**Guidelines for Grade Objection Procedures**

Starting from the first semester of the academic year (AY) 2016, a grade objection system will be newly implemented as a supplement for the grade corrections system which was run by the School Regulation Article 36. An official grade objection period will be established to enhance the credibility of the grading process and to increase its convenience.

**1. Grade Objection system**

The responsible professor enters and confirms the grades and if a student finds the given grade to be different from expectations, the student may submit an objection to the professor, who may then review and directly correct the relevant grade in the case of an incorrect grading made due to a clerical error.

**2. Procedures for Grade Objection**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Entering /  confirming grades | ⇨ | Grade Objection | ⇨ | Grade Correction Request |
|  | Professor |  | Student |  | Professor |
| ⇨ | Withdraw confirmation | ⇨ | Grade Correction | ⇨ | View my grades  of this semester |
|  | Registrar |  | Professor |  | Student |

**3. Notes to students**

- **Submit the objection directly to your professor** within the prescribed period (by June 29 for first semester of AY2016). Use the contact information provided in advance**. (Due to personal privacy issues, please avoid contacting professors during late hours)**

- **Enter your valid contact details in Korea into Eureka** otherwise you may not be notified of grade-related information.

- Please be cautious when requesting a grade objection, since the request will be not accepted without **apparent clerical errors**. (Data Error, Entry Error, Paper Error, Calculation Error, Grading Error, Name Error, Other)

- **Your grade is subject to change due to another student’s grade objection** even if you did not make an objection yourself, since the distribution range per letter grade is determined based on the relative evaluation system. **Please check your final grades again after the end of the Grade Correction period (by July 4).**

**4. Timeline of AY2016 first semester**

**1) Grade Objection Period: After grade confirmation ~ 17:00, June 29.**

**2) Grade Correction Check: Available once the grade correction is confirmed by the Professor.**

**(Deadline: July 4)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Classification | By | Grade entry deadline | Grade Objection  deadline | Grade Correction  deadline |
| Entering/confirming grades | Professor |  |  |  |
|  |
| June 27 24:00 |
| Grade Objection | Student |  |  |  |
|  |  |
|  | June 29 17:00 |
| Grade Correction | Professor |  |  |  |
|  |  |  |
|  |  | July 4 24:00 |