

Ming Chi University of Technology

Application for Correction of the Grades for the __ semester in the ____ academic year

 Graduate School Two-year technical program Four-year technical program Five-year junior college

(yy) (mm) (dd)

Student Name		Student No.		Department (Graduate School) Year of Study	Department (Graduate School) Year of Study Class		
Course Title					Documents attached	1. __ copy(copies) of the mid-term / final examination paper	
Classification of Grades	<input type="radio"/> Mid-term grades <input type="radio"/> Final grades <input type="radio"/> Semester grades					2. __ page(s) of the photocopied grades record book	
Grade before correction		Signature & seal of the teacher of the course			Signature & seal of the applicant		
Grade after correction							
Explanation	<input type="radio"/> 1. Calculated incorrectly <input type="radio"/> 2. Recorded incorrectly <input type="radio"/> 3. Missing class performance/mid-term/final grade <input type="radio"/> 4. Other _____ (Please specify):		Handled by		Teacher of the course		Resolution at the academic affairs meeting
			Registrar		Department Chairperson		
			Dean for Academic Affairs		Dean		
			President				