

National Chin-Yi University of Technology

Grade Change Application Form

Date of Application	YYMMDD	Course Providing Unit	
Student's Name	Class	Student No.	
Course Opening Semester and Year	The ___ Semester of ___	Course Title	
Original Score		Course Code	
Ratified by the Course Providing Unit	Review Date: YYMMDD		
	This has been decided by the department (institute, office, center) meeting in the ___ semester of ___. (Attached with the student's application form, transcript, and meeting minutes)		
	<input type="checkbox"/> Approved. The score is changed to: _____		
	<input type="checkbox"/> Disapproved. The score remains unchanged.		
	<input type="checkbox"/> Others:		
	Application Status	The student has been informed in writing: <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Case Officer of the Course Providing Unit	The instructor has been informed in writing: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Supervisor of the Course Providing Unit	The written document has been delivered to the Registration Section: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Registration Section, Office of Academic Affairs	A copy has been delivered to the Secretariat Office: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Case Officer			
Section Chief			
Dean of Academic Affairs			

Note: Please handle the application in accordance with the "University's Key Points for Student's Grades".