



Enrollment Management Department  
Registration Support Section

# Final Grade Appeal System User Guide

October 2022



# 1. Student Interface

## 1.1. Dashboard Overview: The dashboard is divided into three sections:

- **Student Grades:** Displays a list of the student's grades for a chosen term.
- **Student Grades Statistics:** Presents statistics on the number of courses with specific grade letters.
- **Final Grade Appeal Applications:** Lists all submitted final grade appeal applications for the selected term.

The screenshot displays the Student Interface dashboard. 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".

The dashboard is divided into three main sections:

- Student Grades:** This section includes a dropdown menu for the term (set to "Fall 2014"), a search bar, and a table of grades. The table has columns for CRN, Subject Code, Course No., Course Title, and Final Grade. The data shown is as follows:

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
- Student Grades Statistic:** This section features a horizontal bar chart showing the number of courses for each grade letter: A (8), B (5), B+ (5), C (10), C+ (9), D (11), D+ (7), and I (1).
- Final Grade Appeal Applications:** This section includes a search bar and a table of applications. The table has columns for 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, and Committee Note. The data shown is as follows:

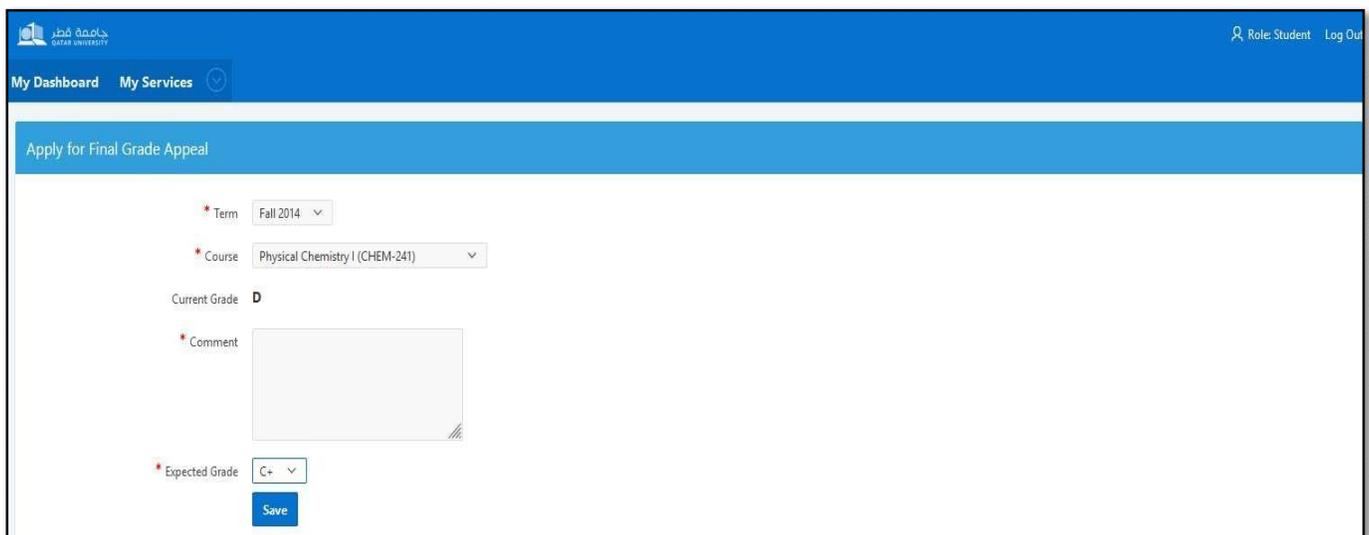
Term	Course	Request Date	CRN	Student Note	Expected Grade	Application Status	Instructor Decision	Instructor Note	Dep. Head Decision	Dep. Head Note	Assistant Dean Decision	Assistant Dean Note	New Grade	Committee Decision	Committee Note
Fall 2014	PHYS 191	02-OCT-22	18270	test	C	Approve	-	TEST	-	test	-	test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

## 1.2. My Services Menu

1.2.1. **Applying for Final Grade Appeal:** To apply for a final grade appeal, students must complete the following fields:

- **Term:** Displays only terms with an open calendar.
- **Course:** Shows a list of courses registered for the selected term.
- **Current Grade:** Indicates the final grade for the chosen course.
- **Comment:** Students are required to provide a justification for their appeal.
- **Expected Grade:** Students must select the grade they expect to take.

Upon clicking the “Save” button, a confirmation email will be sent to the student, and a notification email will be sent to the instructor.



The screenshot shows a web interface for applying for a final grade appeal. At the top left is the logo for 'Al-Farabi University'. The navigation bar includes 'My Dashboard' and 'My Services'. The main heading is 'Apply for Final Grade Appeal'. The form contains 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, empty text area for providing a justification.
- Expected Grade:** A dropdown menu with 'C+' selected.

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

**1.2.2. Viewing Application Status:** This feature allows students to track the status of their appeal requests. In cases where an appeal is rejected by the instructor or department head, students have the option to re-apply.

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

Clicking the "Re-Apply" button on the table triggers a pop-up window for resubmitting the appeal to the next authority in the workflow, with an option to update the justification. Upon clicking "Re-Apply," a notification email is sent to the 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