



Mae Fah Luang University's Announcement

Subject : The Procedure for Requesting Review of Student Grades

It has been deemed appropriate to establish Mae Fah Luang University Announcement on the Procedure for Requesting Review of Student Grades to assure clear operational guidelines that align with the announcement from Mae Fah Luang University concerning the timeframe for requesting access to examination scores and for appealing academic results. This aims to ensure consistent practice across the institution.

By virtue of the authority granted under Section 26 of the Mae Fah Luang University Act B.E. 2541, Mae Fah Luang University hereby issues an Announcement on the Procedure for Requesting Review of Student Grades as follows:

1. The Registrar Division shall announce academic results through the Registrar System (REG).
2. Students shall acknowledge their academic results and contact the Registrar Division to request a review of their results by submitting a request for review within 15 days of the date the academic results for the course are announced. Supporting evidence must be provided for the School's consideration. The university reserves the right not to accept requests lacking supporting documentation.
3. The Registrar Division shall forward the requests for review of course results to the School who is responsible for that course for consideration.
4. The School shall assess the accuracy of the academic results by having the instructor verify the correctness of the examination scores, along with considering the request and supporting evidence, and proceed as follows:
 - 4.1 If the academic results are verified as correct, the School shall inform the Registrar Division of the verification result.
 - 4.2 If the academic results are found to be incorrect, the School shall notify the Registrar Division and propose an agenda to rectify the academic

results, along with the rationale and supporting evidence. This proposal shall undergo approval by the School Committee, the Committee for Curriculum and Pedagogical Consideration, and be submitted to the Academic Council for consideration to amend the academic results accordingly.

5. Upon receiving notification of the decision, the Registrar Division shall proceed as follows:

- 5.1 Conclude the matter if the academic results are accurate.
- 5.2 Amend the academic results if the Academic Council approves the revision.
- 5.3 Notify students of the decision via email.
- 5.4 Record the information as evidence.

Please be informed and comply with this announcement accordingly.

Announced on 11 October, 2024.

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