

國立中山大學教師繳交及更正學期成績辦法

Regulations for Submission and Correction of Semester Grades by the Faculty

97.3.20 本校第 115 次教務會議修正通過

Approved at the 115th Academic Affairs Council meeting on March 20, 2008

99.10.11 本校第 125 次教務會議修正通過

Amended and approved at the 125th Academic Affairs Council meeting on October 11, 2010

100.4.21 本校 99 學年度第 1 次臨時教務會議修正通過

Amended and approved at the 1st Academic Affairs Council interim on April 21, 2011

100.6.13 本校第 128 次教務會議修正通過

Amended and approved at the 128th Academic Affairs Council meeting on June 13, 2011

101.6.11 本校第 132 次教務會議修正通過

Amended and approved at the 132nd Academic Affairs Council meeting on June 11, 2012

101.12.17 本校第 134 次教務會議修正通過

Amended and approved at the 134th Academic Affairs Council meeting on December 17, 2012

106.12.11 本校第 154 次教務會議修正通過

Amended and approved at the 154th Academic Affairs Council meeting on December 11, 2017

112.12.12 本校第 178 次教務會議修正通過

Amended and approved at the 178th Academic Affairs Council meeting on December 12, 2023

第一條 本校為辦理教師繳交及更正學生學期成績事宜，特訂定本辦法。

I. The regulations are formulated for the submission and correction of semester grades by faculty.

第二條 學期成績，係依據日常考查、平時考試、期中考試、期末考試，或其他方式等加以評定。

II. Semester grades shall be given through the evaluation of students' performance in class, regular quizzes, mid-terms, and final exams or other criteria.

前項各項目評定成績佔學期成績之比例，由授課教師自行決定，惟應明列於課程大綱中，俾便學生瞭解。

The weighting of each item stipulated in the previous Paragraph on the semester grade shall be determined by the teaching faculty and indicated clearly on the course syllabus for students to understand.

第三條 學士班學生成績以 A+等第(百分制一百分)為滿分，C-等第(百分制六十分)為及格。碩、博士班學生成績以 A+等第(百分制一百分)為滿分，B-等第(百分制七十分)為及格。

III. The highest course grade for undergraduate students and postgraduates shall be A+ (equivalently, one hundred percent), and the passing grade shall be C- (equivalently, sixty percent), and B- (equivalently, seventy percent) respectively.

除性質特殊之科目，經教務會議通過採「通過」、「不通過」考評方式者不在此限。

Particular courses may adopt either “Pass” or “Fail” as the measures of assessment with the approval from the Academic Affairs Council and are exempt from the above provision.

第四條

授課教師應使用網路輸入成績系統，輸入完成並確認後即完成成績繳交。授課教師得將成績繳交結果存檔或列印存查，日後若對成績有疑義時，應依相關規定辦理更正。

IV.

Faculty shall key in grades through the online grade-entering system, and the grades will be submitted after the input is completed and confirmed. The faculty may save or print out grade reports for future reference. Grade correction shall be handled in accordance with relevant regulations if there are any doubts about grades.

課程如為兩位(含)以上教師合授者，其學期成績評定方式如下：

Courses lectured by at least two faculty members shall be given grades following either one of the measures below:

- 一、由全體合授教師共同評定得出單一成績，由主授教師上網輸入並確認(採等第簡式或百分簡式)。
 1. A single grade (either letter or percentage grade) is given with the agreement of all teaching faculty. The lead faculty shall key in the grades through the online grade-entering system.
- 二、合授教師依評分比例分別輸入成績，由主授教師確認後送出(採百分運算式)。
 2. All teaching faculty shall key in grades individually according to agreed grade distribution, and the lead faculty confirms and submits the grades (with percentage grade system).

第五條

學期成績應依行事曆規定期限內上網輸入並確認。

Grades shall be keyed in online and confirmed by the deadline stipulated on the University calendar.

第六條

教師上網輸入成績時，若有少數學生之成績無法確定，其處理方式如下：

V.

Cases of not yet confirmed grades shall be handled as follows:

- 一、成績不確定者，該生學期總成績欄暫時不輸入成績。
 1. Leave the semester grade entry blank if a student's grade is not yet confirmed.
- 二、其餘已確定成績可先進行部分成績確認。
 2. The rest of the grades can be keyed in and confirmed first.
- 三、前項不確定之成績已確定時，應即上網輸入成績並確認。

3. The unconfirmed grades mentioned above shall be keyed in and confirmed once they are available.

第七條

為避免影響學生就業、升學、申請獎學金、轉系、輔系、雙主修等各項權益，未依規定之期限繳交成績者，應由教務處註冊組通知授課教師，並副知相關單位主管協助催繳：

VI.

