

Hong Kong Baptist University
Department of History

Grade Appeal Procedures and Guidelines

A. Preamble

1. Students who have enrolled in any HIST/ GTSC/ GTCU/ GFHC/ GCAP courses offered by the department and are not satisfied with their final grades are eligible to appeal under the following circumstances:
 - a) Failed in the course
 - b) Expect to upgrade the letter grades range with a strong rationale for the requested review
2. Students are responsible for meeting the requirements set by the instructors for each course they take. Students who failed to submit all assignments are not eligible to file any appeal cases.
3. Faculty members need to provide grading rubrics for evaluating students' academic performance.
4. Every student is eligible for one appeal attempt in each semester.

B. Procedures

1. Student should make his/her appeal by submitting the Grade Appeal Form and all materials to the instructor, the Student Grievance Managers (Prof. Stephanie Po-yin CHUNG, Prof. Cindy Yik-yi CHU, Dr. DING Jie and Dr. LAW Yuen Han) and the Department (hist@hkbu.edu.hk) by email **within three weeks** after students are notified of the course semester grades.
2. The Grade Appeal Form requires a Student to:
 - i. provide information about the name of the instructor, the course, section number and semester taken;
 - ii. illustrate the academic rationale supported by evidence for grade review by explaining each and every assessment items of the course (500 words in English per assessment item);
 - iii. submit a copy of any academic assessment(s) and the Grade Appeal Form in electronic file(s) to facilitate further review.
3. Each Grade Appeal Form can be used for one course only.
4. The instructor will reexamine students' examination scripts and all assignments to check if there are discrepancies or inconsistencies in marking or grading, and write back to the appellant within six weeks. The Student Grievance Managers

(as of 2024.01.08)

and the Department Head should be copied. Grades after review may be **upgraded, downgraded or remain unchanged.**

5. If the appellant is not satisfied with the response, the instructor and the Student Grievance Managers will form a review panel to look into the case. The result will be sent to the appellant with a copy to the Department Head.
6. Any further steps will be decided by the Department Head.
7. If the student is dissatisfied with the decision of the reassessment, he/she may appeal in writing to the Academic Registrar within two weeks after receiving the decision from the Programme, giving full reasons in support of the appeal. A fee will be charged for the appeal. (Please refer to the AR website for more details: http://ar.hkbu.edu.hk/curr/ug_std/appeal_procedures_acad_matters/)
8. Students who choose to incorporate artificial intelligence (AI) in their written application for grade appeal must adhere to the university's guidelines. Failure to comply with these guidelines will result in the dismissal of their appeal applications. For further information, please see HKBU's guidelines for proper use of generative AI tools: <https://bba.hkbu.edu.hk/academics/teaching-and-learning-supports>.

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Grade Appeal Form

IMPORTANT: Please submit this form to the instructor, the Student Grievance Managers (Prof. Stephanie Po-yin CHUNG, Prof. Cindy Yik-yi CHU, Dr. DING Jie and Dr. LAW Yuen Han) and the Department (hist@hkbu.edu.hk) **within three weeks** after the official release of the semester grades.

I. PARTICULARS OF STUDENT

Student Name:

Student No.:

Department/
Programme Title:

Year:

Email Address:

Contact No.:

II. APPLICATION DETAILS

Academic Year:

Semester:

Course Code &
Title:

Course
Instructor(s)
Name:

Grade Awarded:

Midterm Test/ Exam Scores

Final Exam Scores

I am appealing*:

Term Paper Scores

Final Course Grade

Other (please identify):

*✓ as appropriate

Reason(s) for the appeal (illustrate the academic rationale supported by evidence for grade review by explaining each and every assessment items of the course with 500 words in English per assessment item; please provide the word count.)

Attach additional sheets as necessary.

*Any students found to have used AI for the rationale statement will have their requests automatically dismissed.

I understand that the grade after review may be upgraded, downgraded or remain unchanged.

Student Signature: _____ **Date:** _____

FOR OFFICE USE ONLY

Date received:	
Comments (to be completed by Instructor):	

ORIGINAL GRADE TO BE UPHELD

ORIGINAL GRADE TO BE CHANGED TO _____