	UNIVERSITAS GADJAH MADA FAKULTAS MATEMATIKA DAN ILMU PENGETAHUAN ALAM DEPARTEMEN MATEMATIKA	
	PROSEDUR	No. Dokumen : MSM.S.16.08
		Tanggal pengesahan : 20 Nov 2016
	CLARIFICATION OF STUDY RESULT	Revisi : - Halaman : 1 dari 2

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.

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.

REFERENCE

- a. FMNS UGM Academic Guide
- b. Regulation of the maximum number of credits taken
- c. UGM Academic Calendar

TERMINOLOGY AND GLOSSARY

VD : Vice Dean of Academic Affairs HD : Head of Department SD : Secretary of Department
HSP : Head of Study Program SSP : Secretary of Study Program L : Lecturer HL : Head of
Laboratory AA : Department Academic Affairs SPV : Supervisor S : Student SPC : Study
Planning Card UT : Undergraduate Thesis UTD : Undergraduate Thesis Defense UET :
Undergraduate Thesis Defense Examiner Team

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.

DETAIL OF PROCESS

In-class course grade

- a. Student comes to the lecturer of the course and ask about the grade.

	UNIVERSITAS GADJAH MADA FAKULTAS MATEMATIKA DAN ILMU PENGETAHUAN ALAM DEPARTEMEN MATEMATIKA	
	PROSEDUR	No. Dokumen : MSM.S.16.08 Tanggal pengesahan : 20 Nov 2016
	CLARIFICATION OF STUDY RESULT	Revisi : - Halaman : 2 dari 2

- b. Student get detailed explanation about the grade with evidences (attendance record, assignment/homework score, mid-term score, final score).
- c. Student may give some explanations which can be a consideration between the student and the lecturer.
- d. 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 abilty of the student.
- e. Final grade (after clarification process) is obtained according to the abovementioned steps and by considering other related regulation.

Final project

- a. Student may ask the secretariat of studj program about his/her final project grade.
- b. The secretariat of study program gives an explanation according to the student's undergraduate-thesis-defense document.
- c. In case of document obscurity, secretariat of study program need to have coordination with board of study program and board of examiner.

CGPA stated in transcript

- a. Student goes directly to Faculty Academic Affairs and asks for alteration by showing supporting evidence, i.e. list of grade in each semester.
- b. 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.