

Appendix C-11 : Hunan City University Student  
Application for Grade Inquiry and Change Review  
Form



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## Hunan City University Student Application for Grade Inquiry and Change Review Form

Name		Class and Student ID		Contact Number
Course Name				Instructor
<p>Special Notes:</p> <ol style="list-style-type: none"> <li>1. Grade inquiries include final exam scores, retake exam scores, and make-up exam scores. Grade inquiries are limited to score verification.</li> <li>2. Final exam score inquiries must be made before the make-up exam period. Retake and make-up exam score inquiries must be made within two weeks after the exam.</li> <li>3. Grade inquiry process: Students submit the grade inquiry application form to the academic office (Examination and Student Status Management Center) of their college. The academic office (Examination and Student Status Management Center) conducts a unified inquiry within the specified time. If scoring errors are found, the grading teacher is notified to modify the grades and sign the modification. Both the inquiry teacher and the course instructor must sign to confirm. After approval by the Academic Affairs Office's designated deputy director, the Examination and Student Status Management Center modifies the grades.</li> <li>4. The inquiry results are communicated to the student by the inquiry personnel at the academic office (Examination and Student Status Management Center) of the student's college.</li> <li>5. This form is in duplicate. If there are any grade changes, one copy is submitted to the Examination and Student Status Management Center of the Academic Affairs Office for archiving, and the other is retained with the exam papers.</li> </ol>				
Reason for Inquiry (Please specify the current grade):				
<p>Student Signature:</p> <p>Year: _____ Month: _____ Day: _____</p>				
<p>Comments from the Student's College:</p> <p style="text-align: right;">Vice Dean of Teaching:</p> <p>Signature (Seal): _____</p> <p>Year: _____ Month: _____ Day: _____</p>				
<p>Inquiry Result:</p> <p>Original Exam Score: _____ Usual Grade: _____</p> <p>Modified Exam Score After Inquiry: _____ Final Grade After Inquiry: _____</p> <p>Signature of the Inquiry Teacher: _____ Signature of the Course Instructor: _____</p> <p>Year: _____ Month: _____ Day: _____ Year: _____ Month: _____ Day: _____</p>				
<p>Comments from the Academic Affairs Office:</p> <p style="text-align: center;">Signature of the Designated Deputy Director:</p> <p style="text-align: center;">Year: _____ Month: _____ Day: _____</p>				