

 CYPRUS INTERNATIONAL UNIVERSITY	FACULTY OF HEALTH SCIENCES DEPARTMENT OF NUTRITION AND DIETETICS	GRADE OBJECTION GUIDELINE	
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Student's Letter Grade Objection Process Guideline

- a) Exam results are entered into the Student Information System (CIU SIS)/MOODLE by the faculty members, and letter grades are announced.
- b) If the student finds the exam grade low, the student submits a petition to the Dean's Office within three business days in accordance with Article 16 of the Cyprus International University Regulations On The Principles Of Examination and Evaluation Of The Associate and Undergraduate Degree Programmes.
- c) The student's objection is reevaluated by the faculty member and reported to the Dean's Office. Objections must be resolved within five business days at the latest.
- d) As a result of the objection, the Faculty Management Board is presented with the request to correct the grades, and the Management Board reviews the objection.
- e) If there is a material error as a result of the objection; the student's new grade is corrected with the grade change form and updated in CIU SIS. The result of the change decision is communicated to the student by their advisor.
- f) If there is no material error as a result of the objection; the faculty member of the relevant course informs the Dean's Office with a cover letter that there will be no change in the student's grade. The student is informed by their advisor.

PREPARED BY: Lecturer APPROVED BY: Head of Department	APPROVED BY: Dean
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