

**CITY UNIVERSITY OF HONG KONG**  
**Chan Feng Men-ling Chan Shuk-lin Language Centre**

**Application for Review of Course Grades (Informal Resolution)**

**NOTE:**

1. Reviews of course grades are governed by section 15.1 of the Academic Regulations for Undergraduate Degrees, available on the website of the Academic Regulations and Record Office;
2. This application form is applicable for grade review of courses offered by the Chan Feng Men-ling Chan Shuk-lin Language Centre (LC) – the course list is available at the [LC website](#);
3. Applications must be made within 5 working days after the announcement of course grades by the University, and late applications will not be entertained;
4. The decision of the informal grade review will be communicated to the applicant by the LC General Office no later than 13 working days following the announcement of course grades by the University; and
5. Should there be any problems, please contact the LC General Office at (+852) 3442 7607 or [language centre@cityu.edu.hk](mailto:language centre@cityu.edu.hk).

**Part A – Application details** *(to be completed by the applicant)*

Semester/Term (e.g. Sem A, 2022-23): \_\_\_\_\_

Course code and title: \_\_\_\_\_ Course section: \_\_\_\_\_ Course grade: \_\_\_\_\_

Student name: \_\_\_\_\_ Student number: \_\_\_\_\_

Programme of study: \_\_\_\_\_ Contact number: \_\_\_\_\_

I would like to apply for an informal grade review of the above course as I believe there may have been:  
*(please tick as appropriate)*

- a miscalculation of marks
- data errors
- extenuating circumstances affecting my performance *(please specify in the remarks)*
- issues relating to my LC course grade that I would like to resolve

Remarks:

*Please attach the relevant supporting documents that substantiate your stance.*

**Part B** *(to be completed by the LC)*

- Upon re-checking, I confirm that there are no irregularities on the recording nor calculating of the course grade awarded to the student. The course grade shall remain unchanged.
- The grade awarded to the student in the said course should be amended from \_\_\_ to \_\_\_.  
*(Please provide details)*

Comments:

\_\_\_\_\_  
LC Assessment Coordinator

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
LC Head

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date