|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Course Professor | Department Head/ Division Chief | Dean of College |  | Person in Charge | Team Leader | Dean | President |
|  |  |  |  |  |  |  |

**Application for Grade Amendment**

(성적 정정원)

**1. Applicant’s Personal Information**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Degree | BS/MS/PhD | Dept.(Major) |  | Student ID No. |  | Student Name |  |

**2.Amendment**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Year/Semester | Course No. | Course Title | Credits | Description of Amendment | |
| Grade before Amending | Grade after Amending |
|  |  |  |  |  |  |

**※Grounds for Amendment: 1) Grounds for amendment should be legal and appropriate.**

**2) Documentary evidence must be submitted.**

I hereby apply to amend the above student's grade under School Curriculum Guidelines Article 29 (Grade of Error, etc.) by attaching the relevant documents as evidence.

Please attach : 1) “Reason for Grade Amendment” form

2) Documentary Evidence (Examination Papers, Assignments, etc.)

Date(MM/DD/YY):

【Course Professor】

Dept.(Major): Position: Name:

**To the President of KAIST**

**Reason for Grade Amendment**

(성적 정정 사유서)

|  |
| --- |
| Date(MM/DD/YY):  【Course Professor】  Dept.(Major):  Position:  Name: Signature: |