

# Final Grade Appeal System User Guide

October 2022

# 1. Student Pages

## 1.1. Dashboard

Dashboard displays three regions:

- **Student Grades:** it lists student grades for a selected term.
- **Student Grades Statistic:** it displays the statistic of the number of courses with a specific grade letter.
- **Final Grade Appeal Applications:** it listed the submitted application for final grade appeal for a selected term.

The screenshot displays the Student Dashboard interface. At the top, there is a navigation bar with the university logo, the text "My Dashboard My Services", and user information "Role: Student Log Out".

**Student Grades**

Term: Fall 2014

Search: [Q] Go Actions

CRN	Subject Code	Course No.	Course Title	Final Grade
17806	CHME	201		I
11777	PHYS	192		D+
13908	MATH	102		F
14545	CHEM	241		D
18270	PHYS	191		A

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**Student Grades Statistic**

8 A, 5 B, 5 B+, 10 C, 9 C+, 11 D, 7 D+, 1 I

**Final Grade Appeal Applications**

Search: [Q] Go Actions

Term	Course	Request Date	CRN	Student Note	Expected Grade	Application Status	Instructor Decision	Instructor Note	Dep. Head Decision	Dep. Head Note	Assistant Dean Decision	Assistant Dean Note	New Grade	Committee Decision	Committee Note
Fall 2014	PHYS 191	02-OCT-22	18270	test	C	Approve	-	TEST	-	test	-	test	C+	-	-

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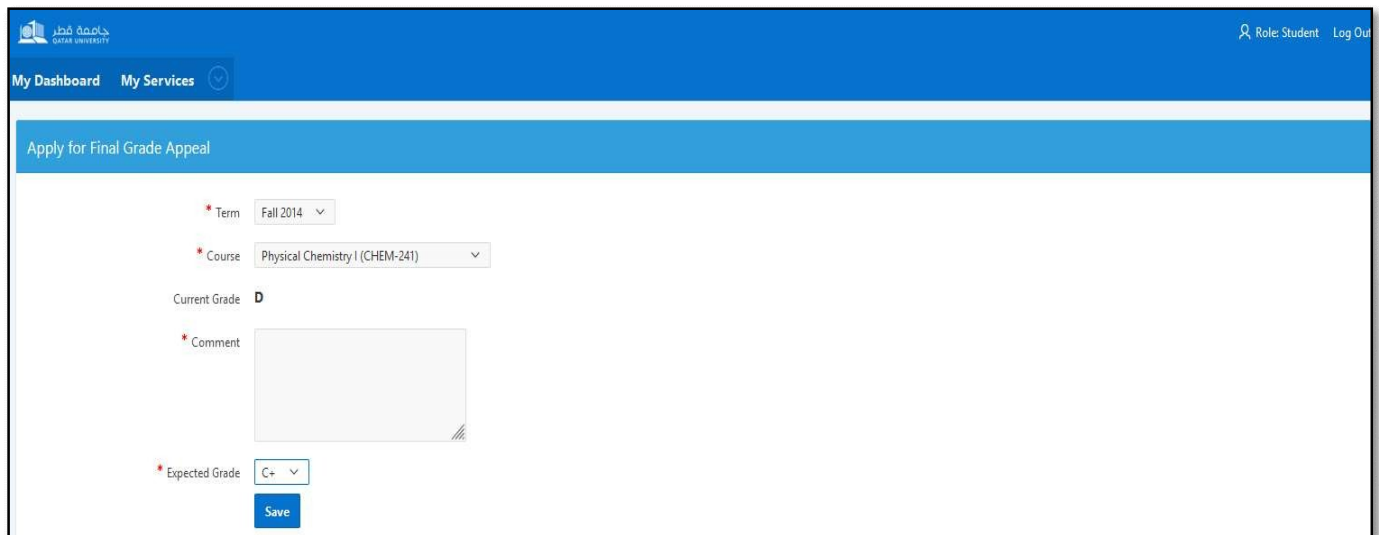
## 1.2. My Services Menu

### 1.2.1. Apply for Final Grade Appeal Page

In apply for final grade appeal page, the student need to enter the following:

- **Term:** shows terms with open calendar only.
- **Course:** shows list of courses registered for selected term.
- **Current Grade:** shows final grade for selected course.
- **Comment:** A student needs to write justification to support their appeal requests.
- **Expected Grade:** A student needs to select the grade he expected to have.

After press Save button, a confirmation email will be sent to student and a notification email will besent to instructor.



The screenshot shows a web application interface for 'Apply for Final Grade Appeal'. The page has a blue header with the Qatar University logo and navigation links for 'My Dashboard' and 'My Services'. The main content area contains a form with the following fields:

- Term:** A dropdown menu with 'Fall 2014' selected.
- Course:** A dropdown menu with 'Physical Chemistry I (CHEM-241)' selected.
- Current Grade:** A text input field containing the letter 'D'.
- Comment:** A large text area for entering justification.
- Expected Grade:** A dropdown menu with 'C+' selected.

A blue 'Save' button is located at the bottom of the form.

## 1.2.2. View Application Status

In view application status page, the student can check updates on his request and can submit for a Re-Apply incase of instructor or department head rejection.

Term	Course	Current Grade	Request Date	CRN	Status	Student Note	Expected Grade	Instructor Decision	Instructor Note	Dep. Head Decision	Dep. Head Note	Assistant Dean Decision	Assistant Dean Note	New Grade	Committee Decision	Committee Note	Re-Apply
Fall 2014	PHYS 191	C-	02-OCT-22	18270	Inst. Reject	test	A	Reject	test	-	-	-	-	C-	-	-	Re-Apply

After press on Re-Apply button on the table, a pop-up will appear to re-submit the request to the next authority in the workflow with the ability to update the justification. After press on Re-Apply, a notification email will be sent to department head or assistant dean.

Student - Re-Apply for Rejected Appeal Applications

**Would you like to re-submit your application again to the department head?**  
هل ترغب في إعادة النظر في طلبك من قبل رئيس القسم؟

No  Yes

\* You can modify your comments:  
test

Close Re-apply