

國立中山大學學生學期成績複查暨申訴處理要點

Guidelines on Handling Requests for Grade Re-checks and Related Grievances

中華民國 90 年 10 月 5 日 第 89 次 教務會議通過
Approved at the 89th Academic Affairs Council meeting on October 05, 2001
中華民國 107 年 12 月 10 日 第 158 次 教務會議修正通過
Approved at the 158th Academic Affairs Council meeting on December 10, 2018

- 一、 學生對其學期成績有疑問者，應即向任課教師複查。如仍有異議，得於收到成績單後 14 日內，向開課單位再提出複查，逾期不予受理。
 - I. Students who have questions about their semester grades shall ask for a grade check with their teaching faculty immediately. If the students still have doubts, they may request for a re-check to the unit offering the courses within 14 days upon receiving the transcript. No request shall be accepted after the stipulated deadline.
- 二、 向開課單位申請複查之學生須書面敘明理由並檢附學期成績單，及相關佐證資料（若學生試卷、作業、報告等成績評分之原始資料任課教師已發給學生，學生申請複查時需一併提出）。
 - II. Students who request for a grade re-check to the unit offering the courses shall specify their reasons in writing, the transcript of the current semester and relevant documents. If the documents (test papers, assignments, reports, etc.) are already given back to the students, the students shall submit them along with their request.
- 三、 開課單位收件後，由其單位主管召集相關教師（不含任課教師）三～五人組成「成績複查小組」作學術專業判斷，並於 10 日內將處理結果回覆申請人，處理結果需說明該科各項成績之評分、學期成績計算方式及處理過程；複查結果若需更正成績，則依本校教師繳交及更正學期成績辦法辦理。
 - III. Upon receiving a request, the head of the unit shall convene an ad hoc committee for grade re-check with three to five faculty members (except for the teaching faculty of the concerned course) to make professional judgement and notify the student the result within 10 days, including the assessment of various items, the grading method of semester grade, and the re-check procedure. Any grade to be corrected based on the re-check result shall be handled in accordance with the University's *Regulations for Submission and Correction of Semester Grades by the Faculty*.
- 四、 學生對開課單位之複查結果如有異議，應於 7 日內檢附相關資料向教務處提請申訴，但以一次為限，逾期不予受理。
 - IV. Students discontent with the re-check result may file a grievance to the

OAA within seven days after receiving the notification. A grievance shall be filed only once within a stipulated period.

- 五、 申訴程序由教務長邀集各學院代表組成七~九人之「成績申訴評議小組」，就學生所提理由及事實，再進行裁定。
- V. Upon receiving a grievance, the vice president for Academic Affairs shall convene an ad hoc committee for handling grade grievance with seven to nine representatives from individual colleges to make a final decision based on the reasons and facts stated in the grievance.
- 六、 裁定結果如認為評分或成績計算方式明顯不當，由「成績複查小組」或「成績申訴評議小組」提教務會議議決，始得更正成績。
- VI. If either of the two committees determines that the assessment or grading method is inappropriate, the committee shall submit the case to the Academic Affairs Council meeting for deliberation before any grade correction.
- 七、 申請複查學生不得要求查看其他學生之試卷、作業、報告等之評分。
- VII. Students requesting for a grade re-check shall not ask for looking into other students' test papers, assignments, or reports.
- 八、 處理學生複查案件過程，對於各項評分及學期成績計算方式除非有明顯不當，應尊重任課教師之決定。
- VIII. Unless the assessment of various items and the grading method for the semester grade are found obviously inappropriate, the teaching faculty's original evaluation shall be respected.
- 九、 本要點經教務會議通過，陳請校長核定後實施。
- IX. These guidelines are approved by the Academic Affairs Council and the President before implementation.