

TKU Regulations for Academic Grades Rectification

Secretariat Regulation No. 0980000019 (06/13/2009)

Article 1

The TKU Regulations for Grades Rectification (Herein referred to as “these regulations”) was formulated to handle matters in relation to the rectification of students’ grades among course instructors.

Article 2

The grades referred to in these regulations include term grades, summer course grades and term grades after make-up exams, but not include the grades of master’s theses and PhD dissertations.

The aforementioned make-exam refers to examinations held for students who are absent from their final or graduation examinations due to valid reasons and have thus applied for leaves to the Office of Students’ Affairs in accordance with the TKU Regulations Regarding Leave for Students. The make-up examinations are held after the applications for leaves have been approved.

Article 3

The grades cannot be altered once submitted to the Office of Academic Affairs or uploaded online. Course instructors wishing to change grades after submission due to clerical or procedural error may submit a grade change request.

All grade change requests must be made with relevant examination papers, assignments, reports, original grades recording sheets, any other proof documentation, and a detailed explanation for why the change has been sought. The grades can be changed only after the requests have been approved by the Department/Institute Chair, the Dean, and the head of Office of Academic Affairs.

For requests made with insufficient proof and documentation, the grades will only be changed after a designated meeting is held by the Office of Academic Affairs and approvals sought from the TKU President.

Article 4

Grade change requests should be submitted within the first 10 days in the following semester.

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Article 5

This set of regulations will take effect on the date of its publication after being passed in an Academic Affairs Meeting and approved by the TKU President. The same applies to any later amendments made.