 UGM	Department of Mathematics Faculty of Mathematics and Natural Science	Document Number:	Page 1 of 4
	APPEAL PROCEDURE CLARIFICATION OF STUDY RESULT		Validation number :
			Edition : 1
			Date : 30-8-2013

1. OBJECTIVE

This manual procedure gives an explanation how a student who find improper in the study result (grade) given by lecturer related to an in-class course, final project, or cumulative GPA (CGPA) stated in his/her transcript, then he/she has a right to ask for a clarification which is arranged in the following procedures.

2. SCOPE

This manual procedure includes to grades given by lectures related to an in-class course, final project, or cumulative GPA (CGPA) stated in his/her transcript Only final course grades may be appealed.

3. REFERENCE

Document Number	Document Title
-	UGM Academic Calendar
-	Lecture Ethic Code

4. TERMINOLOGY AND GLOSSARY

VD : Vice Dean of Academic Affairs

HD : Head of Department

AA : Faculty Academic Affairs

L : Lecturer

S : Student

5. RESPONSIBILITY

VD, HD, TKS, L, AA, and S are responsible to ensure that this procedure is well implemented, with the main responsibility is given as follow:


VD is responsible for the implementation of this procedure in each semester.

HD is responsible for doing teaching assignment.

L is responsible for the teaching and learning process of courses he/she taught.


AA is responsible for teaching and learning schedule, and examination.

S is responsible for taking part in teaching and learning process and examination.

 UGM	Department of Mathematics Faculty of Mathematics and Natural Science	Document Number:	Page 2 of 4
			Validation number :
	APPEAL PROCEDURE CLARIFICATION OF STUDY RESULT		Edition : 1
			Date : 30-8-2013

6. DETAIL OF PROCESS

No.	Category	Step	Involved Person
1	In-class course grade	<ol style="list-style-type: none"> 1. Student comes to the lecturer of the course and ask about the grade. 2. Student get detailed explanation about the grade with evidences (attendance record, assignment/homework score, mid-term score, final score). 3. Student may give some explanations which can be a consideration between the student and the lecturer. 4. In case there is a doubt or there is no consensus, under the student's approval, the lecturer may give another examination to test the ability of the student. 5. Final grade (after clarification process) is obtained according to the above-mentioned steps and by considering other related regulation. 	<ol style="list-style-type: none"> 1. Student 2. Lecturer of a course
2	Final project	<ol style="list-style-type: none"> 1. Student may ask the secretariat of study program about his/her final project grade. 2. The secretariat of study program gives an explanation according to the student's undergraduate-thesis-defense document. 3. In case of document obscurity, secretariat of study program need to have coordination with board of study program and board of examiner. 	<ol style="list-style-type: none"> 1. Student 2. Secretariat of Study Program
3	CGPA stated in transcript	<ol style="list-style-type: none"> 1. Student goes directly to Faculty Academic Affairs and asks for alteration by showing supporting evidence, i.e. list of grade in each semester. 2. In case there is an incompatibility related to curriculum (name of a course, curriculum change regulation, number of credit hours), student may ask clarification from board of study program. 	<ol style="list-style-type: none"> 1. Student 2. Study Program 3. Faculty Academic Affairs

 UGM	Department of Mathematics Faculty of Mathematics and Natural Science	Document Number:	Page 3 of 4
	APPEAL PROCEDURE CLARIFICATION OF STUDY RESULT		Validation number :
			Edition : /
			Date : 30-8-2013

7. FLOW CHART

8. QUALITY REPORT

No.	Document code, document title, summary of report	Time and place of document storing	Person in charge
1.		ADMJ	SJ
2.			

9. REVISION NOTES

Revision number	Chapter Number	Detail of revision	Validated by	Date of validation
	-	-	Head of Department	30-8-2013