

## 성적 정정 신청서 **GRADE CHANGE FORM**

This form must be filed with the chief academic officer within two weeks after the grade was received. 성적 정정 신청은 반드시 교무학장에게 성적을 받은 일로부터 2주 안에 접수해야 합니다.

<b>Student ID (학생ID)</b>		<b>Name(신청자 이름):</b>	
<b>Phone No.(전화번호):</b>		<b>Email(이메일):</b>	

Course for which you believe an improper grade was assigned. 잘못된 성적이 주어졌다고 생각되는 과목

Course Code 과목코드	Course Title 과목명		Grade Received 받은 성적	Grade Desired 기대한 성적	Instructor 교수
<b>Semester 학기</b>	Fall (    )	Spring (    )	Summer (    )	Winter (    )	<b>Year 연도</b>

Please explain why you believe you have received an improper grade: 왜 잘못된 성적이 주어졌다고 생각되는 이유를 설명하십시오.

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Before filing a grade dispute, you must discuss your complaint with the course instructor to verify grading practices and assignments and to attempt to clear up any misunderstandings or disagreements. Sign your name to certify you have done this. 성적 정정을 신청하기 전 먼저 이 성적을 준 교수와 만나 성적평가 규정 또는 과제물 등에 대해 상의하고 오해 또는 실수가 있었는지를 확인하여야 합니다. 교수와 상의하였으면 서명하여 제출하시기 바랍니다.

<b>Student Signature(서명)</b>	<b>Date(날짜)</b>

### Office / Instructor Use Only

**Grade Changed From** \_\_\_\_\_ **to** \_\_\_\_\_

**Reason for Change:**

- Grade book calculations were incorrect. Corrections resulted in the grade change listed above.
- Coursework submitted electronically was not received. Re-submission resulted in the grade change listed above.
- Other(explain):

<input type="checkbox"/> Approved	<b>Instructor's Name and Signature</b>	
<input type="checkbox"/> Not Approved		<b>Date</b>
<input type="checkbox"/> Approved	<b>Academic Dean's Name and Signature</b>	
<input type="checkbox"/> Not Approved		<b>Date</b>