

# 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  
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中華民國 107 年 12 月 10 日 第 158 次 教務會議修正通過  
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- 一、 學生對其學期成績有疑義者，應先向任課教師提出複查。如仍有異議，得於次學期開學日前二周內，向開課單位申請複查，逾期不予受理。
  - I. Students who have questions regarding their semester grades shall first request a grade re-check from their teaching faculty. If the students still have doubts, they may apply for a re-check to the unit offering the courses two weeks prior to the commencement of the following semester. No request shall be accepted after the stipulated deadline.
- 二、 學生向開課單位申請複查時，須以書面敘明理由，並檢附學期成績單，及相關佐證資料。若任課教師已將試卷、作業、報告等成績評分之原始資料交付學生，學生於申請複查時應一併提出。
  - II. Students applying to the unit offering the courses for a grade re-check shall state their reasons in writing and submit the semester transcript with relevant supporting documents. If the teaching faculty has already returned the original grading materials such as test papers, assignments, and reports to the students, such materials shall also be submitted along with the application.
- 三、 開課單位受理後，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 日內將處理結果通知申請人及任課教師，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 acceptance of 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 and the teaching faculty 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 日內檢附評分或成績計算方式明顯不當之理由，或開課單位處理成績複查程序不當而影響其

權益之事實，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 issued by the unit offering the courses shall file a grievance to the Office of Academic Affairs (OAA) within seven days, by providing supporting evidence demonstrating obvious impropriety in the assessment or grading method, or facts showing the unit's improper procedures in handling the grade re-check that have affected their rights or interests. 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。裁定結果由教務處通知學生、任課教師及開課單位主管。

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. The OAA shall notify the student, the teaching faculty member, and the head of the unit offering the courses of the decision.

學生對裁定結果有異議者，得向本校學生事務處「學生申訴評議委員會」提起申訴。

Students discontent with the decision may further appeal to the *Students Appeal Handling Committee* of the Office of Student Affairs .

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.