

A request for grade or score disclosure

Subject A request to disclose grade or score

To The Director of NUIC

 I, ……………………………….……………………………………………………………………………….., Student ID……………………Major…………………………………………………………………….............................

studying at Naresuan University International College, Tel.No…………………………………………….…

registered in (Course Code)………………………………(Course Title)………………………….…………………… in semester ………/………….. would like to request

 ( ) (instructor’s name)……………………………………………………………………………..

to disclose score on (please specify the name and type of evaluation e.g. quiz, written assignment) ………………………………………………………………………………………………………………………….

 ( ) (instructor’s name)……………………………………………………………………………..

to disclose score on the above mentioned course

 I will come to see the score or grade in person at NUIC.

Please approve.

Sincerely Yours,

………………………………….

(………………………………..)

Note: This request can be submitted at NUIC Academic Affairs Unit or by email (nuicacademicaffairs@nu.ac.th)

Procedures to request for grade or score disclosure

1. Student submits A request for grade or score disclosure form to NUIC Academic Affairs Unit or by email (nuicacademicaffairs@nu.ac.th)
2. Academic Affairs will pass the form the Deputy Director and the Director for an approval. Once an approval is granted, NUIC Academic Affairs Unit will contact an instructor to disclose score or grade as requested by student.
3. An instructor shall submit score or grade within 5 working days to NUIC Academic Affairs Unit.
4. NUIC Academic Affairs Unit will contact student to come to NUIC to see the score or grade within 3 working days after the submission of score or grade from an Instructor
5. If students do not satisfy with the result, they can appeal it to NUIC. (https://nuicoffice.wixsite.com/nuic/about-3)