The Registration Division in the Office of Academic Affairs (OAA) shall notify the faculty and the supervisor of the affiliated unit of late submission of grade reports, in order to avoid affecting students' employment, further study, scholarship application, department transfer, taking minors, and double major:

一、 成績繳交截止日尚未繳交成績時，由教務處發文通知授課教師。

1. The OAA shall notify the faculty in writing when they fail to submit grade reports by the deadline.

二、 截止日後滿一星期未繳交時，發文授課教師，副本知會相關系(所、學位學程、通識教育中心各組)。

2. Notify the faculty in writing as well as their affiliated departments/institutes/degree programs/centers if the faculty fail to submit grade reports one week after the deadline.

三、 截止日後滿二星期未繳交時，再發文授課教師，副本知會相關各院、系(所、學位學程、通識教育中心各組)。

3. Notify the faculty in writing again and their affiliated college and departments/institutes/degree programs/centers if the faculty fail to submit grade reports two weeks after the deadline.

四、 催繳三次後仍未依限繳交成績者，教師成績催繳紀錄納入教師評鑑與升等參酌成績。

4. Cases of faculty failing to submit grade reports after three notices, notification records of late submission of grade reports shall be kept as references for faculty performance assessment and promotion evaluation.

第八條

碩、博士班學生修習之碩、博士班課程，若需較長時間撰寫研究報告經授課教師同意；或課程須至寒、暑假期間始能完成；或實驗（實習）未完成，致無法於行事曆規定繳交成績期限內評定成績者，「未完成」成績評定部份得暫以「I」(Incomplete)輸入於成績欄後繳交。

VII.

Graduate courses with the teaching faculty's approval for taking more time to finish reports, courses lasting into the summer or winter break, or not yet finished experiments or internships such that the grades of which

cannot be given within the deadline may be temporarily given a grade of “I” (for incomplete) in the semester grade entry.

「未完成」成績補登之期限，為次學期註冊後一週內；逾期仍未上網輸入並確認成績者，提行政會議報告。

The deadline for finalizing incomplete grades is within one week after the enrollment date of the next semester. Cases of faculty failing to key in and confirm the grades after this deadline shall be reported to the Executive Meeting.

碩、博士班學生畢業當學期之成績不得以「未完成」繳交。

Grade reports of master’s and doctoral students cannot be submitted with incomplete grades for their graduation semester.

第八條之一 西灣學院部分服務學習課程須至寒、暑假期間進行社區服務後，始能評定成績者，得以「未完成」(Incomplete)方式，暫以「I」輸入於成績欄，待社區服務結束後再完成輸入並確認。「未完成」成績補登之期限，為次學期註冊前一週內。學士班畢業當學期之成績不得以「未完成」繳交。

VIII-I. Service-learning courses from Si Wan College that can only be evaluated after the completion of community service in the winter or summer break shall be given an “I” on the system until the community service is complete. The final grades shall be confirmed and keyed in within one week before the enrollment date of the next semester. Grade reports of undergraduate students cannot be submitted with incomplete grades for their graduation semester.

第九條 教師學期成績完成繳交後不得更改。但如有因屬教師之失誤而需更改學生成績者，必須由授課教師提出確實證明，填寫「更正學生學期總成績申請書」，向開課系(所、學位學程、西灣學院各組)主管提出，經由系(所、學位學程、西灣學院各組)務會議與會人員四分之三通過後，以書面送交教務處註冊組更改。

VIII. Any request for the correction to confirmed grades shall not be granted once the grade reports are submitted by the faculty. Cases of correcting grades due to the faculty’s own mistake shall be filed by submitting the *Application Form for Correction of Semester Grades* with proofs to the departments/institutes/degree programs/centers offering the courses and approved by three fourths of the attendees of the unit council meeting. The approved request shall then be submitted to the Registration Division of OAA for correction.

系(所、學位學程、西灣學院各組)必須於次學期註冊日後一週內完成上述更改成績程序，並提下一次教務會議核備。

The procedure for correcting the grades shall be completed by

departments/institutes/degree programs/centers within one week after the enrollment date of the next semester with the case reported to the next Academic Affairs Council meeting for review.

第十條 教師未依本辦法規定期限處理學生成績繳交及更正事宜者，名單轉送本校教師評審委員會參考。

學生成績排名作業依本校「學生成績作業要點」規定，於註冊日後第三週排定。逾本辦法規定日期仍未繳交之成績，該科成績不計入當學期排名，併入次一學期成績排名。

IX. Faculty failing to submit the correction of grades by the deadline in accordance with these regulations shall be reported to the University Faculty Evaluation Committee for reference.

Grade rankings for the last semester shall be finalized on the third week of the new semester according to the *Guidelines on Academic Evaluation*. For grades that are not submitted within the time limit specified in this Guidelines, the grade of the subject will not be included in the ranking of the current semester and will be included in the ranking of the next semester.

第十一條 本辦法經教務會議通過後施行，陳請校長核定後實施，修正時亦同。

X. These regulations are approved by the Academic Affairs Council and the President before implementation. Amendments to these regulations shall follow the same procedure.