

# Regulations Governing Applications by Shih Chien University Students for Semester Score Review and Correction of Semester Scores by Instructors

Amended and approved at the Academic Affairs meeting on March 4, 2014

Article 1 amended and approved at the Academic Affairs meeting on April 7, 2015

- Article 1 This University has formulated these Regulations Governing Applications by Shih Chien University Students for Semester Score Review and Correction of Semester Scores by Instructors (hereinafter referred to as “These Regulations”) pursuant to Article 19 of its Academic Regulations to provide rules governing student applications for semester score reviews.
- Article 2 If students wish to contest semester scores upon public announcement, they shall submit a Semester Score Review Application Form and their semester score notice within 14 days prior to the starting date of the next semester at the latest to apply for a score review by the academic affairs unit. This time limit shall not apply to fresh graduates or students who have been expelled due to non-passing scores who may apply for score review within 7 days starting from the day following public announcement of semester scores or receipt of the expulsion notice. Only one application may be submitted for each course/subject.
- Article 3 Course instructors are not allowed to alter semester scores after submission. However, in case of errors attributable to the instructor, applications for score correction shall be submitted in accordance with the following procedures based on actual error conditions within 20 days starting from the day following submission of the semester score or within 5 days starting from the day following receipt of the Semester Score Review Application Form sent by the academic affairs unit:
1. Where obvious input or calculation errors exist and documentary proof can be provided, submitted scores may be corrected after filling out of a Score Alteration Application Form subject to approval by the department/ institute chair, college dean, and the Dean of Academic Affairs (Dean of Continuing Education).
  2. If the conditions specified in the preceding subparagraph do not apply, the instructor shall submit exam papers, original score records, and other

relevant information together with the filled out Score Alteration Application Form to the Academic Affairs Committee for resolution.

Article 4 If students disagree with the results of the score review, they may file an appeal pursuant to relevant provisions set forth in the Student Appeal Regulations of this University within 20 days starting from the day following receipt of the written notice of the academic affairs unit review results.

Article 5 These Regulations and all amendments hereto shall be promulgated and put into effect upon deliberation and ratification by the Academic Affairs Committee and approval by the President.