

RECTOR'S DECREE OF UNIVERSITAS HASANUDDIN

NUMBER 47104/UN4.1/KEP/2016

CONCERNING

STANDARD OPERATING PROCEDURE (SOP) FOR APPEAL/CHANGE OF COURSE
GRADES IN HASANUDDIN UNIVERSITY

RECTOR OF UNIVERSITAS HASANUDDIN

- Considering : a. that in order to accommodate requests from several students for the change of course grades, it is deemed necessary to establish Standard Operating Procedures (SOP) for Proposing Appeals/Change of Course Grades for Undergraduate Programs in Hasanuddin University.
b. that for the benefit of point a above, it is necessary to issue a decree.
- Bearing in mind : 1. Law Number 20 of 2003 on the National Education System;
2. Law Number 12 of 2012, concerning Higher Education;
3. Regulation of the Government Number 23 of 1956 concerning the Establishment of Hasanuddin University;
4. Regulation of the Government Number 4 of 2014 dated January 30, 2014 on the Implementation of Higher Education and Management of University;
5. Regulation of the Government of the Republic of Indonesia Number 53 Year 2015 dated July 22, 2015 concerning the Statute of Hasanuddin University;
6. Decree of the Minister of Education and Culture of the Republic of Indonesia Number 98/MPK/A4/KP/2014 dated March 26, 2014 concerning the Appointment of the Rector of Hasanuddin University;
7. Regulation of the Rector of Hasanuddin University Number: 5441/UN4/OT.04/2016 concerning Organization and Work Procedures of Hasanuddin University Management;
8. Rector's Decree of Hasanuddin University Number 1870/H4/P/2009 concerning Academic Regulations of Hasanuddin University.

HEREBY DECREES

- To enact : STANDARD OPERATING PROCEDURE (SOP) FOR APPEAL/CHANGE OF COURSE GRADES IN HASANUDDIN UNIVERSITY.
- FIRST : Operational Standards and Procedures (SOP) for the Proposal of Course Grade Appeal/Change for Undergraduate Programs in Hasanuddin University, as stated in the attachment to this decree.
- SECOND : The proposal for grade appeal/change only applies to courses conducted in the current semester, with a deadline of 1 (one) week after the deadline for submission of grades according to the current academic calendar;
- THIRD : This decree shall be effective from the date of its enactment, with the provision that if in the future there is any mistake in this decree, it shall be revised accordingly.

Enacted in Makassar
On November 8, 2016

RECTOR,



Prof. Dr. Dwia Aries Tina Pulubuhu, M.A.
NIP 196703081990031001

Cc:

1. Vice-Rectors, Unhas;
2. Secretary of University, Unhas;
3. Deans of Faculties/Schools in Unhas;
4. Vice-Deans Faculties/Schools in Unhas;
5. Heads of Study Program in Unhas;
6. Heads of Divisions/Bereau of Faculties/Schools.

Attachment of Rector's Decree of Hasanudin University

Number : 47104/UN4.1/KEP/2016

Date : November 8, 2016

Concerning : Standard Operating Procedures (SOP) for appeal/change of course grades in Hasanuddin University.

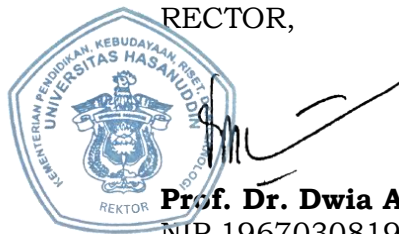
A. Required Documents

1. Report card or student study results from SIM
2. A list of grades from the lecturer in charge of the course will be proposed for grade change.
3. Attendance list of students from SIM (can be obtained from the Admin of Study Program or the Academic Subdivision of the Faculty)

B. Procedure

1. The student applies to the lecturer in charge of the course, attaching the documents in point A above.
2. The lecturer in charge verifies the student's data.
3. If the verification results are declared eligible for grade change, the lecturer in charge completes the grade change form and submits it to the Head of the Study Program (the grade change form is attached).
4. The Head of the Study Program forwards it to the Head of the Department after data verification.
5. The Head of Department forwards it to the Vice Dean for Education and Development after data verification.
6. The Vice Dean for Education and Development proposes to the Vice Rector for Academic Affairs of Hasanuddin University after data verification.
7. The Vice Rector for Academic Affairs then forwards it to the Head of the Academic Administration Bureau.
8. The Head of the Academic Administration Bureau then forwards it to the Head of the Education Section.
9. The Head of the Education Section then forwards it to the Head of the Education and Evaluation Subdivision.
10. The Education and Evaluation Subdivision verifies the student data. If the result of data verification is declared valid, the Education and Evaluation Subdivision will revise the grade on SIM. Meanwhile, if the verification results are declared invalid, the results will be informed formally in writing to the faculty.

RECTOR,



Prof. Dr. Dwia Aries Tina Pulubuhu, M.A.
NIP 196703081990031001



FORM OF APPEAL/CHANGE OF GRADE

COURSE/CODE :

SEMESTER :

CLASS :

NO.	STUDENT NUMBER	NAME	GRADE		
			NUMBER	QUALITY	CONVERSION
1.					
2.					

Final grades for appeal/change of courses:

NO.	STUDENT NUMBER	NAME	GRADE		
			NUMBER	QUALITY	CONVERSION
1.					
2.					

Reason for grade appeal/change:

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Makassar,

Acknowledged by
Vice-Dean for Academics

Head of Department

LECTURER,

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NIP.

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NIP.

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NIP.

Note : 4 (four) copies submitted,
Copy 1 for BAAK (Original),
Copy 1 for Faculty,
Copy 1 for Lecturer,
Copy 1 for archive.