graduate institute, degree program, Center for General Education), dean of the college, and the Dean of Academic Affairs for review before the correction may be made. The application shall be sent to the Academic Affairs meeting for review if deemed necessary and so ordered by the Dean of Academic Affairs.

Article 5 After the grade correction procedures are completed, applicants that have missed the semester ranking processing period shall not be re-ranked so as to protect the rights and interests of other students.

The ranking process ends when the Office of Academic Affairs submits the list of top three students of the class to the Office of Student Affairs.

Article 6 In order to prevent situations where students have doubts about their semester grades but miss the grades correction period due to not being able to contact the instructor, the instructor shall inform students of contact information prior to the end of the semester.

Article 7 These Guidelines shall be promulgated after approval is obtained in an Academic Affairs meeting and from the President of CMU.