



**FACULTY OF ECONOMICS AND ADMINISTRATIVE
SCIENCES**

DEPARTMENT OF BUSINESS ADMINISTRATION

EXAM GRADE APPEAL WORKFLOW

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WORKFLOW	RESPONSIBLE	RELATED DOCUMENT
An appeal against the grade announced by the relevant course instructor is made by submitting a petition within 3 (three) working days following the announcement of the results. The petition is forwarded to the Department of Business Administration by the Dean's Office. The relevant exam paper is reviewed by the commission formed by the Department of Business Administration. The exam paper review report prepared by the commission is forwarded to the Faculty Board of Directors. DECISION There is a material error. There is no material error. The exam grade is corrected via ÜBYS. The exam grade remains unchanged.	Course Instructor + Student FEAS Dean's Office + Head of the Business Administration Department Faculty Board of Directors Registrar's Office	BANÜ Examination Procedures and Principles Directive + Material Error Petition Draft Student Exam Paper + Material Error Petition Decision of the Faculty Board of Directors
Prepared By	(Checked By)	(Approved By)
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