

T.C.
ISTANBUL TOPKAPI UNIVERSITY
STUDENT GRADE APPEAL PROCESS WORKFLOW DIAGRAM

Appeals regarding exam results can only be made due to material errors or within 5 business days following the announcement of the exam results on the university's Student Information System page, by submitting a written application to the Faculty/College Secretariat.

The student applies to the Faculty/College Directorate with a Grade Appeal Petition.

The Faculty/College Directorate processes the petition and submits it to the relevant faculty member.

The faculty member evaluates the exam and sends the result to the relevant department..

The Board of Directors' decision is sent to the Student Affairs Department.

The grade change is decided by the relevant Board of Directors.

The Student Affairs Department prints the previous version of the grade evaluation list for the course before the grade change is made.

The Board of Directors' decision is processed, and the grade change is

The revised Course Evaluation List is checked and archived.